WASHINGTON STATE GAMBLING COMMISSION
LOCATION: 4565 7th Avenue SE, Lacey WA 98503

## COMMERCIAL BUSINESS ADD AN ACTIVITY PACKET

Only complete this application if you want to add a new gambling activity to your current license.

## THIS PACKET CONTAINS:

The Commercial Business Add an Activity (GC4-030) application with attachments and supporting forms including:

- Training Requirements for All Applicants (GC5-017) letter
- Fee Schedule - Commercial Stimulant / Profit-Seeking Organization (GC5-055K FS)


## CHANGES MUST BE REPORTED

While your application is being processed, you must notify us of any changes to this application within 10 days (See WAC 230-03-055).

## IMPORTANT INSTRUCTIONS FOR ALL APPLICANTS READ BEFORE PROCEEDING

1. All forms in this packet may be copied for your use. A copy of this application is also on our web site.
2. Washington Administrative Code (WAC) citations are noted throughout this application and addendums. When cited, refer to Title 230 WAC, Gambling Commission, for clarification.
3. The base license fees for this application are listed on the Fee Schedule - Commercial Stimulant / Profit-Seeking Organization (GC5-055K FS). In addition to the base license fee(s), you will have to submit Quarterly License Reports (QLR) with Quarterly License Fees (QLF), if applicable, based on your Gross Gambling Receipts (GGR).
4. The Commission may assess additional amounts to cover inspections and investigations necessary for licensing. See Revised Code of Washington (RCW) 9.46.070(5). These costs will be determined, and are payable, during the financial investigation phase of the application process.
5. The Commission cannot act on your application if proper fees have not been paid.
6. Each license applicant is evaluated on an individual basis. Even if you were licensed before, do NOT answer any question with the words "on-file".
7. If you have any questions about this application - please call us at 1-800-345-2529 or 360-486-3440 to speak with a Licensing Specialist.

NOTE: You may be required to supply additional documentation. See WAC 230-03-050.

WASHINGTON STATE GAMBLING COMMISSION
LOCATION: 4565 7th Avenue SE, Lacey WA 98503
MAILING ADDRESS: P.O. Box 42400, Olympia WA 98504-2400
TELEPHONE: 360-486-3440 / FAX NUMBER: 360-486-3630
TOLL-FREE: 1-800-345-2529 / WEB SITE: www.wsgc.wa.gov

## Clear Form

## COMMERCIAL BUSINESS ADD AN ACTIVITY

Consult the Fee Schedule - Commercial Stimulant / Profit-Seeking Organization (GC5-055K FS), and then complete this area to tell us which activity you would like to add to your existing license. After completing this application, please complete the addendum for each type of license you are adding.
$\square$ Punch Board / Pull-Tab (05) Complete Punch Board / Pull-Tab Addendum (GC4-025a)Nonhouse-Banked Card Games (65) Complete Card Games Addendum (GC4-025b)

## Base License Fee

$\square$ House-Banked Card Games (67) Complete Card Games Addendum (GC4-025b)
Amusement Game (53) Complete Amusement Game Addendum (GC4-025c) and


Complete Apply for Additional Amusement Game Locations / Report Removal of Approved Locations (GC4-032), if applicable.
Amusement Game Locations: $\left.\right|_{\text {\# of Locations }} \mid X \underset{\text { Per Location Fee }}{\mid}$Manufacturer (20) Complete Manufacturer Addendum (GC4-025d)
Distributor (21) Complete Distributor Addendum (GC4-025e) $\qquad$Fund-Raising Event Equipment Distributor (28) Complete Distributor Addendum (GC4-025e)

$\square$ Service Supplier (26) Complete Service Supplier Addendum (GC4-025f)
$\square$ Linked Bingo Prize Provider (07)

$\square$ Enhanced Raffle Call Center (31)


Total Fee Submitted: $\$$


1. Trade Name /


Corporate Name, LLC Name, or Partnership Name (General, LP, LLP)
UBI\#: $\qquad$ Unified Business Identifier

Business Telephone: $\qquad$ |-I $\qquad$ |- $\qquad$ I $:$ I
3. Have you or will you be contracting with licensed service suppliers to be involved in your gaming?


| Business Office Use Only: |  |  |  |
| :---: | :---: | :---: | :---: |
| Code: 211- | Date: | Amt: \$ | Val \#: |
| Code: 211- | Date: | Amt: \$ | Val \#: |
| Code: 211- | Date: | Amt: \$ | Val \#: |

4. Please provide the following:
$\square$ Any franchise agreements or other agreements, whether written or oral, between the applicant and distributors or manufacturers of equipment or between the applicant and any other person whose agreements relate to gambling activities or gambling equipment.
$\square$ All proposed financing, consulting, and management agreements.

## YOUR APPLICATION AND THE PUBLIC RECORDS ACT

From the moment we receive your application, it becomes a public document subject to disclosure under the Public Records Act (RCW 42.56) and other Washington laws. The Commission may disclose to the public, other state or federal agencies, or discuss at a public meeting all information set forth in this application and all supplemental information submitted.

