



Lottery and Gaming Control Commission

1800 Washington Boulevard, Suite 330, Baltimore, MD 21230

INSTANT BINGO FACILITY

SPONSORED PRINCIPAL LICENSE APPLICATION FORM #3007

(To be used only for Facilities with 10 or fewer Instant Bingo Machines)

Applicant: _____

Name of Employing Business Entity: _____

**MARYLAND LOTTERY AND GAMING CONTROL COMMISSION
SPONSORED PRINCIPAL LICENSE APPLICATION**

INDIVIDUALS REQUIRED TO OBTAIN A PRINCIPAL EMPLOYEE LICENSE:

This application *must* be completed by an individual who has received at least a conditional offer of employment from a licensed facility operator, manufacturer or contractor as an instant bingo facility principal employee as defined in COMAR 36.07.02.14

I. COMPLETING THIS FORM:

Sponsoring Licensee’s Responsibilities

- a. This form is to be used *only* when a holder of an Instant Bingo Facility Operator License (sponsored licensee) makes application for an employee applicant who has been offered a position within the sponsored licensee business.
- b. The form will be filled out by the applicant employee *not* the sponsored licensee. The sponsored licensee is responsible for completing the Certification of Sponsored Licensee at the end of this application.
- c. The form *must* be submitted to the Commission by the Sponsored Licensee *not* the applicant employee.

Applicant Employee’s Responsibilities

- d. You are to complete this form and submit it to the sponsored licensee for submission to the Commission.
- e. You must make accurate statements and include all material facts. **Any misrepresentation, or the failure to provide requested information, may result in the denial of your application.**
- f. Read each question carefully prior to answering. Answer every question completely. Do not leave blank spaces. If a question does not apply to you or you have nothing to disclose, indicate “**Does Not Apply**” in response to that question. Failure to provide a response to every question could result in the denial of your application.
- g. If the space available is insufficient to respond to a question, supply the required information on an attachment page and clearly identify which question you are answering.
- h. If you make any modification to the pre-printed questions or information contained in this form, your application may be denied. Once your application is submitted, it becomes the property of the Maryland Lottery and Gaming Control Agency and will not be returned.

II. BE SURE:

- a. You sign the *Statement and Authorization* at the end of this form in the presence of a notary.
- b. You retain a completed copy of your application for your own records.

III. PHOTOGRAPH

You will be required to have your photograph taken when your application is made.

IV. NOTICES

- a. A Maryland Principal Employee License is a privilege. The burden of proving and maintaining qualifications to receive and hold a bingo manager license is at all times on the applicant.
- b. Any false statement made in this application will reflect on your character and may result in the denial of your application or, if you receive a license based on a false statement, may result in suspension or revocation of your license.
- c. When the Commission completes its background investigation and you are found qualified for a Maryland license this license will automatically convert to a bingo manager license. Should you not be found qualified your sponsored bingo manager license will become the subject of revocation and suspension proceedings before the Commission.

NOTE: AN APPLICATION THAT HAS BEEN ACCEPTED FOR FILING AND ALL RELATED MATERIALS SUBMITTED TO THE COMMISSION SHALL BECOME THE PROPERTY OF THE COMMISSION AND WILL NOT BE RETURNED TO THE APPLICANT.

ELIBIGILITY

You must submit this form to begin the process of becoming licensed as an instant bingo facility principal employee in the State of Maryland.

“Principal Employee” is defined in regulations promulgated by the Maryland Lottery and Gaming Control Commission (“Commission”) by its authority under State Government Article (“SG”), Title 9, Subtitle 1A, of the Annotated Code of Maryland (“the Gaming Law”). The Commission’s regulations are found in Code of Maryland Regulations (“COMAR”) in Title 36 of COMAR, and available at <http://www.dsd.state.md.us/comar/>.

COMAR 36.07.01.02(21) defines an Instant Bingo Facility Principal Employee as: an individual who manages a licensee, or otherwise exercises control over an instant bingo function of a licensee.

The term of an instant bingo facility principal employee license is five years. To renew your license, prior to its expiration you must meet the requirements and pay the fee required under the Commission’s regulations.

APPLICATION AND REGISTRATION FEES

- 1. Application fee..... \$ 150.00
- 2. License fee..... \$ 150.00
- 3. License term..... 5 Years
- 4. Renewal fee..... \$ 150.00
- 5. Renewal term..... 5 Years

Note: License and Application fees are due at the time of application. They are non-refundable. You may wire transfer your payment or mail it to the following address:

MAIL APPLICATION AND PAYMENT TOGETHER!!!

