



Application for Registration Gambling Worker - New

Gaming Policy and Enforcement Branch – Licensing, Registration and Certification Division

Mail: PO Box 9202, Stn Prov Govt, Victoria, BC V8W 9J1
Courier: 3rd Floor, 910 Government St., Victoria, BC V8W 1X3
Telephone: (250) 356-0663 | Website: www.gov.bc.ca/gambling

CONFIDENTIAL WHEN COMPLETED

BEFORE YOU START – INFORMATION AND INSTRUCTIONS

About This Application

Use this application to apply for your gambling worker registration with the Gaming Policy and Enforcement Branch (GPEB). This application is to be used by Casino, Bingo, Community Gaming Center, Ticket Raffle, Mutuel Tellers and BCLC contract workers only. Lottery Retail, Horse Racing and those renewing their continuing registration with the same employer are to use specific applications available at: <http://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/registration-certification/documents-forms>

Application and Attachment Notes

<p>! Applications must be completed in full. Your signature is required in Section 4. Incomplete or improperly completed applications will not be processed. Please make sure you have obtained the latest version of this form from http://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/registration-certification/documents-forms.</p>
<p>Include one (1) passport-style photograph in colour on a white or light coloured background; taken within the last six (6) months (see photo specifications in Section 6). Any photograph not meeting these specifications will not be accepted and will delay the processing of your application.</p>
<p>Gambling Workers must include a letter from your employer offering you employment.</p>
<p>Charity Volunteers must include a letter from your organization confirming your role and responsibilities.</p>
<p>Include clear photocopies of two (2) pieces of your personal identification – one (1) must be government issued photo such as a driver’s licence, British Columbia ID, Passport, or Citizenship card.</p>
<p>If you are not a Canadian citizen or permanent resident and you will be working in Canada you must provide a copy of your valid work permit or study permit issued by Citizenship and Immigration Canada. If exempt supply a letter from your employer confirming your exemption.</p>
<p>If you are not currently living in Canada you must include a Police Certificate or Certified Criminal Record check (not older than 3 months) from the country where you are currently residing.</p>
<p>Include a non-refundable application fee of \$45. Payment is by cash, money order, or company cheque payable to the “Minister of Finance”; personal cheques are not accepted.</p>

General Application Information

Please note that applicants must be 19 years of age or older. Registration is for a three year period and is not transferable.

Please read each question carefully. Submitting the application gives 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.

NOTE: Prior to receipt of your registration, you are required to advise GPEB immediately of any changes to the information you have submitted in 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 denied.

General Application Information Continued

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 behaviour 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 indices checks will be conducted through the Public Safety Portal (PSP), PROS, PRIME and any other RCMP, City, Municipal, Provincial, or Federal police 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 is collected by the Gaming Policy and Enforcement Branch under Section 26(a) and 26(c) of the Freedom of Information and Protection of Privacy Act and under Sections 66(1)(a) of the Gaming Control Act. It will be used to conduct a background check to register the applicant as a registered gambling worker. Should you have any questions about the collection of this personal information please contact the Director of Personnel Registration, PO Box 9202 STN PROV GOVT, Victoria, BC V8W 9J1. Phone 250-356-0663.

Copies of the Gaming Control Act and the Gaming Control Regulation are available at: <http://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gambling-in-bc/laws-regulations-policies>

Record Keeping

Keep a copy of your application and all submitted documents for your records.

! Please ensure your application is complete. Incomplete applications will not be processed.

Applicants are to submit their completed applications through their employer who will be responsible for forwarding to GPEB as per instructions noted below. Applications received directly from the applicant are only accepted with prior approval from GPEB.

