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

# Level I Gaming Occupation License Application

## Instructions

All information on the *Level I Personal Background Disclosure* form and the *Gaming Occupation License Application* form shall be typed or printed legibly in **black ink,** except initials and signatures. The applicant must use **blue ink** when signing, dating or initialing any page of the form. All forms must be properly signed and notarized. No applicant shall provide false information on any application form or to any commission staff.

**LEVEL I CRITERIA:**

Persons meeting any of the following criteria are considered Level I employees and will be required to obtain a Gaming Occupation License:

- Each person who has authority to hire or fire employees of a gaming licensee; establish working policies for a gaming licensee and an ability to control or direct a gaming licensee; act as the chief financial officer or who has financial management responsibility for a gaming licensee; manage all or part of a gaming licensee, or direct, control, manage or engage in discretionary decision-making over a gaming licensee.
- Each person who has authority to supervise areas or tasks within a gaming facility including the surveillance investigations and operations in a gaming licensee; the count room; the gaming licensee shift manager or supervisor of the electronic gaming machine operation; the repair and maintenance of the electronic gaming machines and the bill validators; the surveillance department during a shift; repair or maintenance of the surveillance system equipment; a surveillance department trainee or a surveillance room technician; cage, satellite cage and vault; the collection unit of the gaming licensee; the internal audit department; or the management information systems department.
- Each person who has the authority to develop or administer policy or long-term plans or to make discretionary decisions relative to the management of a gaming facility or ancillary lottery gaming facility, including a general manager or chief executive officer; electronic gaming machine director; director of surveillance; director of security; controller; director of internal audit; manager of the management information systems section or of any information system of a similar nature; marketing department manager; administrative operations manager; hotel general manager; or restaurant or bar general manager; or any other key person designated by the commission.

**FORMS:**

Individuals seeking a Level I Gaming Occupation License must submit the following documents to the gaming facility's human resources office, which shall verify the completeness of the form and forward to a Commission licensing office:

- An original *Level I Personal Background Disclosure* (Form 551-01) and any documents supporting the form.
- A *Gaming Occupation License Application* (Form 410-00).

**LICENSE REVIEW APPOINTMENT:**

Licensee applicants will also be required to have a license review appointment, which will be scheduled by the gaming facility's human resources office. At the appointment the following must occur:

- Identification as described below must be brought to the scheduled license review appointment.
- Each applicant will be required to be fingerprinted at the time of the scheduled license review appointment.
- Each applicant will be photographed for their Photo ID Badge at the time of the scheduled license review appointment.

**IDENTIFICATION REQUIREMENTS:**

Each applicant shall identify themselves to commission staff by presenting the following valid identification:

- A current and valid U.S. passport or certification of naturalization or a current identification card issued by the INS containing a photograph or fingerprints and containing identification information including name, date of birth, sex, height, color of eyes and address.
- If the previous documentation is not available a student who is a citizen of another country with a J-1 authorization shall present the appropriate signed J-1 authorization document and a valid and current foreign passport with the United States citizenship and immigration stamp attached therein.
- If none of the previous documentation is available the applicant shall present one of following:
    - Current and valid state issued driver's license that has a photograph;
    - Current and valid identification card issued to persons who serve in the U.S. military, or their dependents, that has a photograph and/or other identifying information;
    - Current and valid school identification card containing a photograph, expiration date, the seal or logo of the issuing institution and the signature of the card holder; or
    - Current and valid identification card issued by a federal, state or local government agency that has a photograph
- If the applicant is not a citizen of the United States and cannot provide any of the identification previously specified, the applicant shall provide identification showing a country identification number from the applicant's country of citizenship.
- If the name on the application is different from the name on the identification the applicant shall provide a marriage certificate, divorce decree, court order granting a petition for name change.
- The commission may require supplemental identification.

**RENEWALS:**

Each Level I Gaming Occupation License shall be issued for a period no longer than two years and one month and shall expire on the last day of the month in which the licensee was born. Level I license renewal applications and supporting documents shall be submitted to the gaming facility's human resources office, which shall verify the completeness of the form and shall forward the application packet to the commission licensing office not less than 90 days before the expiration date of the license.

**CHANGES IN APPLICATION INFORMATION AND EMPLOYMENT STATUS:**

Each applicant and licensee has the duty to provide current information on the application and to submit any changes in application information to the commission licensing office within 11 days of the change. Each licensing office and gaming facility's human resources office shall have available a **Personal Change Notice/Update to Information** form available to file changes in application information.

Each licensee has the responsibility to immediately notify the commission licensing staff of changes in employment status, including termination. If a licensee's employment terminates, any commission issued credential shall be returned to the commission.

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