Mail payment to:

Maryland Lottery and Gaming Control Agency
Attn: Licensing Division
1800 Washington Blvd, Suite 330
Baltimore, Maryland 21230

PAYMENT FORM: MUST be sent as a certified/bank check or money order.

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Name of Bingo Manager Licensee: (You <u>must</u> have an offer to work from a Licensee :)	
Type of Licensee	<input type="checkbox"/> Operator <input type="checkbox"/> Manufacturer <input type="checkbox"/> Contractor
Position Applicant is Applying for:	

NAME AND ADDRESS							
1. Last Name	First Name	Middle Name	Suffix (Jr., Sr., etc.)				
2. Maiden Name			3. Date of Birth				
4. Address Line 1				Address Line 2			
P. O. Box		City		County		State/Province	
Zip Code	Country	5. Email Address		6. Home Phone		7. Cell Phone	

MAILING ADDRESS (If different from above)							
8. Address Line 1				Address Line 2			
P. O. Box		City		County		State/Province	
Zip Code	Country	Email Address		Home Phone		Cell	

DESCRIPTIVE INFORMATION							
9. Height _____ FT _____ IN		10. Weight _____ lbs		11. Social Security Number _____ - _____ - _____		12. Driver's License _____ State Issued: _____	

13. Do you have any tattoos, scars or distinguishing marks? If yes, describe in detail: 	14. MARITAL STATUS: <input type="checkbox"/> SINGLE <input type="checkbox"/> MARRIED <input type="checkbox"/> SEPARATED <input type="checkbox"/> DIVORCED <input type="checkbox"/> WIDOWED <input type="checkbox"/> DOMESTIC PARTNER
15. PLACE OF BIRTH: <hr/> City/Town State/Province Country	

16. Name of Spouse	17. Spouse's Maiden Name or AKA	18. spouse DOB	19. Spouse's Social Security Number
20. HAIR COLOR <input type="checkbox"/> (BK) Black <input type="checkbox"/> (BR) Brown <input type="checkbox"/> (BD) Blonde <input type="checkbox"/> (RD) Red <input type="checkbox"/> (GY) Gray <input type="checkbox"/> (WH) White <input type="checkbox"/> (BA) Bald	21. EYE COLOR <input type="checkbox"/> (BK) Black <input type="checkbox"/> (BR) Brown <input type="checkbox"/> (HZ) Hazel <input type="checkbox"/> (BL) Blue <input type="checkbox"/> (GY) Gray <input type="checkbox"/> (GR) Green	22. SEX <input type="checkbox"/> (M) Male <input type="checkbox"/> (F) Female	23. RACE* Are you of Hispanic/Latino origin? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Caucasian <input type="checkbox"/> Black/African American <input type="checkbox"/> Native Hawaiian/Pacific Islander <input type="checkbox"/> Asian <input type="checkbox"/> American Indian/Alaska Native <input type="checkbox"/> Other: _____ <small>* Multiracial respondents may select all applicable racial categories.</small>

LIST ANY OTHER NAME OR NAMES YOU HAVE BEEN KNOWN BY (INCLUDE ALIASES, NICKNAMES, MARRIED NAMES)

24. Have you been known by any other name or names? YES NO If YES, list the additional names below and specify dates for use for each. Include maiden name, aliases, nicknames or any other names used.

LAST NAME	FIRST NAME	MIDDLE NAME	SUFFIX	FROM DATE	TO DATE

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25. Are you a United States citizen? YES NO If NO, complete the following:

a. Country of Citizenship:	
Name and Address of sponsor upon your arrival:	
b. If a naturalized citizen complete:	1. C.I.S. Registration Number: _____ 2. Date Granted: _____ 3. Court: _____ 4. City/State of Court: _____ 5. Certificate Number: _____
c. If you are a legally authorized Permanent Resident Alien, provide the "A" number from your Permanent Resident Card: Card Number: _____ (Attach a color copy front and back)	
d. If you do not possess a Permanent Resident Card but are authorized to work in the United States, please describe the U. S. Work Visa that you possess and provide the Visa number:	
Description of Authorization: _____ VISA #: _____	

26. Have you ever been issued a passport? YES NO If, yes please complete the following:

Passport Number	Country of Issue	Place Issued	Date Issued	Expiration Date

DEPENDENTS

27. In the chart below, list the names of all your children, stepchildren and adopted children and the amount of support, if dependent. Also, list all other persons who you are supporting or contributing to the support of, and provide the amount of support.

