

New Mexico Gaming Work Permit Application

(REVISED DECEMBER 2015)

APPLYING FOR YOUR Gaming Work Permit

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OBTAIN YOUR APPLICATION

Applications can be obtained from:
New Mexico Gaming Control Board
4900 Alameda Blvd. NE
Albuquerque, NM 87113
Or from our website at:
www.nmgeb.org/licensing/forms

WHO NEEDS A WORK PERMIT?

All gaming positions, excluding:

- Bartenders, cocktail servers, or other persons engaged solely in preparing or serving food or beverage
- Secretarial personnel
- Janitorial personnel
- Stage, sound, and light technicians
- Other non-gaming personnel



FILL OUT YOUR APPLICATION

Items you must provide:

- Application forms (completed with notarized signature)
- Photocopy of official valid ID (driver's license or state-issued identification card)
- Completed fingerprints, see Item 5, page ii for specifics
- Photograph of applicant (in duplicate) (NO SCANNED OR DIGITAL PHOTOS)
- \$75 application fee for a three-year Universal Gaming Work Permit (exclusive of any additional costs)



SUBMIT YOUR APPLICATION

Deliver to:

New Mexico Gaming Control Board 4900 Alameda Blvd. NE Albuquerque, NM 87113

Make check or money order payable to New Mexico Gaming Control



RECEIVING YOUR WORK PERMIT

When the Board's office receives the work permit application you should receive a gaming work permit with your photo within <u>one week</u>, if no problems arise. The work permit will allow you to begin work in a gaming establishment. You will be given a letter that stipulates any specific or standard conditions that have been placed on your Work Permit by the New Mexico Gaming Control Board.

New Mexico Gaming Control Board

You Must Be 21 Years of Age to Application Checklist Apply for a Gaming Work Permit APPLICATION COMPLETED & SIGNED IN BLACK/BLUE INK Type or clearly print an answer to every question. If a question does not apply to you, INDICATE SO WITH AN "N/A". If you are unsure if a question applies to you or what information the form is asking you to provide, contact the Gaming Control Board to obtain clarification. If the available space is insufficient, continue on a separate sheet and precede each answer with the appropriate title. Sign and date the application. Notice: The Gaming Control Board will use your social security number to obtain and confirm your tax, credit, warrant and criminal history information. Providing your social security number on the application form is strictly voluntary. However, failure to provide your social security number will result in the Board's inability to complete the investigation into your suitability to obtain a gaming license; therefore, the Board will be unable to approve your application. **ALL FORMS SIGNED & ATTACHED** The following accompanying forms must be signed and returned with the application: Applicant's Investigation Authorization and Request to Release Information - Notarized Affirmation and Consent - Notarized ☐ Letter from NMGCB Executive Director signed by applicant to acknowledge receipt ☐ Work Permit Conditions ☐ Certification - Notarized PHOTOCOPY OF OFFICIAL IDENTIFICATION CARD Supply proof of identity with date of birth to ensure you are lawfully permitted to work in the country by providing a photocopy of one of the following documents: ☐ Valid Driver's license, or ☐ State-issued identification card PHOTOGRAPHS OF APPLICANT Supply two photographs of the applicant. The photograph will be used to prepare the gaming work permit issued to the applicant by the New Mexico Gaming Control Board. Photographs must be no smaller than 2" x 2" and must be satisfactory to the board. The photographs also must have been taken no earlier than three months before the date the application for work permit is filed. NO DIGITAL OR SCANNED PHOTOGRAPHS ARE ACCEPTABLE. **FINGERPRINTS** * In-State Applicants: A Fingerprint Registration will be e-mailed to the gaming establishment listed on your application. Once received, take the registration to any 3M Cogent location for processing. * Out-of-State Applicants: Ensure that two Applicant FBI fingerprint cards are filled out completely in Black ink and signed by the applicant and individual taking the fingerprints. \$75 APPLICATION FEE Submit \$75 application fee for a three-year Universal license. Make check or money order payable to NEW MEXICO GAMING CONTROL BOARD. DELIVER APPLICATION Deliver application to New Mexico Gaming Control Board, Attn: Licensing Division, 4900 Alameda Blvd. NE, Albuquerque, NM 87113.

