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

Level II Gaming Occupation License Application

Instructions

All information on the *Level II 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 II CRITERIA:

Persons meeting any of the following criteria, or whose responsibilities involve the maintenance or conducting of gaming activities or equipment, or who will be required to work regularly in a restricted area are considered Level II employees or contractors and will be required to obtain a level II Gaming Occupation License.

- Each person who supervises the pit area;
- Each person who supervises the gaming table section;
- Each person who functions as a poker shift supervisor;
- Each person who functions as a dealer or croupier; conducts or supervises any table game;
- Each person who repairs and maintains gaming equipment, including, but not limited to slot machines and bill validators;
- Each person who functions as gaming cashiers or change persons
- Each person who assists in the operation of electronic gaming machine and bill validators (including persons who participate in payment of jackpots by filling hoppers) or who supervise those persons;
- Each person who identifies patrons to offer complimentaries, authorizes complimentaries or determines the amount of complimentaries;
- Each person who analyzes gaming licensee operations data and makes recommendations to key personnel of the gaming licensee relating to gaming licensee marketing;
- Each person who enters data into the gaming-related computer systems or develops, maintains, installs or operates gaming-related computer software systems;
- Each person who collects and records patron checks and personal checks which are dishonored and returned by a bank;
- Each person who develops marketing programs to promote gaming in the gaming licensee;
- Each person who processes coins, currency, chips or cash equivalents of the gaming licensee;
- Each person who controls or maintains electronic gaming machine inventory, including replacement arts, equipment and tools used to maintain the same;
- Each person who has responsibilities associated with the installation, maintenance or operation of computer hardware for the gaming licensee computer system;
- Each person who provides security in a gaming facility; or
- Each person who is otherwise designated by the commission.

FORMS:

Individuals seeking a Level II 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 II Personal Background Disclosure* (Form 552-01) 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 II 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 II 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.*