Name of Children/Dependent	Date of Birth	Amount of Support	Present Address of Children/Dependents

RESIDENCE

28. Beginning with your current residence(s) and working backwards, complete the following information for each place where you have lived (including residences while attending college or while in the military service) during the past twenty (20) years or since the age of 18, whichever is less. *If additional space is needed, attach a separate sheet making certain to indicate the question number.*

Dates		Address (no, street, apt. #, City/town, state/province, zip code)	Own Or Rent	Name, address & telephone no. of mortgage company or landlord, if any
From: (Mo/Yr)	To: (Mo/Yr)			

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EMPLOYMENT

30. Beginning with your present job and working backwards, list below all periods of employment for the past ten years or from age 18, whichever is less. Give dates of any unemployment between jobs in proper sequence. Include all part-time and full-time employment and any military service. For any casino, horse racing or gaming related employment, please list your license number under "Title." (If additional space is needed, attach a separate sheet making certain to indicate the question number.) Have you been in the Military? Yes No If yes, list regardless of time.

Dates		Name, Address and telephone Number of Employer(s)	Title/Position Held and Description of Duties	Supervisor's Name	Reason for leaving/ Compensation at Departure
From: (Mo/Yr)	To: (Mo/Yr)				

31. Have you ever been discharged or asked to resign from a job? No Yes If Yes, complete below.

Employer's Name & Address	Date of Discharge or Resignation	Reason for Leaving

CIVIL, CRIMINAL & INVESTIGATORY PROCEEDINGS

Prior to answering this question, carefully review the definitions and instructions which follow.

DEFINITIONS: For purposes of this question:

- A. **“Arrest”** includes any time that you were stopped by any law enforcement officer and advised that you were under arrest, detained, held for questioning or were requested by a law enforcement officer to come to a law enforcement office or facility and answer questions. “Arrest” also includes any circumstances in which you were taken into custody by any law enforcement officer, fingerprinted, detained in any jail or detention center, or otherwise been the subject of a court order to appear in a judicial proceeding in which you were accused of a “crime or offense” as defined in subsection C.
- B. **“Charge”** includes any indictment, complaint, information, summons, or other notice of the alleged commission of any “offense.”
- C. **“Offense”** includes all felonies, misdemeanors, and summary offenses that may have required you to appear before any municipal, state, or federal grand jury, court, or any other judicial tribunal except juvenile court. “Offense” also includes all driving-related charges or offenses which carry any period of incarceration.

INSTRUCTIONS:

- 1. **Answer “YES”** and provide all information to the best of your ability EVEN IF:
 - A. You did not commit the offense charged;
 - B. The charges were dismissed or downgraded to a lesser charge;
 - C. You completed a pretrial intervention or other rehabilitation or diversionary program;
 - D. You were not convicted;
 - E. You did not serve any time in a correctional facility;
 - F. The charges or offenses happened a long time ago; or
 - G. You were not arrested for the charge.
- 2. **Answer “NO”** if:
 - a) You have never been charged with or arrested for any crime or offense;
 - b) You were arrested or charged when you were under eighteen (18) years of age and your arrest or charge, including any sentence that a court imposed, was adjudicated entirely in juvenile court;
 - c) The records of the charge or arrest have been expunged pursuant to an order of court or otherwise sealed by a court of competent jurisdiction.

I have read and understand the definitions and instructions

IMPORTANT

Maryland will make inquiries to establish whether the identified individuals have had any involvement with law enforcement agencies.

Failure to disclose any such involvement will be taken into account in assessing the Applicant’s character, honesty and integrity. Do you understand?: YES NO

32. Have you ever been arrested or charged with any offense in any jurisdiction? YES NO

If yes, complete the following chart:

Nature of Charge or Offense/Location of Where Incident Occurred	Date of Charge or Offense	Name and Address of Law Enforcement Agency or Court Involved	Disposition (Convicted, Acquitted, Dismissed, Pending, Pardoned, etc.)	Sentence (if any)

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33. To the best of your knowledge, has a criminal indictment, information or complaint ever been filed or returned against you, or named you as an unindicted party or unindicted co-conspirator in any criminal proceeding in any jurisdiction? YES NO

If yes, complete the following chart:

Name and Address of Governmental Agency/Organization Involved	Nature of Proceeding	Outcome/Disposition	Date

34. To the best of your knowledge, have you ever been the subject of an investigation conducted by any governmental agency/organization, court, commission, committee, grand jury or investigatory body (local, state, county, provincial, federal, national, etc.) other than in connection with a traffic summons? YES NO

