



Gaming Worker Registration Information, Instructions and Application Electronic Submissions

Gaming Policy and
Enforcement Branch

Registration and
Certification Division

To apply for Registration or Renewal as a gaming worker you must submit:

1. This application form, completed in full – You must answer all questions and sign where required.
2. One passport style colour photo taken within the last 6 months. **NOTE: See the photo specifications on page 6.** Any photo not meeting these specifications will not be accepted and will be returned along with your application.
3. In the case of a gaming worker, a letter from your employer offering you employment or offering to continue your employment, or
4. In the case of a charity volunteer requiring registration, a letter from your organization confirming your role and responsibilities.
5. Photocopies of two pieces of your personal identification – one must be photo I.D. (eg. Driver's licence, passport, British Columbia ID).
6. If you are not a Canadian citizen submit a copy of your landed immigration papers or work permit.
7. If you are not a resident of Canada or the USA, please supply a Police Certificate or criminal record check.
8. A non refundable application fee of \$45.00 in cash, money order or certified cheque payable to the "Minister of Finance".

Please note that registration is for a three year period and is not transferable. Renewal or re-hires are required to follow the above instructions.

Please read each question carefully. Submitting the application gives the Gaming Policy and Enforcement Branch (GPEB) authority to investigate your answers. Where there is not enough space for your answers, use a separate sheet of paper and indicate clearly which question is being answered. You must read each page of this application and ensure that your answers on each page are correct. Full disclosure is required, including Young Offender information pursuant to Section 119 (1) (o) of the *Youth Criminal Justice Act*. Failure to fully disclose is deemed to be sufficient grounds to deny your application. If it is determined after you have been registered that your answers on this application were not complete or correct, your registration may be cancelled by GPEB.

You may be ineligible for registration if:

- ◆ You have been convicted or are subject to pending criminal charges in any country, province, state or territory.
- ◆ A successful civil claim has been brought or there is a civil claim pending against you and such claim is based in whole or in part on fraud, theft, misrepresentation or similar conduct.
- ◆ Your behavior is considered, on reasonable grounds, to be a detriment to the integrity or lawful conduct or management of gaming.

Background checks will include but are not limited to credit history, criminal record, police information and other indices checks including internet searches. The Canadian Police Information Centre (CPIC) database records will be queried for the disposition of all charges for which a person has been fingerprinted (Criminal Record) and all outstanding charges currently before the courts. Police records will be queried through the Public Safety Portal (PSP) which accesses RCMP, City, Municipal, Provincial, Federal police databases and any other law enforcement databases in Canada. These databases record all complaints the respective police departments investigate and include information related to non convictions and charges regardless of disposition. Checks will be conducted through State, County, Sheriffs, FBI or other police databases in the USA that are appropriate. Therefore full disclosure of all criminal and civil proceedings is required and each case will be decided on its own merit. If necessary, an applicant will be required to provide fingerprints to verify whether or not they have a criminal record.

You must provide GPEB with the written authorization necessary to allow the police or other public bodies to release relevant information including information relating to the Young Offenders Act to GPEB for the purposes of registration and enforcement of the *Gaming Control Act*. The information requested is collected under the authority of the *Gaming Control Act* [SBC 2002].

Further information may be obtained from:

Courier/Location Address:

Registration Division
Gaming Policy and Enforcement Branch
PO Box 9202 Stn. Prov. Gov.
Victoria BC V8W 9J1
Telephone (250) 356-0663 / Facsimile (250) 356-0782

Registration Division
Gaming Policy and Enforcement Branch
3rd Floor 910 Government Street
Victoria BC V8W 1X3



Gaming Worker Application for Registration

CONFIDENTIAL WHEN COMPLETED

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1. If not renewing, have you ever been employed by the gaming sector in BC? Yes No

If **YES**, what company: _____

2. List employment background for the last five (5) years. Include current employer.
(Use separate sheet if necessary)

Employer	From – To (MM/YY – MM/YY)	Full business address	Occupation / Title	Reason for termination

3. List all residences for the last five (5) years. Include current address.
(Use a separate sheet if necessary)

Dates	Street Address	City	Province

DISCLOSURE Full disclosure of all incidents and offences is required, including Young Offender information pursuant to Section 119(1)(o) of the *Youth Criminal Justice Act*. Failure to fully disclose all incidents and offences is deemed sufficient grounds to deny your application.

4. Have you in the last 10 years, in **any** jurisdiction, been:

- Yes No **Arrested;**
- Yes No **Stopped or Detained** for any offence (Examples but not limited to: shoplifting; Impaired Driving; etc.);
- Yes No **Charged** with any criminal offence, **whether found guilty or not;**
- Yes No **Diverted or received Alternate Justice** (examples: Drugs, theft, shoplifting);
- Yes No **Convicted** of any criminal offence, **regardless** of the sentence;
- Yes No **Investigated by police, loss prevention or other authority for a criminal offence.**

If **YES**, to any of the above give details as indicated below. List all cases **without exception** including those in which you were not charged or convicted.

Date of Arrest/Detention	Age	Charge/Claim	Location (City & Province/State)	Disposition	Arresting Agency



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5. Have you ever been a defendant in any **civil** action related to fraud, theft, deceit, misrepresentation or similar conduct?
 Yes No If YES, provide details. Use separate sheet if necessary.

6. Have you been suspended, disqualified, censured or had disciplinary action instituted against you, as a member of a profession or organization?
 Yes No If YES, provide details. Use separate sheet if necessary.

7. Have you ever been denied any license or permit or had any license or permit revoked?
 Yes No If YES, provide details. Use separate sheet if necessary.