NOTE:

EMPLOYER MAY BE NOTIFIED IF YOUR APPLICATION IS INCOMPLETE. IF YOU FAIL TO COMPLY WITH REQUESTS FOR INFORMATION, AN ACTION WILL BE TAKEN TO DENY, SUSPEND, OR OTHERWISE LIMIT YOUR PERMIT. THE INFORMATION AND DOCUMENTS SUBMITTED WILL BECOME PART OF PERMANENT

FILE AND WILL NOT BE RETURNED TO APPLICANT.

STATE OF NEW MEXICO

GAMING CONTROL BOARD

4900 Alameda Blvd NE Albuquerque, NM 87113 Phone (505) 841-9700 FAX (505) 841-9725



Dear Applicant:

Thank you for your interest in becoming a licensed gaming employee. Before you submit your application, you should be aware of a few facts.

The gaming industry in New Mexico will be one of the most scrutinized businesses in the state because New Mexico citizens want the industry and everyone involved in it free from even the hint of any corruption or dishonesty. That's why we take our regulation of the industry very seriously, including the issuance of work permits.

During the licensing process, we will conduct a thorough check of your background. This will include, without exception, a criminal background check. It may also involve an examination of your financial records and other documents. If you pass the background investigation, you will be issued a work permit that will allow you to work in a gaming establishment. You should know that a gaming work permit is a privilege, not a right. To be considered for this privilege, you must be thoroughly honest on your license application.

In particular, we ask you on page 3 of the application: "...since you turned age 18, have you ever been arrested, served with a criminal summons, charged with, or convicted of **ANY** crime or offense in any manner?" The application requires you to explain **ALL** such arrests or charges regardless of the final outcome.

Here are some of the excuses gaming regulators sometimes hear from people who have failed to disclose arrests:

- My attorney told me I didn't have to disclose.
- I didn't think I was arrested, because I only got a ticket.
- My arrest didn't have anything to do with gaming.
- I didn't think that was still on my record.

Neither these nor any other excuse, however, will justify a failure to disclose your criminal record.

You have been informed throughout this application to disclose **ALL** arrests. You will not necessarily be denied a license if you have ever been arrested, but you will certainly be denied if you fail to disclose any arrest. If you are not clear about what you need to disclose, call the Gaming Control Board Licensing Division for assistance in answering any questions you might have.

| I have read and understand this letter. | | |
|---|------|--------------|
| Signature of Applicant | Date | |
| | | Page 1 of 10 |



New Mexico Gaming Control Board

WORK PERMIT APPLICATION

(REVISED DECEMBER 2015)

| Applicant's Printed Name (| last, first, middle) | | | | | | | | | | |
|---|----------------------------|-------------------------|-----------|------------|------------|-------------------|-------------|--------------------|---------------|----------------------|-------------------------|
| Maiden/Married Names Pa | st or Presently Used (Att | ach separate sheet if | necessar | ry) | Nicknames, | Aliases, or any r | name that y | ou have ever | been knows | n by (Attach separa | ate sheet if necessary) |
| Sex Soci | al Security Number | Other Social Sec | | | | Date of Birth | | Drivers Lice | ense No. / I. | D. # & State Lice | ense Issued |
| Place of Birth (city, state, co | ountry) | | | | | | | | | | |
| Height | Weight | Hair Color | | Eye Col | or | U.S. Citizes | | | No", attach d | letails and indicate | Alien Registration |
| Physical Address | ı | | | I | | 103 | <u> </u> | | Contact Nur | mber | |
| City | | | State | | Zip | | County | | Length | at This Address | |
| Mailing Address, if differer | nt from Physical Address | (city, state, zip) | | | 1 | | <u> </u> | E | mail Addres | SS | |
| List all addresses where you | | st five years, not incl | uding pre | sent addr | | | ecessary) | | | | <u> </u> |
| STRE | ET AND NUMBER | | + | | CITY/ | STATE/ZIP | | | | FROM | ТО |
| | | | <u> </u> | | | | | | | | |
| | | | | | | | | | + | | |
| Marital Status: | ☐ Single | ☐ Married | | | Divorced | | l Separa | ıted | | Widowed | ☐ Engaged |
| Name of Spouse, if applica | ible | | | | | | | | Spouse's Γ | Date of Birth | |
| Spouse's AKA (Also Known As—maiden name, nickname, aliases, etc.) | | | | | | | Spouse's S | ocial Security Num | nber | | |
| Person(s) you have filed a jo | oint tax return with in pa | st five years | | | | | | | | | |
| Name & address of establi | shment(s) where you will | be working | E | ntity Lice | nse # | Phone | |]. | ob Title | | Supervisor's Name |
| Name & address of establis | shment(s) where you will | be working | Eı | ntity Lice | nse # | Phone | | | Job Title | Su | ipervisor's Name |
| Name & address of presen | t employer | | | | | Phone | | J | ob Title | Su | pervisor's Name |
| Name & address of 3 prev | rious employers | | | | | Phone | | | Job Title | Su | pervisor's Name |
| 2. | | | | | | Phone | | | Job Title | Su | pervisor's Name |
| 3. | | | | | | Phone | | J | ob Title | Su | pervisor's Name |
| | | | _ | _ | | | _ | | | | |
| Signature of Applican | nt | | | | | | | | | Date | |
| WORK PERMI | Г FEE\$75.00 | ☐ Ch | eck# | | NCY USI | I | Applicatio | n Control i | # Univ | versal Control # | Entity Control # |



