State of California
Department of Justice
Bureau of Gambling Control
(916) 830-1700

APPLICATION FOR INITIAL REGULAR WORK PERMIT/TEMPORARY WORK PERMIT
BGC-021 (Rev. 07/17)

Please read the instructions listed on this form. Type or print legibly in ink an answer for each question. If a question does not apply to you, please indicate with "N/A". Do not misstate or omit any material fact(s) as each statement made herein is subject to verification. Any corrections, changes, or other substitutions must be initialed and dated by the applicant. **PLEASE SEND COMPLETED APPLICATIONS TO: Bureau of Gambling Control, P.O. Box 168024, Sacramento, CA 95816-8024**

PLEASE TYPE OR PRINT ALL INFORMATION

PART I – All Applicants

APPLICANT NAME		SOCIAL SECURITY NUMBER**
HOME ADDRESS		
MAILING ADDRESS (*IF DIFFERENT THAN HOME ADDRESS)*		
PHONE NUMBER ( )	E-MAIL ADDRESS (optional)	DATE OF BIRTH
TITLE AND DESCRIPTION OF JOB DUTIES:		

Please indicate answers with an X in the appropriate box

1. Are you a U.S. citizen?	Yes ☐	No ☐
2. Are you a resident alien?	Yes ☐	No ☐

PART II – Temporary Work Permit Applicants ONLY

Please indicate answer with an X in the appropriate box

1. Do you wish to be considered for a temporary work permit?	Yes ☐	No ☐
2. Have you included confirmation of Live Scan fingerprints?	Yes ☐	No ☐
3. Have you ever been convicted of a felony?	Yes ☐	No ☐
4. Within the last ten years, have you been convicted of a misdemeanor involving a firearm or other deadly weapon, gaming or gaming-related activities, violations of the Gambling Control Act, or dishonesty or moral turpitude, not including convictions that have been expunged or dismissed as provided by law?	Yes ☐	No ☐
5. Have you ever had a gambling license or work permit denied?	Yes ☐	No ☐
6. Have you ever had a gambling license or work permit revoked?	Yes ☐	No ☐

PART III – All Applicants

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Signature of Applicant _____ Date _____

I hereby authorize the Bureau of Gambling Control, or its representatives, to furnish any information of any nature concerning me to the California Gambling Control Commission and the licensed gambling establishment for which I am seeking employment. This authorization does not supersede or replace the Authorization to Release Information form (BGC-APP-006 (Rev 07/17)) required to be submitted with the application for use by the Bureau of Gambling Control. Both authorizations are required to be part of the application package.

Signature of Applicant _____ Date _____

PART IV – All Applicants			
	NAME OF GAMBLING ESTABLISHMENT		
	MAILING ADDRESS		
	PHONE NUMBER ( )	FAX NUMBER (if any) ( )	E-MAIL ADDRESS (if any)
	Signature of Owner/Hiring Authority/Designated Agent	Name and Title (Print)	Date

INSTRUCTIONS FOR
INITIAL REGULAR WORK PERMIT/TEMPORARY WORK PERMIT

The Gambling Control Act requires that all individuals who are employed as gambling enterprise employees hold a valid work permit. An application for a work permit (BGC-021 (Rev. 07/17)) shall be submitted to the Bureau of Gambling Control (Bureau) when the local licensing authority does not have a work permit process in place, or where a work permit is not required by the local licensing authority of a city, county, or city and county.

