

INSTRUCTIONS FOR FILING AN APPLICATION FOR RENEWAL OF A GAMING RELATED CASINO SERVICE INDUSTRY LICENSE

These instructions are applicable to licensed casino service industries offering goods or services that directly relate to casino or gaming activity and which have been directed to file an application for license renewal. (N.J.S.A. 5:12-92a and 94).

The original and one (1) copy of all forms shall be sent to the Casino Control Commission with the appropriate fee. For casino service industries filing an application for renewal of a gaming related license, **the required minimum application fee is \$5,000.00, payable to the Casino Control Fund** (see N.J.A.C. 19:41-9.8 on page 3). Payment may be made by check, money order or credit card. Should the Commission renew the gaming related casino service industry license, it will be for a period of five years.

1. APPLICATION FORMS

The forms that make up an application for renewal of a gaming related casino service industry license are as follows:

- A. BUSINESS ENTITY DISCLOSURE FORM - GAMING
(for applicant entity and each holding or intermediary company)
- B. MULTI-JURISDICTIONAL PERSONAL HISTORY DISCLOSURE FORM AND GAMING ENTERPRISE NEW JERSEY SUPPLEMENTAL FORM AND KEY STANDARD QUALIFIER RENEWAL FORM
- C. EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION OBLIGATIONS FORM

A. BUSINESS ENTITY DISCLOSURE FORM - GAMING

Please give particular attention to Items 2, 7, 9, 29, 30, 36, 37, 38 and 39 of the Business Entity Disclosure Form - Gaming. Staff's experience has been that information for these items is frequently omitted or completed incorrectly, which necessitates the applications being returned for corrections.

B. MULTI-JURISDICTIONAL PERSONAL HISTORY DISCLOSURE FORM AND GAMING ENTERPRISE NEW JERSEY SUPPLEMENTAL FORM AND KEY STANDARD QUALIFIER RENEWAL FORM

Any person listed in Item 7 of the BED-Gaming who filed a Gaming Enterprise Qualifier Disclosure Form or filed a Multi-Jurisdictional Personal History Disclosure Form and a Gaming Enterprise New Jersey Supplemental Form in

connection with the last application filing by the enterprise may now complete a Key Standard Qualifier Renewal Form in lieu of the more comprehensive form. All other persons identified in Item 7 must file the Multi-Jurisdictional Personal History Disclosure Form and Gaming Enterprise New Jersey Supplemental Form.

Please submit a list of any person who previously filed as a qualifier of the enterprise but who no longer functions in a qualifier position, or who no longer is employed by the enterprise. Differentiate between the two categories.

NOTE THAT ALL PERSONS SUBMITTING FOR QUALIFICATION MUST BE FINGERPRINTED IN ACCORDANCE WITH N.J.A.C. 19:41-7.7. SEE THE INSTRUCTIONS IN THE FORMS FOR FURTHER INFORMATION.

C. **EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION OBLIGATIONS FORM**

All enterprises applying for the initial issuance or renewal of a casino service industry license must acknowledge basic equal employment and business opportunity obligations as conveyed in paragraphs one (1) through four (4) of the Equal Opportunity and Affirmative Action Obligations form. In addition, enterprises that employ 50 or more employees in the state of New Jersey must also acknowledge paragraphs five (5) through nine (9) of the form.

2. COPIES

An **original and one (1) copy** of all forms noted above, **including copies of all appendices and attachments**, must be included as part of the application package.

3. GENERAL

- Make extra copies of the enclosed forms for your use, as needed.
- Be sure to include the filing fee with your application submission.
- All forms must be properly **signed and notarized** as required.
- All copies must be legible.
- All attachments to forms must be copied and properly identified with the corresponding item number clearly noted on the front of each attachment.

IF YOU HAVE ANY QUESTIONS REGARDING THE ENCLOSED FORMS OR THE INFORMATION REQUIRED TO COMPLETE THIS APPLICATION, PLEASE CONTACT THE ENTERPRISE LICENSE UNIT AT (609) 441-3002

4. FEES

N.J.A.C. 19:41-9.8 - Gaming related casino service industry enterprise license fee

- (a) In accordance with subsections 92a and b of the Act, all casino service industry enterprises offering goods and services which directly relate to casino, simulcast wagering or gaming activity, including gaming equipment manufacturers, suppliers and repairers, and casino security services, shall meet the standards established for casino key employees in order to be licensed. Such a license shall be issued for an initial term of three years and for a term of five years for all subsequent renewals.
- (b) In order to recover the cost of the investigation and consideration of license applications by enterprises engaged in these industries, the initial license application and issuance fee for a subsection 92a casino service industry enterprise license shall be assessed as follows:
1. A minimum application charge of \$5,000 shall be due at the time of application;
 2. An additional application charge of \$5,000 shall be due when the total number of hours of Commission and Division professional staff time expended on matters directly related to the applicant exceeds 333 hours;
 3. An additional application charge of \$5,000 shall be due when the total number of hours of Commission and Division professional staff time expended on matters directly related to the application exceeds 667 hours;
 4. An additional application charge, at an hourly rate to be set by the Commission in accordance with N.J.A.C. 19:41-9.4(e), shall be due and payable upon demand by the Commission for each hour of Commission and Division professional staff time that is expended on matters directly related to the applicant that is in excess of 1,000 total hours; and
 5. Payment for all unusual or out of pocket expenses incurred by the Commission or the Division for matters directly related to the processing and investigation of the application.
- (c) In order to recover costs for monitoring compliance with the Act and the regulations and for assuring the continued fitness of enterprises engaged in gaming related casino service industries, the application and issuance fee for the renewal of a subsection 92a casino service industry enterprise license shall be assessed in accordance with (b) above.

- (d) Any enterprise required to apply for the issuance or renewal of a subsection 92a casino service industry enterprise license may request an installment plan for payment of the application fee in (b)1 above in accordance with the following schedule:
1. Upon filing of the application, an initial installment payment equal to one-fourth of the application fee and an additional fee of \$100.00 for the cost of processing such payment plan; and
 2. Three subsequent installment payments each equal to one-fourth of the application fee, to be paid within 90 days, 180 days and 270 days from the date that the application is filed.

N.J.A.C. 19:41-9.19 - Obligation to pay fees; nonrefundable nature of fees; credits

- (a) Any fee obligation arising in accordance with the Act and this subchapter shall be due and payable notwithstanding the withdrawal or abandonment of any application or the termination in any manner of an existing license....
- (b) Except as otherwise provided ..., amounts actually paid by an applicant or licensee in accordance with the Act and this subchapter shall not be refundable.

5. PAYMENT BY CREDIT CARD

The Casino Control Commission will now accept credit card payments for all licensing fees. The credit cards currently accepted are American Express, MasterCard, Visa and Discover. If you wish to pay by credit card, please complete the enclosed Credit Card Authorization form and return it with your casino service industry license application. Any questions regarding the completion of the Credit Card Authorization form should be directed to the Commission's Revenue Unit at (609) 441-3746.