STATE OF CALIFORNIA
CALIFORNIA GAMBLING CONTROL COMMISSION
CGCC 023A ~~(Rev 10-02)~~ (Rev 12-03)
(916) 263-0700
(916) 263-0499 FAX
www.cgcc.ca.gov

INSTRUCTIONS FOR WORK PERMIT RENEWAL

The Gambling Control Act requires that all individuals who are employed as gambling enterprise employees hold a valid work permit. Pursuant to Business and Professions Code Section 19912, a work permit issued by the California Gambling Control Commission (Commission) is valid for two years. An Application for Work Permit Renewal (CGCC 023 ~~(Rev 10-02~~(Rev 12-03)) must be submitted to the Commission 90 days before the current work permit expires:

The work permit renewal application package must include:

1. Work Permit Renewal Application (CGCC 023 ~~(Rev 10-02)~~ (Rev 12-03)) signed by the applicant and by the owner/hiring agent/designated agent of the gambling establishment of the current employer.
2. Two passport-style color photograph taken within the last 30-days.
3. Work Permit Questionnaire (DGC-LIC-049).
4. Authorization to Release Information (DGC-LIC.072 Rev 2-00).
5. A photocopy of your current California Driver's License or California Identification Card.
6. If you are a resident alien, provide a legible photocopy (front and back) of your resident alien card.
7. A non-refundable **~~$75.00~~ $250.00** renewal fee. Checks should be made payable to the **California Gambling Control Commission**.

The application for renewal of a work permit can be mailed to:

California Gambling Control Commission
Licensing and Compliance Division
P.O. Box 526013
Sacramento, CA 95852-6013.

For overnight or express delivery please send to:

California Gambling Control Commission
Licensing and Compliance Division
2399 Gateway Oaks Drive, Suite 100
Sacramento, CA 95833

If an applicant wishes to withdraw his or her application for renewal of a work permit anytime prior to final action, a written request must be submitted to the Commission. The request must establish that withdrawal of the application would be consistent with the public interest and the policies of the Gambling Control Act. Application fees are non-refundable should you withdraw your application at any time after its submittal to the Commission.

If a valid work permit holder is currently employed at more than one gambling establishment whose work permits are both required to be obtained from the California Gambling Control Commission, a renewal application must be completed for each gambling establishment, including all required fees.

All applications and questionnaires will be referred to the Division of Gambling Control (Division) for completion of a background investigation prior to the issuance of a renewed work permit. All work permit renewals will be subject to approval by the Commission at a scheduled public meeting. The Division may request additional forms and documentation necessary to complete the investigation process. Please be aware that any delay in providing requested information to the Division or the Commission, will further delay the issuance of a renewed work permit.

A work permit applicant is seeking the granting of a privilege. The burden of proving qualifications is at all times on the applicant.

The applicant accepts any risk of adverse public notice, embarrassment, criticism, or other action or financial loss that may result from action with respect to the submitted application.

Any questions regarding the work permit application process may be directed to the Commission at:

California Gambling Control Commission
P.O. Box 526013
Sacramento, CA 95852-6013
(916) 263-0700

You may also visit the Commission's website at www.cgcc.ca.gov to view and print forms or instructions and for other helpful resources and information.