All individuals applying for a regular work permit must complete and submit the following:

1. Parts I, III & IV of the Initial Regular Work Permit/Temporary Work Permit Application (BGC-021 (Rev. 07/17)).
2. Work Permit Questionnaire (BGC-LIC-049 (Rev. 11/07))
3. Authorization to Release Information (BGC-APP-006 (Rev. 07/17))
4. A 2X2 inch, passport-style color photograph taken within the last 30 days.
5. A photocopy of your current California Driver's License or California Identification Card.
6. If you have been naturalized, provide a legible photocopy of your Certificate of Naturalization.
7. If you are a resident alien, provide a legible photocopy (front and back) of your resident alien card.
8. A non-refundable $250.00 application fee. Checks should be made payable to the **Bureau of Gambling Control**. This application fee is in addition to the fee paid to the Live Scan provider for processing your fingerprints.
9. Fingerprints must be submitted via Live Scan as follows:
   Take the Request for Live Scan Service form, BCII 8016, to a live scan provider, whereupon fingerprints will be processed via Live Scan. ***Applicants must pay for the cost associated with processing and transmitting of his/her fingerprints via Live Scan directly to the agency providing the Live Scan Service.*** Call the Live Scan facility to determine if an appointment for fingerprinting is required and the preferred method of payment (e.g., cash, cashier's check, etc.). After the fingerprints have been taken, return the **second** copy of the Request for Live Scan Service form with the work permit application package to the Bureau.

In addition to the above requirements, all applicants wishing to be considered for the issuance of a temporary work permit must complete and submit the following:

1. Part II of the Initial Regular Work Permit/Temporary Work Permit Application.
2. A second 2X2 inch, passport-style color photograph taken within the last 30 days.
3. A non-refundable $25.00 application fee made payable to the **Bureau of Gambling Control**. This fee is in addition to the above noted non-refundable application fee for the regular work permit. The total fee due for a temporary work permit is $275.00.

If the applicant does not submit all of the required documents for a temporary or regular work permit, the application is considered incomplete and will be returned to the applicant within 5 days of its receipt. In a cover letter, the Bureau will state why the application is incomplete and what documents or information will be required if the application is resubmitted. The application will not be referred for investigation until it is complete and includes all of the required information as stated above.

** Disclosure of your U.S. social security number (SSN) is mandatory. Business and Professions Code section 30 and Public Law 94-455 (42 USC section 405(c)(2)(C)) authorize collection of your social security number. Your social security number will be used exclusively for tax enforcement purposes, and for purposes of compliance with any judgment or order for family support in accordance with Family Code section 17520 or for verification of licensure. If you fail to disclose your social security number, your application will not be processed and you will be reported to the Franchise Tax Board, which may assess a $100 penalty against you.

Effective July 1, 2012, the Commission is required to deny an application and to suspend the license/registration/permit/ approval of any applicant or licensee who has outstanding state tax obligations and appears on either the Franchise Tax Board's or Board of Equalization's certified list of the top 500 tax delinquencies over $100,000 (Business and Professions Code section 494.5).

The application for an initial regular work permit/temporary work permit can be mailed to:

For Regular Mail Delivery:	For Commercial/Personal Delivery:
Bureau of Gambling Control **P.O. Box 168024**	**Bureau of Gambling Control** **2450 Del Paso Road, Suite 100** **Sacramento, CA 95834**

If an applicant wishes to withdraw his or her application for a work permit any time prior to final action, a written request must be submitted to the California Gambling Control Commission (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. If an applicant has applied for a temporary work permit and submits a request to withdraw the application for a regular work permit, the application for a temporary work permit shall be deemed abandoned. Application fees are non-refundable should an application be withdrawn at any time after its submittal to the Bureau.

If the holder of a valid work permit wishes to obtain a transfer of an existing work permit to another licensed gambling establishment, an Application for Transfer of Work Permit (BGC-022 (Rev. 07/17)) must be completed and submitted to the Bureau. Please refer to the Instructions listed on the Transfer of Work Permit form.

All applications, whether or not a temporary work permit is issued, will be referred for completion of a background investigation prior to the issuance of a regular work permit. The Bureau may request additional forms and documentation necessary to complete the investigative process. Please be aware that any delay in providing requested information to the Bureau, may delay the issuance of either a temporary or a regular work permit. All regular work permits will be subject to approval by the Commission at a scheduled public meeting.

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:

Bureau of Gambling Control
P.O. Box 168024
Sacramento, CA 95816-8024
(916) 830-1700

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