Signature of Applicant _

NOTICE: The Gaming Work Permit Application is an official document. If you provide false information on your gaming work permit application and/or do not disclose all applicable information the application asks for, your license is subject to denial or revocation, <u>and</u> you may be subject to criminal prosecution pursuant to 60-2E-54 NMSA 1978. The Gaming Control Board will conduct a complete background investigation and will check all sources of information. You are advised that it is better to disclose all information rather than face denial, revocation, or criminal prosecution.

| THAN FACE DENIAL, REVOCATION, OR CRIMINAL PROSECUTION. | | | | | |
|---|-------------|--|--|--|--|
| PERSONAL HISTORY | | | | | |
| 1. Are you UNDER 21 years of age at the time of this application? | ☐YES* ☐NO | | | | |
| 2. Are you living in the household of any person employed by the New Mexico Gaming Control Board? | YES* NO | | | | |
| 3. Are you an officer, reserve police officer, agent, or employee of any law enforcement agency of the State of New Mexico or of any law enforcement agency or detention or correctional facility within New Mexico? | ☐YES* ☐ NO | | | | |
| 4. Have you ever applied for a gaming work permit or gaming license in New Mexico or any other jurisdiction, whether or not the permit or license was ever issued? | YES* NO | | | | |
| 5. Have you ever had a work permit or gaming license denied, suspended or revoked in this or any other state or jurisdiction? | ☐YES* ☐ NO | | | | |
| 6. Are you related to any other person licensed by the New Mexico Gaming Control Board or anyone licensed at the entity you are applying? | YES* NO | | | | |
| *If you answered YES to any of the questions above, give details on separate sheet and include any items currently under formal dispute or legal appeal. Attach copies of any documents to prove your settlement on this issue. | | | | | |
| | | | | | |
| FINANCIAL HISTORY | | | | | |
| 1. Are you or have you been delinquent in the filing of any tax return with any taxing agency? | □YES* □NO | | | | |
| 2. Are you or have you been delinquent in the payment of any taxes, interest, or penalties due to any taxing agency? | □YES* □NO | | | | |
| 3. Are you or have you been delinquent in the payment of any judgments due to any governmental agency? | □YES* □NO | | | | |
| 4. Are you or have you been delinquent in the repayment of any loan? ie: student loans | ☐YES* ☐NO | | | | |
| 5. Are you or have you been delinquent in the payment of any child support? | ☐YES* ☐NO | | | | |
| 6. Have you, as an individual ever filed a bankruptcy petition? | ☐YES* ☐NO | | | | |
| NOTICE: IF YOU ANSWERED YES TO ANY OF THE QUESTIONS ABOVE, GIVE DETAILS ON A SEP DEMONSTRATING THE STEPS TAKEN TO RESOLVE THE FINANCIAL DELINQUENCY. | ARATE SHEET | | | | |
| | | | | | |
| Applicant's Printed Name (Last, First, Middle) | | | | | |