If yes, complete the following chart:

Name and Address of Court or Other Agency	Nature of Proceeding or Investigation	Was Testimony Given?	Date on which Testimony was Given	Approximate Time Period of Investigation

35. Have you ever received a pardon, or has any government agency/organization dismissed, suspended or deferred any criminal investigation or prosecution against you for any criminal offense? YES NO

If yes, complete the following chart:

Date of Pardon, Dismissal, Suspension or Deferral	Type of Action Taken	Name and Address of Government Agency/Organization Granting Pardon, Dismissal, Suspension or Deferral

36. Have you or any business entity with which you are or were associated, ever filed under bankruptcy, been petitioned into bankruptcy or made a proposal under any bankruptcy or insolvency law in any jurisdiction? No Yes **If yes, complete below:**

Date Filed	Docket #	Name & Address of Court	Date Judgment Entered.

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37. In the past ten (10) years, have you been cited or charged with, or formally accused of, any violation of a statute, regulation or code of any local, state, county, municipal, provincial, federal or national government other than a criminal, summary or motor vehicle offense? YES NO

If yes, complete the following chart:

Governmental Agency/Organization	Nature of Charge	Date	Disposition

PERMITS, LICENSES, CERTIFICATES & REGISTRATIONS

38. Have you or any business entity with which you are or were associated, ever applied for any permit, license, certificate or registration in connection with *gaming* in any jurisdiction? No Yes If yes, complete below.

Name & Address of Applicant	Name & Address of Licensing Body	Type of Permit, License, Certificate or Registration	Date of Application	Disposition: Granted, Denied, Pending, Withdrawn

GARNISHMENT PROCEEDINGS

39. Have your wages, earnings or other income ever been subject to garnishment, attachment or other similar orders in any jurisdiction? No Yes If yes, complete below.

Nature & Amount of Obligation	Name & Address of Holder of Obligation	Name & Address of Court	Court Docket Number	Current Status

40. Have you had a lien or financial judgment filed against you in the past ten (10) years? (This includes child support orders, or judgments and federal state and local tax liens) No Yes If yes, complete below.

Nature & Amount of Obligation	Name & Address of Holder of Obligation	Name & Address of Court	Court Docket Number	Current Status

41. Are you currently delinquent in the payments, including child support, taxes, student loans, mortgage, credit cards and any other financial obligations? No Yes If yes, complete below.

Nature & Amount of Obligation	Name & Address of Holder of Obligation	Name & Address of Court	Court Docket Number	Current Status

AUTHORIZATION FOR RELEASE OF INFORMATION

TO: _____
(To be completed by Commission)

FROM: _____
(Applicant’s printed name)

I am an applicant for a gaming-related Principal Employee license in the State of Maryland.

The Maryland State Lottery and Gaming Control Commission (“Commission”) is required by law to conduct an investigation of an applicant for an instant bingo facility license. That investigation requires the Commission to collect and evaluate information about me. I irrevocably give consent to the Commission, the Maryland State Police, and persons authorized by the Commission, to: (1) verify all information provided in the license application documents; (2) conduct a background investigation of me; and (3) have access to any and all information that I have provided to any jurisdiction seeking a similar license in that jurisdiction, along with the information obtained by that other jurisdiction during the course of any investigation that it may have conducted about me.

By executing this Authorization, I authorize any of the following entities to release to the Commission any and all information about me that the Commission requests: local, State or federal government unit; commercial or business enterprise; non-profit entity; individual; or any other public or private entity. The requested information may be released in written, verbal, electronic, or any other form. I hold a valid gaming license issued by another state, and I understand that the Commission will contact that state’s licensing entity to get information that will help the Commission decide whether to grant my Request for Application of Alternative Licensing Standards, and I understand that false or misleading statements or omitted information will be the basis for rejection of this Request, revocation of the license, and criminal penalties.

With respect to any claims or liability arising from the release of the requested information to the Commission, I expressly waive, release, discharge and forever hold harmless and agree to indemnify, the unit, entity, or individual that releases information to the Commission under the authority of this Authorization.

A photo, facsimile, or electronic copy of this signed and dated Authorization shall be equally effective as an original.

_____ Signature of Individual Completing Form	_____ Date
_____ Printed Name	_____ Title

NOTARY PUBLIC

The undersigned, a Notary Public in and for the County of _____, in the State of _____, certifies that the above named individual appeared in person, and before me, either known to me or satisfactorily proven to be the individual whose name subscribed to the within instrument and signed the Authorization and Notification.

This _____ day of _____, 20____, and to which witness my hand and seal.

