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

Level I Personal Background Disclosure

Instructions

All information on the *Level I Personal Background Disclosure* 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 for 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.

KEY PERSONS:

The *Business Entity Disclosure* (Form 550-01) requires all key persons identified in the form to complete a *Level I Personal Background Disclosure*. A key person is defined as a person the executive director finds to be material because of their relationship to the facility manager applicant, supplier applicant, or non-gaming supplier applicant, including officers, directors, key gaming employees, and persons directly or indirectly holding an interest in a company or corporation that is an applicant for certification from the Kansas Racing and Gaming Commission.

FORMS:

Key persons are required to submit the following documents to the Commission's Licensing Division in Topeka (mailing address at the top of these instructions):

- An original *Level I Personal Background Disclosure* (Form 551-01) and any documents supporting the form.
- A *Gaming Occupation License Application* (Form 410-00).
- A passport sized color photograph taken within the past six months.
- Digitally scanned fingerprints or two sets of completed applicant fingerprint cards.
- Identification as described below.

IDENTIFICATION REQUIREMENTS:

Each key person 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 key person is not a citizen of the United States and cannot provide any of the identification previously specified, the person shall provide identification showing a country identification number from the applicant's country of citizenship.
- If the name on the disclosure is different from the name on the identification the person shall provide a marriage certificate, divorce decree, court order granting a petition for name change.
- The commission may require supplemental identification.

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.*