_ Date _

NOTICE: The Gaming Work Permit Application is an official document. If you provide false information on your application or do not disclose all applicable information, your license is subject to denial or revocation, <u>and</u> you may be subject to criminal prosecution pursuant to [60-2E-54 NMSA 1978]. The Gaming Control Board will conduct a complete background investigation and will check all sources of information. You are advised that it is better to disclose all information than face denial, revocation, or criminal prosecution.

| DISCLOSE ALL INFORMATION THAN FACE DENIAL, REVOCAT | ION, OR CRIMINAL PROSECUTION. | |
|--|--|---|
| CRIMINAL HISTORY | | |
| 1. Have you ever been: | | |
| Arrested/Detained YES* NO | SERVED WITH A CRIMINAL SUMMONS | ☐ YES* ☐ NO |
| CHARGED WITH ANY CRIME OR OFFENSE ¹ IN ANY MANNER YES* NO | CONVICTED OF ANY CRIME OR OFFENSE ¹ IN ANY MANNER | ☐YES* ☐ NO |
| ¹ INCLUDES ANY FELONY, MISDEMEANOR, PETTY (| OR YOUTHFUL OFFENDER OFFENSE | |
| You must include ALL arrests, charges, a youthful offender regardless of the outcon guilty. | and convictions since the age of 18 and pri | you were found not |
| and/or petty offense). You must include ALL serious traffic of cident (hit and run); driving under denial, sus being taken into custody. Non-serious traffic NOTICE: THE FINGERPRINTS WHITE | fenses, including DWI; reckless driving; leaving spension or revocation; or any other offense offenses should not be listed. ICH YOU ARE REQUIRED TO SUBMIT | ng the scene of an ac- which resulted in your |
| PLICATION WILL BE USED TO CHE (FEDERAL BUREAU OF INVESTIGAT | | |
| 2. Have you ever been convicted of any gamble fense? | ing-related felony, misdemeanor, or petty of- | YES* NO |
| 3. Have you served a sentence, including proba petty offense, or administrative action? | tion or parole, for any felony, misdemeanor, | ☐YES* ☐ NO |
| 4. Are you currently being prosecuted or facing offense, or are you on a deferred prosecution offense? | | YES* NO |
| 5. Have you ever been identified as an habitual cartel? | offender or a member of an organized crime | ☐YES* ☐ NO |
| 6. Have you ever refused to cooperate with ar investigation of crimes related to gaming, of | | □YES* □NO |
| 7. Have you ever been the subject of any investi | gation by any law enforcement agency? | ☐YES* ☐ NO |
| *IF YOU ANSWERED YES, EXPLAIN IN DETAIL ON A SEPARAWHICH YOU WERE ARRESTED OR CHARGED, YOU MUST FROM THE COURT WHERE YOU APPEARS OF YOUR CASE. THIS INFORMATION SHOULD INCLUDE (MONEY FINE, TIME IN JAIL OR PRISON, OR PROBATION OR FERRED SENTENCE, OR PROBATION, YOUR DOCUMENTATION OF PROBATION OR OTHER SUPERVISION. | I' OBTAIN AN OFFICIAL COPY OF DOED, SHOWING THE FINAL DISPOSITE WHETHER YOU WERE FOUND GUILTY OR NOT GUILTY OR GUILTY OR GUILTY OR GUILTY OR GUILTY OR NOT GUILTY OR | OCUMENTATION TON (OUTCOME) JILTY AND THE PENALTY RRED JUDGMENT, A DE- |
| | | |
| I have thoroughly read and understand the questions above, and if, presently or at any time in the future, I can ever answer "Ye | understand that I may be unable to hold a New Mexics" to any of the questions above. | ico Gaming Work Permit |
| Applicant's Printed Name (Last, First, Middle) | | |
| Signature of Applicant | Date - | |