Notary Public

Printed Name

Stamp or Seal

My commission expires _____, 20____

AFFIDAVIT OF INDIVIDUAL APPLICANT

I, _____ (printed name) am an applicant for a video lottery employee license in the State of Maryland. I have read, and understand, every page of this Form. To the best of my knowledge, information, and belief, the information that I have provided on, or attached to, this Form is accurate, complete, and not misleading. I understand that any misrepresentation or omission may lead to the delay or denial of my application for a video lottery terminal (“VLT”) license, and may subject me to civil or criminal liability. I also understand that, if I am issued a license, I remain under an ongoing obligation to comply with all licensing requirements.

By a separate Authorization for Release of Information, I am authorizing any entity or individual that has information about me to release that information to the Maryland Lottery and Gaming Control, and its employees, agents, and vendors (collectively, “the Commission”), for purposes of the Commission’s investigation of my application for a video lottery employee license.

I expressly waive, release, discharge, and forever hold harmless and agree to indemnify, the Commission, the State of Maryland, and their employees, agents, and representatives, from liability for any and all claims or legal action arising from any actions that the Commission or the State of Maryland may take related to the collection of information from any individual or person and the use of that information in connection with investigating my application for a video lottery employee license.

SIGNATURE OF APPLICANT

DATE

PRINT NAME OF APPLICANT

NOTARY

The undersigned, a Notary Public in and for the County of _____, in the State of _____, certifies that the above named individual appeared in person, and before me, either known to me or satisfactorily proven to be the individual whose name subscribed to the within instrument and signed the Authorization and Notification.

This _____ day of _____, 20____, and to which witness my hand and seal.

Stamp or Seal

Notary Public

Printed Name

My commission expires _____, 20_____

CERTIFICATION OF SPONSORED LICENSEE

Purpose: A Maryland Instant Bingo Facility operator, manufacturer or contractor licensee may sponsor an individual to whom it has made at least a conditional offer of employment and apply for a sponsored license for that individual. A sponsored license provides the license necessary to permit an individual to legally work as an instant bingo facility employee, after meeting certain basic criteria, until the Commission completes the individual’s background investigation. As a prerequisite to a sponsored license, the sponsored licensee must make certain representations to the Commission regarding its due diligence background investigation and the individual’s employment status, and must provide supporting documentation with the application.

Certification

1. I, _____ (printed name) am authorized to execute this Certification on behalf of _____ (name of video lottery licensee) and to make the representations on this form.
2. _____ (name of instant bingo facility) has made _____ (individual applicant) at least a conditional offer of employment..
3. _____ (name of instant bingo facility licensee) has investigated the background and qualifications of _____ (individual applicant). That investigation included a minimum of a (1) Social Security data base verification, (2) criminal history check, (3) employment verification and (4) a national data base search. Documentation supporting this investigation is included with this application.
4. As an instant bingo facility licensee, _____ (instant bingo facility licensee) understands that it has an affirmative duty to avoid hiring employees whose conduct may jeopardize the public health, safety, morals, good order and general welfare of the people of the State of Maryland, threaten or discredit the integrity of gaming in Maryland, or would otherwise discredit or impugn the State of Maryland.
5. If the investigation performed does not indicate that _____ (individual applicant) is ineligible for an instant bingo facility employee license under the requirements of applicable provisions of State Government Article, § 9-1A and the Code of Maryland Regulations (COMAR) or is otherwise disqualified for an instant bingo facility employee license, the sponsored license automatically converts to a bingo manager employee license when the Commission notifies the sponsoring employer that the individual is qualified..
6. _____ (instant bingo facility) has obtained a bond for the individual as required under COMAR 14.01.10.14. Documentation verifying the satisfaction of this bond requirement is included with this application.
7. I understand that the Commission will perform a preliminary and full background investigation of the individual applicant. I further understand that should the Commission determine that the applicant employee does not qualify for a video lottery employee license, any sponsored employee license that has been issued by the Commission will become the subject of license revocation proceedings.

Name of instant bingo facility licensee Date Printed name of individual who completed this form

Title of Individual who completed this form Signature of individual who completed this form

NOTARY

The undersigned, a Notary Public in and for the County of _____, in the State of _____, certifies that the above named individuals appeared in person, and before me, either known to me or satisfactorily proven to be the individuals whose name subscribed to the within instrument and signed the Authorization and Notification.

This _____ day of _____, 20____, and to which witness my hand and seal.

Stamp or Seal

Notary Public

Printed Name

My commission expires _____, 20____