Kansas Racing and Gaming Commission
700 SW Harrison, Suite 500, Topeka, Kansas 66603
(785) 296-5800, Fax (785) 296-0900

Lottery Gaming Facility Manager Renewal

Instructions

All information on the enclosed forms shall be typed or printed legibly in **black ink,** except initials and signatures. The renewal applicant must use **blue ink** when signing, dating or initialing any page of the application. All forms must be submitted to the Commission's Licensing Division in Topeka (mailing address at the top of these instructions).

Lottery Gaming Facility Manager renewal applications and supporting documents shall be filed with the commission not less than 120 days before the expiration date of the certification. The facility manager applicant shall be assessed for expenses, fees and costs incurred by the commission in performing the background investigation of the applicant and its key persons and employees.

No applicant for renewal certification shall provide false or misleading information on any application form or to any commission staff. The applicant should respond to the questions on the forms to the best of the applicant's knowledge. Any material omission is grounds for denial.

Each individual and entity applicant has the duty to comply with all requirements of the Kansas Expanded Lottery Act and K.A.R. 112-100-1 *et seq.*

FORMS:

Each applicant for renewal of a lottery gaming facility manager certification shall submit the following to the commission and may be required to provide other information that the commission deems necessary for investigating or considering the applicant.

- A completed original plus two copies of the *Business Entity Disclosure Renewal* (Form 550-05) and any documents supporting the application.
- An original and two copies of the *Personal Background Disclosure Renewal* (Form Packet 554) must be submitted by officers, directors, key persons of the applicant, and any person owning at least 0.5% interest in a supplier applicant.
- An original and two copies of the *Level I Personal Background Disclosure* (Form Packet 551) must be submitted by any new officers, directors, key persons of the applicant holding an interest in a supplier applicant.
- An original and two copies of the *Level III Personal Background Disclosure* (Form Packet 553) must be submitted by any new person(s) owning at least 0.5%, but less than 5% of an interest in a supplier applicant.

CHANGES IN APPLICATION INFORMATION:

Each individual and entity applicant has the duty to provide current information on the application and to submit any changes in application information to the commission within 11 days of the change.