<p>How to contact the Licensing, Registration and Certification Division or notify the Executive Director of Licensing, Registration and Certification:</p> <p>Submit applications and all supporting documents by mail or courier; do not fax.</p>	<p>By Mail: Gaming Policy and Enforcement Branch Licensing, Registration and Certification Division (Personnel) PO Box 9202 Stn Prov Govt Victoria, BC V8W 9J1</p>	<p>By Phone: (250) 356-0663</p>	<p>By Fax: (250) 356-0782</p>
	<p>By Courier: Gaming Policy and Enforcement Branch Licensing, Registration and Certification Division (Personnel) 3rd Floor, 910 Government Street Victoria, BC V8W 1X3</p>		

SECTION 1 – APPLICANT INFORMATION

PLEASE PRINT CLEARLY

Surname: (current legal surname)		First name: (legal first name)		Middle name(s): (legal middle names or N/A)	
Name you are known by:			Preferred (first) name to appear on front of Gambling Worker ID Card:		
Date of birth: (YYYY-MM-DD)	Social Insurance Number:		Place of birth: (city, province/state, country)		Gender: <input type="checkbox"/> M <input type="checkbox"/> F
Legal name changes and former names – indicate date of change (Supporting Documents to be included).					
Surname:		First name:		Middle name:	
Date: (YYYY-MM-DD)					
Home address: (current address) Unit and Street		City	Province / State	Country	Postal Code
Mailing address: (if different than above) Unit and Street		City	Province / State	Country	Postal Code
E-mail address or Text (SMS) number: name@domain.com or (XXX) XXX-XXXX					
Home phone number: (XXX) XXX-XXXX		Business phone number: (XXX) XXX-XXXX ext		Other phone number: (XXX) XXX-XXXX ext	
Citizenship and Immigration Status:					
<input type="checkbox"/> Canadian	<input type="checkbox"/> Canadian Permanent Resident – If you became a Canadian Permanent Resident since your previous application you must attach a copy of your permanent resident card or record of landing.			<input type="checkbox"/> Not working in Canada	
<input type="checkbox"/> Valid Canadian Work Permit (attach to application).			<input type="checkbox"/> Valid Canadian Study Permit (attach to application). (Study Permit must allow work in Canada).		
<input type="checkbox"/> Exempt from Canadian Work/Study permit requirements (attach letter from employer confirming exemption). (Citizenship and Immigration Canada in some situations allow work in Canada without a permit such as Business Visitors, Implied Status, etc).					
Name of gambling company or organization you are working for:					
Gambling site you will be working at:				GPEB USE ONLY SP GBCID #:	
Type of work: (Workers are directly employed by the Casino, Bingo, or Community Gaming Center (CGC). Ancillary Workers are employed by a 3rd party to provide services to gambling facilities (ie: janitorial, food, beverage or alcohol sales, building and equipment maintenance or repair, etc.).					
<input type="checkbox"/> Casino Worker	<input type="checkbox"/> Bingo Worker	<input type="checkbox"/> CGC Worker	<input type="checkbox"/> Ticket Raffle Worker	<input type="checkbox"/> Mutuel Teller	
<input type="checkbox"/> Casino Ancillary	<input type="checkbox"/> Bingo Ancillary	<input type="checkbox"/> CGC Ancillary	<input type="checkbox"/> Non-Profit Bingo Worker	<input type="checkbox"/> BCLC Contractor	
<input type="checkbox"/> Other (describe):					
Position title: (i.e. dealer, server, cashier, floor walker, janitor, etc.)					
GAMING POLICY AND ENFORCEMENT BRANCH USE ONLY					
<input type="checkbox"/> Application Complete	<input type="checkbox"/> Photo	<input type="checkbox"/> Letter of intent	<input type="checkbox"/> Fee enclosed	<input type="checkbox"/> Fee exempt	Initials: _____
Payment type: <input type="checkbox"/> Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Money Order <input type="checkbox"/> Draw Down			Paid by: <input type="checkbox"/> Applicant <input type="checkbox"/> Employer <input type="checkbox"/> 3 rd Party		
Comments:				Receipt #:	Initials:
<input type="checkbox"/> Equifax	<input type="checkbox"/> CPIC	<input type="checkbox"/> PSP	<input type="checkbox"/> Justin	<input type="checkbox"/> GOS	<input type="checkbox"/> Interpol (Not USA) <input type="checkbox"/> Interpol
Other: _____					Date: _____
Checks conducted by:					Date: _____
<input type="checkbox"/> Approved	<input type="checkbox"/> Rejected	Approved by:			Date: _____
FILE #: GAMW-	Application #:		ID Tag #:	GW GBCID #:	

SECTION 1 – APPLICANT INFORMATION (CONTINUED)

Residences: List all residences in the last three (3) years if different from your current home address.

