



Washington State Gambling Commission License Application Reporting Summary

This document is to be used only as a reference to assist applicants and licensees with the reporting timelines for records relating to gambling license applications as they pertain to WAC 230-03 and 230-06 only. This document should not be used in place of the WACs cited below. Licensees are responsible for knowing and following all WACs and RCWs.

PRE-LICENSING or APPLICATION PROCESS				
	WAC Reference	10 Days	30 Days	Other
FRE Equipment Distributors	WAC 230-03-010			Monthly schedule of RGA contracts
Incomplete application	WAC 230-03-035		X	
Additional information required from applicants for licensing	WAC 230-03-050		X	Or within the timeframe we provide
Changes to information required on application or provided during application process	WAC 230-03-055	X		
Complete training	WAC 230-03-070		X	
Information required under commission rules	WAC 230-03-085(7)		X	Or within the timeframe we provide
Service Supplier Representative must report conflicts of interest	WAC 230-03-340			See rule

POST-LICENSURE				
	WAC Reference	10 Days	30 Days	Other
Information required under commission rules	WAC 230-03-085(7)		X	Or within the timeframe we provide
Conducting underage compliance test programs with minors	WAC 230-06-012			Before conducting the test
Changes to any information filed with application (original or renewal)	WAC 230-06-080(1)		X	
Changes to information on original or renewal application, to include but not limited to:	WAC 230-06-080(2)		X	
<ul style="list-style-type: none"> • Articles of incorporation or bylaws, or any other documents which set out the organizational structure and purposes; and • Oral and written contracts and agreements which relate to gambling activities or alter the organizational structure of the licensee's organization or business activities in Washington; and 	WAC 230-06-080(2)		X	
	WAC 230-06-080(2)		X	

POST-LICENSURE

	WAC Reference	10 Days	30 Days	Other
<ul style="list-style-type: none"> • All cash or asset contributions, draws from lines of credit, and loans (except those from recognized financial institutions) during any calendar year which by themselves or totaled together are more than \$10,000. Cash or asset contributions do not include donations to licensed charitable or nonprofit organizations; and • Internal Revenue Service tax deductible status of contributions for charitable and nonprofit organizations. 	<p>WAC 230-06-080(2)</p> <p>WAC 230-06-080(2)</p>		<p>X</p> <p>X</p>	
Termination of card room employee	WAC 230-06-083	X		
Criminal actions	WAC 230-06-085		X	
Civil and administrative actions to include, but not limited to, <ul style="list-style-type: none"> • Actions filed against them by other gambling regulatory agencies, including those from other countries and Indian Tribes, and • Divorces, and • Bankruptcy, and • Tax liens, and • Business dissolutions, and • Patent infringement on gambling equipment 	WAC 230-06-090		<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>	
Name change	WAC 230-06-095		X	
Changing the business location	WAC 230-06-100			X
Changes made to management, directors, officers, or any other position that makes management decisions	WAC 230-06-105		X	Nonprofit only reports at renewal time.
Changing of In-state Resident Agent	WAC 230-03-052		X	
Change of stock	WAC 230-06-107		X	
New Games/Equipment	WAC 230-06-050 WAC 230-15-040		X	Or within the timeframe we provide
Transfers of gambling equipment as part of a sale of a business	WAC 230-06-110(6)			X
Transferring gambling equipment when no longer licensed	WAC 230-06-120(2)	X		
Service Suppliers: Changing gambling related services	WAC 230-06-080(2)		X	