CERTIFICATION

| | | LEKTIFICATION |
|-------|--|---|
| I, _ | | , acknowledge, understand and agree that by applying for and |
| | | gistration, renewal, finding of suitability, or other approval (each a ing Control Board ("Board"), I am certifying to the Board that: |
| 1. | administrative rules, plans and p | I Act, Sections 60-2E-1 through 60-2E-61 NMSA 1978 ("Act") and solicies adopted or approved by the Board (collectively "Rules" New 1 et seq.), and I understand and will implement the requirements d Rules. |
| 2. | | al controls established or approved by the Board for use by the gam- ") for which I am a key person, and I understand the requirements ls. |
| 3. | | abling assistance plan required by the Act and Board rules and ap- the Licensee, and I understand the requirements of the compulsive |
| 4. | compliance with the Act and Ru | a work permittee, I am responsible for my own and the Licensee's des including, but not limited to where applicable to my job duties, and compulsive gambling assistance plan. |
| 5. | plinary action, including fines and ply with the Act or Board rules in | rith the knowledge that the Licensee and I will be subject to discind/or revocation or suspension of the License, for failure to comncluding, where applicable to my job duties, requirements of the compulsive gambling assistance plan. |
| | The Statues & Rules | can be found on our website at www.nmgcb.org |
| Print | ed Full Legal Name (Last, First, Middle) | |
| Signa | ature (Must be notarized by notary public) | Date: |
| State | of) | |
| Cour |) nty of) | |

Subscribed and sworn to before me by ______ this _____ day of ______, _____.

My commission expires: Signed: Notary Public

[SEAL]

[SEAL]

AFFIRMATION & CONSENT

| Application, statements, attachments edge and belief, and that this statemer reveal information requested may be by the State of New Mexico. Further made in the above statements may be of the work permit. I am voluntarily under oath with full knowledge that and misrepresentations pursuant to necessary to determine my present a agencies, officers and assigns, shall I Gaming Work Permit Application. I Gaming Work Permit Application, I incurred in pursuing its legal remedient. | , state under penalty of perjury that the entire Gaming Work Permit and supporting schedules are true and correct to the best of my knowlent is executed with the knowledge that misrepresentation or failure to deemed sufficient cause for the refusal to issue a Gaming Work Permit are, I am aware that later discovery of an omission or misrepresentation be grounds for the denial of a Gaming Work Permit or the revocation submitting this application to the New Mexico Gaming Control Board I may be charged with perjury or other crimes for intentional omissions. New Mexico law. I further consent to any background investigation and continuing suitability. I also agree that the State of New Mexico, its be entitled to collect from me all expenses it incurs in processing this agree that the State shall be entitled to recover from me any expenses es, including, but not limited to, reasonable attorneys fees and costs. |
|--|--|
| Printed Full Legal Name (Last, First, Middle | |
| ignature (Must be notarized by notary public) | Date: |
| County of | ship day of |
| subscribed and sworn to before me by | this day of , |
| My commission expires: | Signed:Notary Public |

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APPLICANT'S INVESTIGATION AUTHORIZATION -ANDREQUEST TO RELEASE INFORMATION

- 1. I/We, <u>Applicant's Printed Name</u>, hereby authorize the New Mexico Gaming Control Board or its designee ("collectively, "Board") to conduct a complete investigation into my/our personal background, using whatever legal means they deem appropriate. I/We hereby waive any rights of confidentiality in this regard.
- 2. I/We hereby authorize and request a review, full disclosure, and release of any and all information, materials, and documents concerning me/us requested by the New Mexico Gaming Control Board ("Board"), its agents, or employees, whether the information, materials, and documents are of a public, private, or confidential nature and whether the information, materials, and documents would otherwise be protected from disclosure by any constitutional, statutory or common law privilege.
- 3. I/We understand that by signing this request, a financial records check will be conducted. I/We authorize any financial institution, financial services company and/or credit reporting agency to release to the Board, its agents, or employees, a complete and accurate record of my/our financial transactions, including but not limited to internal banking memoranda, past and present loan applications, checking account records, savings deposit records, safe deposit box records, securities transactions, credit reports and any other documents relating to my/our personal or business financial records in whatever form and wherever located.
- 4. I understand that by signing this authorization, a criminal history check will be performed. I authorize the Board to obtain, maintain, and use from any source, any information concerning me contained in any type of criminal history record files, wherever located. I understand that the criminal history record files contain records of arrests that may have resulted in a disposition other than a finding of guilt (i.e., dismissed charges, or charges that resulted in a not guilty finding.) I understand that the information may contain listings of charges that resulted in suspended imposition of sentence, even though I successfully completed the conditions of said sentence and was discharged pursuant to law. I authorize the release of this type of information, even though this record may be designated as "confidential" or "nonpublic" under the provisions of state or federal law.
- 5. I/We authorize the Board, its agents, or employees to determine the persons or entities to whom this Request is to be presented.
- 6. I/We understand that the Board, its agents, or employees will conduct a complete and comprehensive investigation to determine the validity of all information gathered. The Board, the State of New Mexico, and the agents and employees of either, will not be held liable for inaccurate information.
- 7. If this Request is not sufficient to obtain access to certain records, I/we understand that I/we may be asked to sign another appropriate authorization or release and that any failure to do so may be taken into consideration by the Board, its agents, or employees in reviewing my/our application.
- 8. I/We understand that I/we may revoke this Request in writing at any time and that the Board, its agents, or employees may take the revocation into consideration in reviewing my/our application.
- 9. Upon receipt by the Board of a written request indicating an application in another jurisdiction for a gaming related license or permit, I/we consent to the disclosure of confidential information compiled by the Board in connection with my Board application to any law enforcement or any regulatory agency in that other jurisdiction, including any other state, the government of the United States, foreign country or Indian Tribe.