Dates: (MM/YY to MM/YY)	Address: Unit and Street	City:	Province / State:	Country:
to				
to				

SECTION 2 – DISCLOSURE

NOTE: You are required to disclose all incidents that have occurred in the last 10 years.

Full disclosure of all incidents and offences regardless of outcome 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.

1. In the last 10 years have you been:	Arrested by the police or any other authority	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Stopped or Detained by the police or other authority	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Charged with any criminal offence, whether found guilty or not	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Diverted or received Alternate Justice	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Convicted of any criminal offence, regardless of the sentence	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Investigated by police, loss prevention or other authority for a criminal offence	<input type="checkbox"/> Yes <input type="checkbox"/> No

Incidents: (complete this section if you answered YES to any of the above – provide details as indicated below – list all cases without exception including those in which you were not charged or convicted – attach a separate sheet if more space is required)

Date of Arrest / Detention: (YYYY-MM-DD)	Age:	Charge / Claim:	Location: (City, Prov / State)	Disposition:	Arresting Agency:

2. Have you been a defendant in any civil action related to fraud, theft, deceit, misrepresentation or similar conduct?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Have you been suspended, disqualified, censured or had disciplinary action instituted against you, as a member of a profession or organization?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Have you been denied any licence or permit or had any licence or permit revoked?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Have you declared bankruptcy or received assistance from a regulatory body or a court because of an outstanding debt?	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Do you currently have any outstanding charges or court dates in any jurisdiction?	<input type="checkbox"/> Yes <input type="checkbox"/> No

If you answered YES to any of questions 1 through 6 above, provide details below (if you require additional room please attach a separate sheet):

SECTION 3 – CONDITIONS OF REGISTRATION

Failure to comply with any of the following conditions may be grounds for the General Manager (GPEB) or delegated authorities to cancel registration. Registration may not be transferred to any person, and registration is ceased when your employment or position ends.

Section 35 Gaming Control Regulation - It is a condition of the registration of a gaming worker that:

- (a) he or she must submit to and co-operate in background investigations, including interviews at the request of the general manager, conducted under the Act,
- (b) he or she must obey the standard operating procedures and rules of play that are
 - (i) established by the general manager or the lottery corporation, and
 - (ii) relevant to the type of gaming pertinent to the registration,
- (b.1) he or she must immediately report to the general manager
 - (i) the loss of his or her official identification card,
 - (ii) a change of his or her name, and
 - (iii) any criminal charges or criminal investigation involving the gaming worker, or any civil litigation in which there are allegations of fraud, theft, deceit or misrepresentation involving the gaming worker.
- (b.2) he or she remains employed as a gaming worker,
- (c) if his or her duties pertain to security or surveillance at a gaming facility, produce for inspection his or her official identification at the request of an inspector, an investigator of the branch, an onsite gaming official of the lottery corporation or a police officer, and
- (d) if his or her duties do not pertain to security or surveillance at a gaming facility, wear or display official identification in a manner clearly visible to the public, while on duty at a gaming facility.

SECTION 4 – CONSENT AND CERTIFICATION

NOTE: Applicants must provide their signature in the space provided below to indicate they understand and agree to the following.