## OATH OF HIGHEST-RANKING INDIVIDUAL ONLY OR DESIGNEE

I declare under penalty of perjury, under the laws of the State of Washington, that all information provided on this application is true and complete to the best of my knowledge. I understand that untruthful, misleading, or incomplete answers whether through misrepresentation, concealment, inadvertence, or mistake, are cause for suspension or revocation of any gambling license(s) currently held, or denial of any future applications for a new license.

I understand that I am responsible to know and comply with all rules and laws, RCW 9.46 and WAC 230 , which can be found on the Internet websites of the Washington State Gambling Commission (https://www.wsgc.wa.gov/regulationenforcement) or the Washington State Legislature (http://leg.wa.gov/). In the event I am the Designee, I also acknowledge that the Highest-Ranking Individual is also responsible to know and comply with all previously referenced rules and laws.

Full Legal Name and Signature of Highest-Ranking Individual or Designee:


 Signature

Sole Proprietor / Chief Executive Officer / LLC Manager / Partner / Designee

## Application Prepared By:







E-Mail Address: $\qquad$
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WASHINGTON STATE GAMBLING COMMISSION
LOCATION: 4565 7th Avenue SE, Lacey WA 98503 MAILING ADDRESS: P.O. Box 42400, Olympia WA 98504-2400

## MANUFACTURER OF GAMBLING EQUIPMENT / PARAPHERNALIA (20) ADDENDUM

1. Applicant's

2. List each office, warehouse, or outlet where you will manufacture, store, or sell your gaming equipment / paraphernalia. (Attach additional sheets using same format, as needed.)

Street Address


City: $\qquad$ 1 I i_
,

Please provide the following:
$\square$ Provide a list of all businesses in which an owner, officer, director, their spouses, or a substantial interest holder, either directly or indirectly, owns or controls. (A substantial interest holder is defined in WAC 230-03-045 as an owner, officer, or a person who has actual or potential influence.) The list should include, but not be limited to, the name and address of the business and the person who has the interest.
$\square$ Provide a list of all businesses licensed to conduct gambling activities or to supply gambling related equipment to services in which an owner, officer, director, their spouses, or substantial interest holder has any interest. (See restrictions in WAC 230-03-220.) The list should include, but not be limited to, the name and address of the business and the person who has the interest.
$\square$ Provide a statement about whether an owner, officer, their spouses, or a substantial interest holder has ever been part of a business that had a gambling-related license denied, revoked, or suspended by any jurisdiction for a period of time longer than 30 days. Include the following information in the statement: name of the person, type of license or application, business name and address, jurisdiction, date of action, and a summary of circumstances.
$\square$ Provide a list of all gaming equipment / paraphernalia that will be manufactured for use within the state of Washington. (Be sure to include the brand name(s) under which each type of gambling equipment or paraphernalia is sold.)
$\square$ Provide a detailed narrative on the process for manufacturing, assembly, and / or development of your product being marketed in Washington State. This should include names of suppliers of components, contractors, and service providers; as well as the shipping and distribution process.
$\square$ WAC 230-16-001 requires ALL manufacturer's representatives to be licensed. To secure an Individual License Application (GC4-022), please download or call Licensing at 360-486-3440 or 1-800-345-2529.
$\square$ List any contractors or subcontractors used for the manufacturing or assembly of the gaming equipment/ paraphernalia and state their specific role in the manufacturing / assembly process.
$\square$ Are any proprietary rights for key components or software of the product owned by anyone other than the applicant? $\square$ Yes $\quad \square$ No If Yes, please attach a list of the components / software and owner of the rights.
$\square$ Provide a list of all jurisdictions in which you or any of the officers, directors, or substantial interest holders of your business have had a gambling-related license at any level during the previous ten years
$\square$ Do you manufacture electronic or mechanical equipment?
$\square$ Yes $\quad \square$ No If Yes, we must review your equipment to verify compliance with Chapter 9.46 RCW and Title 230 WAC prior to the sale, lease or operation of the equipment in the state.

You must submit a New or Upgraded Electronic or Mechanical Equipment/Software (GC4-318) and respective fees for this review. (WAC 230-05-005 and 230-06-050)

You should also be aware that WACs 230-03-185 through 230-03-200 (Licensing of Manufacturers) requires that each applicant be able to demonstrate the ability to comply with all restrictions and quality control requirements imposed by Washington State regulations. The licensing process may include an on-site review of the applicant's manufacturing, processing, and equipment warehousing locations to ensure the applicant's ability to comply with all regulatory requirements.

## YOUR APPLICATION AND THE PUBLIC RECORDS ACT

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## OATH OF APPLICATION

I declare under penalty of perjury, under the laws of the State of Washington, that all information provided on this application is true and complete to the best of my knowledge. I understand that untruthful, misleading, or incomplete answers whether through misrepresentation, concealment, inadvertence, or mistake, are cause for suspension or revocation of any gambling license(s) currently held, or denial of any future applications for a new license.

