

CALIFORNIA GAMBLING CONTROL COMMISSION

2399 Gateway Oaks Drive, Ste. 220, Sacramento, CA 95833-4231

Phone: (916) 263-6292 Website: www.cgcc.ca.gov



Crucial Tips: Must-Do's for the State Application Process (rev. 7/19)



Must-Do's

- ◆ **Must-Do # 1:** Double check your application for accuracy and completeness. The applicant's ability to accurately disclose the applicant's background is extremely important when considering integrity and honesty. If you have a question if you should include an item, it is better to include the item than not include it. **Complete and accurate disclosure is the applicant's responsibility.**
- ◆ **Must-Do # 2:** Be timely in the submission of your application (see right table). There are laws and regulations which require the applicant to submit their application within a specified time frame. It is imperative that applicants demonstrate compliance with all laws. Applicants should allow themselves sufficient time to ensure they can thoroughly review, complete, and ask questions as needed. **Timeliness is also the applicant's responsibility**
- ◆ **Must-Do # 3:** Disclose **all** prior criminal convictions within the last ten years (or ever if application requests **all**). This **includes** those reduced and/or expunged, unless sealed, and in certain application forms only expungements as a juvenile. A traffic ticket may result in not just an infraction, but also a misdemeanor or felony conviction. **Confirm if any past traffic convictions are misdemeanor or felony convictions.**
- ◆ **Must-Do # 4:** Disclose **all** of the bases for the reason for separation from employment (e.g. "Personal" or *one the reasons* does not suffice).
- ◆ **Must-Do # 5:** Remember to disclose short sales in the home foreclosure section of the application (where applicable).
- ◆ **Must-Do # 6:** Take proactive steps to resolve any outstanding court matters and collection accounts. Gather proof of resolution as applicants may be asked to provide a copy.
- ◆ **Must-Do # 7:** If requested to appear before the Commission, it is important you attend in person or telephonically. Continuances are not guaranteed and matters can be decided without the applicant present. **Approval is a privilege, not a right.**

Important Timelines

Applicants **MUST** submit their application to the Bureau of Gambling Control (BGC) by the following dates:

- ◆ **Work Permit:**
 - ◆ Initial/Temporary –Prior to Assumption of Duty (AOD)
 - ◆ Renewal –90 days prior to expiration date
- ◆ **Key Employee:**
 - ◆ Interim –10 days from AOD
 - ◆ Initial - 30 days from AOD
 - ◆ Renewal –120 days before expiration date
- ◆ **Third Party Players/Supervisor:**
 - ◆ Initial/Temporary –Prior to Assumption of Duty (AOD)
 - ◆ Renewal –90 days prior to expiration (Registration) and 120 days prior to expiration (License)
- ◆ **Ownership Interests**
 - ◆ Conveyance documentation and appropriate corresponding applications must be approved by the Commission in advance, to be deemed lawful
 - ◆ Renewal –120 days before expiration date

Important Resources:

- ◆ BGC Telephone: (916) 830-1700
- ◆ BGC Website: www.oag.ca.gov/gambling
- ◆ CGCC/BGC Laws and Regulations: www.cgcc.ca.gov