APPLICANT'S INVESTIGATION AUTHORIZATION -ANDREQUEST TO RELEASE INFORMATION

(continued)

- 10. This authorization, information in the application, and fingerprints will be used to check the criminal history records of the FBI. If you believe any of the information in the FBI report is incomplete or inaccurate, you can apply to change, correct or update the FBI identification record. The procedure to do this is set forth in Title 28, C.F.R. §16.34. In the event you choose to engage in this process, upon written notice to the Licensing Division of the NMGCB, you will be given a reasonable amount of additional time before a decision is made concerning your application.
- 11. I/We hereby release, waive, discharge, and agree to hold harmless, and otherwise waive liability as to the State of New Mexico, the Board, and other agents or employees of the State of New Mexico for any damages resulting from any collection, use, disclosure, or publication in any manner, other than a willfully unlawful disclosure or publication, of any material or information acquired during inquiries, investigations, or hearings, and hereby authorize the lawful use, disclosure, or publication of this material or information.
- 12. I/We do, for myself/ourselves, my/our heirs, executors, administrators, successors, and assigns, hereby release the providers of the information collected pursuant to this Request, and their agents and employees, from any and all liability arising out of or by reason of complying with this Request.
- 13. A photocopy of this Request will be considered as valid and effective as the original.

| Printed Full Legal Name (Last, First, Middle) | |
|--|------------------------|
| Signature (Must be notarized by notary public) | Date: |
| Spouse's Printed Full Legal Name (Last, First, Middle) | |
| Spouse's Signature (Must be notarized by notary public) | Date: |
| State of | |
| | Notary Public |
| [SEAL] | |
| * If unable to obtain spouse's signature, please provide a letter explaining | g in detail as to why. |
| Signature of Gaming Control Board Representative Presenting This Request | Date |
| | |

VERIFICATION OF FINGERPRINTS

| This form is to be completed by the law enforcement agency, of service of a certified identification technician that takes your fi | |
|--|-------------------|
| The enclosed fingerprint cards contain the prints of | NAME OF APPLICANT |
| | |
| | |
| | |
| | |
| N. CD. This E. | |
| Name of Person Taking Fingerprints Law Enforcement Agency Name | |
| ORI # or Certification # | |
| Signatura | Data |

WORK PERMIT CONDITIONS

| I understand and agree that the work permit issued to me by the Board or its designee under this application is subject to the following conditions: (i) my background investigation must be completed and contain no adverse information that would prevent me from holding a work permit, and (ii) information returned to the Board by the Internal Revenue Service must verify the tax information I disclosed in my application. I further understand and agree that I must comply with the provisions of the Gaming Control Act and NM Administrative code gaming rules in order to retain a work permit. I also understand and agree that the work permit will be subject to immediate revocation if these conditions are not met to the Board's satisfaction. |
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| |
| |
| |
| The award of a New Mexico Gaming Control Board Work Permit is a privilege not a right. I, <u>Applicant's Printed Name</u> , retain/hold no property interest right in the work permit. |

Signature: _____ Date: _____