

**Instructions to Renewal Applicants and
Renewal Supplemental Information for
State Gambling/Key Employee License**

DGC-APP. 017A (Rev. 09/03)

**DEPARTMENT OF JUSTICE
DIVISION OF GAMBLING CONTROL**

INSTRUCTIONS TO RENEWAL APPLICANTS

The following forms and documentation must be submitted in conjunction with the submission of the Renewal Supplemental Information for State Gambling/Key Employee License. Any corrections, changes or other alterations must be initialed and dated by the applicant.

An official filing date will not be established until all required forms and documentation have been received by the Division.

FORMS/DOCUMENTATION	SUBMITTED / COMPLETED
Completed Renewal Supplemental Information for State Gambling/Key Employee License (DGC-APP. 017A [Rev. 09/03]).	
Each Applicant for Renewal Must Complete Part I.	
One Owner Licensee/Designee, on behalf of the Gambling Establishment, Must Complete Part II.	
If a Licensee is a Corporation or Limited Liability Company, Part III Must be Completed.	
If a Licensee is a Partnership or Joint Venture, Part IV Must be Completed.	
One Owner Licensee/Designee, on behalf of the Gambling Establishment, must submit a copy of current local business license to operate the gambling establishment, the current bank statement for the chips-in-use account, and if applicable, the bank statement for all players' banks.	
Please note that several of the questions require explanations if there have been changes during the last 12 months. These written explanations should be on a separate sheet of paper.	
Appointment of Designated Agent - if changes have occurred (DGC-APP. 008 [Rev. 09/03]).	
Authorization to Release Information (DGC-APP. 006 [Rev. 09/03]).	
Schedule A - Report of Annual Gross Revenues (DGC-APP. 018 [Rev. 09/03]).	

Each application for renewal of a State Gambling License shall be accompanied by a non-refundable fee in the amount of five hundred dollars (\$500). Upon review, an applicant may be required to deposit a sum of money that, in the judgment of the Director of the Division, will be adequate to pay the anticipated investigation and processing costs, in accordance with Business and Professions Code section 19867. Please submit the completed Renewal Supplemental Information for State Gambling/Key Employee License, along with the requested forms and documentation to:

California Gambling Control Commission
P.O. Box 526013
Sacramento, California 95852-6013.

II. AN OWNER LICENSEE/DESIGNEE OF THE GAMBLING ESTABLISHMENT MUST COMPLETE THE FOLLOWING:

12. Have any changes occurred in the building lease during the last 12 months? If yes, attach copy of lease and an explanation.	Yes _____	No _____
13. What was the gambling establishment's gross revenue for the preceding fiscal year? \$ _____ (Complete Schedule A - Report of Annual Gross Revenues DGC-APP. 018 (Rev. 07/03))		
14. Adequate Financing: Title 11, Division 3, California Code of Regulations, Section 2053 states that the Division may require a gambling establishment to present satisfactory evidence that there is adequate financing available to protect the public's health, safety and welfare. Please refer to complete text of Title 11, Division 3, California Code of Regulations, Section 2053 before completing this section.		
G The gambling establishment is in compliance with Section 2053(b) and has obtained sufficient security to cover chips in use.		
G The gambling establishment is in compliance with Section 2053(c) and has obtained sufficient security to cover players' banks.		
G The gambling establishment does not have players' banks.		
15. Employee Work Permit Certification: Pursuant to Business and Professions Code section 19912, the California Gambling Control Commission shall not issue a state gambling license until the applicant has submitted to the Division a certification that all gambling enterprise employees of the gambling establishment possess a valid work permit.		
I hereby certify that all gambling enterprise employees of the gambling establishment identified above:		
G Hold a valid gambling enterprise employee work permit issued in accordance with the applicable ordinance of the _____ (city or county) in which his or her duties are performed.		
G Hold a valid gambling enterprise employee work permit issued by the California Gambling Control Commission.		
16. Local License: Please attach a copy of your current local business license to operate the gambling establishment.		

III. IF LICENSEE IS A CORPORATION OR/LIMITED LIABILITY COMPANY, COMPLETE THE FOLLOWING:

17. Provide the name and addresses of all officers, directors and shareholders, and the percentage interest held by each:		
_____	_____	%
_____	_____	%
_____	_____	%
_____	_____	%
(If more room is required, please attach additional sheet(s)).		
18. Have changes occurred to the Articles of Incorporation or Statement of Officers during the last 12 months? If yes, please provide a detailed explanation on additional sheets.	Yes _____	No _____

IV. IF LICENSEE IS A PARTNERSHIP OR JOINT VENTURE, COMPLETE THE FOLLOWING:

19. Provide the name and addresses of each partner/investor and percentage interest held by each:		
	_____	%
	_____	%
	_____	%
(If more room is required, please attach additional sheet(s)).		
20. Have changes occurred to the Partnership Agreement during the last 12 months? If yes, please provide a detailed explanation on additional sheets.	Yes _____	No _____

DECLARATION

I, _____, certify and declare under penalty of perjury under the laws of the State of California, that I am the _____ (owner/officer/general partner/designated agent) of the gambling establishment named on this Application for Renewal and that to the best of my knowledge, the information contained herein is true, correct and complete.

(Printed Name)

(Title)

(Signature)

(Date)