Consent to the Use and Disclosure of Personal Information

I the undersigned do hereby consent to:

1. The Gaming Policy and Enforcement Branch (GPEB) to investigate my suitability, or continuing suitability, for Registration in the gaming industry pursuant to Part 7 and 8 of the *Gaming Control Act* and *Gaming Control Regulation*. I understand that GPEB is required to protect the confidentiality and privacy of personal information provided, in accordance with the *Freedom of Information and Protection of Privacy Act (British Columbia)*.
2. Any City, Municipal, or Provincial Police department or public body including GPEB, pursuant to Section 33 of the *Freedom of Information and Protection of Privacy Act (British Columbia)*, and the Royal Canadian Mounted Police pursuant to Section 8 (1) of the *Privacy Act of Canada*, to release any and all personal information and records, (including convictions, non convictions and charges regardless of disposition) retained by them in their files, including Public Safety Portal (PSP) (databases) PROS, PRIME, and any others accessed through the PSP query as well as PIRS and CPIC or any other Police or Court Information indices and databases including the internet that are necessary for GPEB to perform registration and enforcement responsibilities under the *Gaming Control Act*.
3. Pursuant to Section 6 (2) (a) of the *Personal Information Protection Act (British Columbia)*, any organization to disclose my personal information to GPEB in order for GPEB to conduct a background investigation in accordance with the *Gaming Control Act*.
4. GPEB and any Police Departments, Public Bodies or Organizations noted in paragraphs 2 and 3 above to utilize this consent to conduct any future background checks and/or release any documents necessary to continue registration or to approve any subsequent applications including electronic applications, submitted for registration renewals.

Certification

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 GPEB.

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

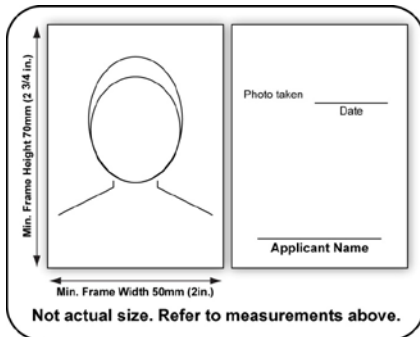
I certify that I have read and understand the conditions of registration.

Signature of applicant: X	Name: (print your full name)	Effective today: (YYYY-MM-DD)
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SECTION 5 – ADDITIONAL REQUIREMENTS (APPLICATION ATTACHMENTS ETC.)

<input checked="" type="checkbox"/>	The following are required to complete this application: (submit all supporting documentation with your application – do not fax)	
<input type="checkbox"/>	Application	All four (4) pages of the application form completed and signed within the last three (3) months.
<input type="checkbox"/>	Application fee	Include a non-refundable application fee of \$45. Payment is by cash, money order or certified cheque payable to the “Minister of Finance”; personal cheques are not accepted.
<input type="checkbox"/>	2 Pieces of Identification	Include legible (clear) photocopies of two pieces of your personal identification – one must be government issued photo identification (eg: Drivers licence, BC ID Card, BC Services card, Passport, or Citizenship card).
<input type="checkbox"/>	Passport-style photo	Include one passport-style photo in colour on a white background; taken within the last six months (see photo specifications in Section 6). Any photo not meeting these specifications will not be accepted and will delay the processing of your application.
<input type="checkbox"/>	Gambling worker letter of employment OR Charity volunteer role and responsibility letter	Gambling workers must include a letter from your employer offering you employment. For charity volunteers requiring registration renewal, include a letter from your organization confirming your role and responsibilities.
<input type="checkbox"/>	Signature	Your signature and date of signature is required in Section 4 (page 3) of this application.
<input checked="" type="checkbox"/>	The following may be required to complete this application: (submit all supporting documentation with your application – do not fax)	
<input type="checkbox"/>	Work Permit or Study Permit	If you are not a Canadian citizen or permanent resident and you will be working in Canada you must provide a copy of your valid work permit or study permit issued by Citizenship and Immigration Canada. If exempt supply a letter from your employer confirming your exemption.
<input type="checkbox"/>	Police Certificate or Certified Criminal Record check	If you are not currently living in Canada you must include a Police Certificate or Certified Criminal Record check (not older than 3 months) from the country where you are currently residing.
<input type="checkbox"/>	Immigration Papers	If you became a Canadian Permanent Resident since your previous application you must attach a copy of your permanent resident card or record of landing.
<input type="checkbox"/>	Legal Name Change Document	If you had a legal name change since your last registration you must include a copy of the legal name change document.

SECTION 6 – PHOTO 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 (6) months.**
- **A colour photo only is acceptable.**