8. Have you ever declared bankruptcy or received assistance from a regulatory body or a court because of an outstanding debt?
 Yes No If YES, provide details. Use separate sheet if necessary.

STATEMENT AND DECLARATION, Province of British Columbia

I certify that all of the information provided by me in this application for registration is true to the best of my knowledge and belief. If necessary, I will provide my fingerprints to verify whether or not I have a criminal record.

I understand that any false or inaccurate statements made in this application for registration, or failure to disclose is deemed sufficient cause for rejection of my application by the Gaming Policy and Enforcement Branch.

I understand that any false or inaccurate statements made in this application for registration which may be revealed subsequent to my employment with the gaming company, could result in the suspension and/or revocation of my registration.

I certify that I have read and understand the conditions of registration on page 5 of this application.

Signature _____ Today's Date _____
YYYY-MM-DD

Gaming Policy and Enforcement Branch Use Only					
Application complete <input type="checkbox"/>	Photo <input type="checkbox"/>	Letter of Intent <input type="checkbox"/>	Fee enclosed <input type="checkbox"/>	Equifax <input type="checkbox"/>	CPIC <input type="checkbox"/>
JUSTIN <input type="checkbox"/>	PROS/LEIP <input type="checkbox"/>	Interpol <input type="checkbox"/>	PIRS/PRIME _____	Other _____	On Line Service <input type="checkbox"/>
Approved: <input type="checkbox"/> Rejected: <input type="checkbox"/>					
Date:				Investigator	

CONDITIONS OF REGISTRATION

Failure to comply with any of the following conditions may be grounds for the Director of Registration to cancel registration. Registration may not be transferred to any person, and registration is cancelled when your employment or position ends.

1. Compliance Required

A registrant shall comply with:

- a) applicable legislation;
- b) lawful policies, orders and directions of the province and its agents;
- c) conditions set out in this policy or from time to time established by the Director of Registration; and
- d) specific conditions, if any, established by the Director of Registration for the registrant.

2. Identification Card to Be Displayed

- a) With the exception of a gaming worker undertaking covert security or surveillance work, any gaming worker who is working within the operational area of a gaming site must clearly display his or her identification card at all times.
- b) A gaming worker undertaking covert security or surveillance work is not required to display his or her identification card but must carry his or her identification card at all times and produce it if asked to do so by a person in authority.

3. Director of Registration to be Notified on Certain Events

A registered gaming worker must immediately notify the Director of Registration in writing if:

- a) his or her identification card is damaged, lost, misplaced or stolen.
- b) the gaming worker changes his or her name.
- c) the gaming worker is under criminal investigation or is charged or has charges pending in relation to a criminal matter.
- d) a civil suit involving allegations of fraud, theft, deceit, misrepresentation or similar conduct is commenced against the gaming worker.

HOW THE DIRECTOR OF REGISTRATION IS NOTIFIED

BY MAIL:

Director of Registration,
P.O. Box 9202 Stn. Prov. Govt.
Victoria, BC V8W 9J1

BY COURIER:

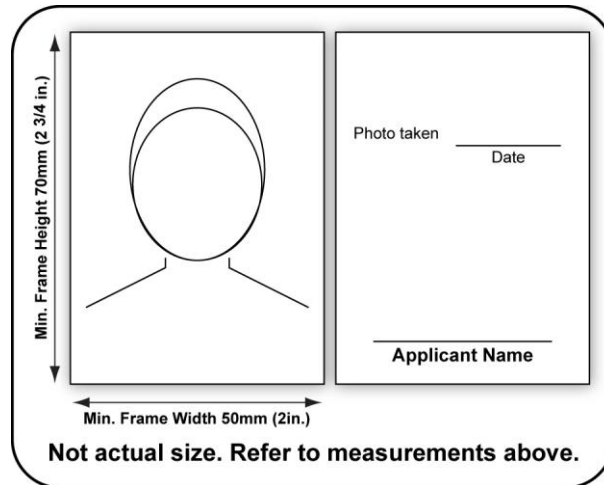
Director of Registration
3rd Floor 910 Government Street
Victoria, BC V8W 1X3

BY FAX:

Victoria (250) 356-0782

Gaming Worker Application **PHOTO** Specifications

You must submit one **unaltered colour** photograph that meets the following specifications:



- The photo must be taken against a plain white or light-coloured background so that the applicant's features are clearly distinguishable against the background. If there is not enough contrast between the background and the traits or clothing, the photo will be rejected.
- Shadows are unacceptable. The lighting must be uniform to avoid shadows across the face or shoulders, around the ears or in the background.
- There must be no reflection or glare on the face or glasses.
- Applicant must look straight at the camera.
- The photo must measure 50 mm X 70 mm in size (2 inches wide X 2 ¾ inches high).
- The photo must be a close-up of the head and shoulders so that the face covers approximately 25% of the photo.
- Eyes must be open and clearly visible. The applicant can wear glasses, including tinted prescription glasses, as long as the eyes are clearly visible and there is no glare in the glasses. Sunglasses and red eyes are unacceptable.
- The photo must show a full front view of the face and top of the shoulders squared to the camera (the image of the face and shoulders must be centered in the photo).
- The photo must show a full head without any head covering, unless it is worn for religious beliefs or medical reasons. However, both edges of the face must be clearly visible.
- The name of the applicant and the date the photo was taken (not the date the photo was printed) must be provided directly on the back of the photo (see illustration). This information may be handwritten.
- The photo must be clear, sharp and in focus.
- The photo must be printed on plain, high quality photographic paper. Heavy weight paper is unacceptable.
- The photo must be original and not taken from an existing photo.
- The photo must have been taken within the last six months.
- A colour photo only is acceptable.