I understand that I am responsible to know and comply with all rules and laws, RCW 9.46 and WAC 230 , which can be found on the Internet websites of the Washington State Gambling Commission (https://www.wsgc.wa.gov/regulationenforcement) or the Washington State Legislature (http://leg.wa.gov/). In the event I am the Designee, I also acknowledge that the Highest-Ranking Individual is also responsible to know and comply with all previously referenced rules and laws.

Signature:
Sole Proprietor / Chief Executive Officer / LLC Manager / Partner / Designee
Date: $\qquad$ $1 / \frac{1}{\mathrm{MM}} / \mathrm{DD} / \mathrm{YY}$ $1 / 1$
 MM / DD / YYYY

## TRAINING REQUIREMENTS FOR ALL APPLICANTS

Organizations and individuals that are applying for a gambling license are required to complete training for the gambling activities they are licensed to operate. Any new president (or equivalent), chief executive officer, and activity manager(s) must complete training within 30 days of the effective date of a new or renewed license.

WAC 230-03-070 states:

1. You must complete a training course we establish if you:
a. Signed the licensing application; or
b. Are a manager; or
c. Are responsible for conducting gambling activities or completing records.
2. You must complete training within 30 days of the effective date of your license.
3. We do not require manufacturers or manufacturer's representatives, or major sports wagering vendors to complete training. However, all licensees are expected to know and follow all rules upon receiving your license.

You can access the training materials, videos and reporting records on our website at 'https://www.wsgc.wa.gov/licensing/training-requirements'.

If you are unable to access the training materials on our website, please contact a Licensing Specialist at 1-800-345-2529 (toll-free) or (360) 486-3440.

## WASHINGTON STATE GAMBLING COMMISSION

 FEE SCHEDULE - COMMERCIAL STIMULANT / PROFIT-SEEKING ORGANIZATIONPer WAC 230-05-124, all licensed organizations must submit quarterly license fees and license reports to us for each licensed gambling activity beginning with the first quarter of their license year. The quarterly license fee is due with the quarterly license report.

WAC 230-05-165 Commercial stimulant organization fees. All commercial stimulant organizations must pay the following fees:
(1) Annual licenses:

| License Type | Base <br> License <br> Fee | Gross <br> Geceipls Rate <br> Recing | Maximum <br> Annual <br> License Fee |
| :---: | :---: | :---: | :---: |
| Card Games - <br> Nonhouse-Banked | $\$ 70$ | $1.550 \%$ | $\$ 32,000$ |
| Card Games - <br> House-Banked | $\$ 11,000$ | $1.550 \%$ | $\$ 64,000$ |
| Punch Boards / <br> Pull-Tabs | $\$ 770$ | $1.516 \%$ | $\$ 20,800$ |

(2) Change fees:

| Change of: | Fee |
| :---: | :---: |
| Name | $\$ 110$ |
| Location | $\$ 110$ |
| Business Classification <br> (Same Owners) | $\$ 110$ |
| Corporate Stock / <br> Limited Liability Company <br> Shares / Units | $\$ 110$, and cost reimbursement <br> for investigating the transaction <br> and qualification of each <br> substantial interest holder |
| License Transfers | $\$ 110$ |

(3) Other fees:

| Transaction | Fee |
| :---: | :---: |
| Duplicate License | $\$ 55$ |

WAC 230-05-170 Fees for other businesses. All other business organizations must pay the following fees:
(1) Annual licenses or permits:

| License Type | License <br> Fee | Gross <br> Receipts <br> Rate | Maximum <br> Annual <br> License <br> Fee |
| :---: | :---: | :---: | :---: |
| Agricultural Fair <br> Bingo (Annual <br> Permit) | $\$ 220$ | - | - |
| Call Centers for <br> Enhanced Raffles | $\$ 5,280$ | - | - |
| Commercial <br> Amusement Games | $\$ 550$ plus $\$ 70$ <br> per approved <br> location | $1.198 \%$ | $\$ 17,600$ |
| Distributor | $\$ 770$ | $1.516 \%$ | $\$ 11,200$ |
| Fund-Raising Event <br> Distributor | $\$ 310$ | $1.516 \%$ | $\$ 1,600$ |
| Linked Bingo Prize <br> Providers | $\$ 1,650$ | $.048 \%$ | $\$ 32,000$ |
| Manufacturer <br> Manufacturer's <br> Special Sales Permit | $\$ 1,650$ | $1.516 \%$ | $\$ 40,000$ |
| Punch Board/Pull- <br> Tab Service <br> Business Permit | $\$ 275$ | - | - |


|  | Base <br> License <br> Fee | Gross <br> Gambling <br> Receipts <br> Rate | Maximum <br> Annual <br> License <br> Fee |
| :---: | :---: | :---: | :---: |
| Gambling Service <br> Supplier | $\$ 330$ | $1.516 \%$ | $\$ 11,200$ |
| Major Sports <br> Wagering Vendor | $\$ 30,000$ |  |  |
| Mid-Level Sports <br> Wagering Vendor | $\$ 5,000$ |  |  |
| Ancillary Sports <br> Wagering Vendor | $\$ 2,000$ |  |  |

(2) Events or permits:

| License or Permit Type | Base <br> License <br> Fee | Gross <br> Gambling <br> Receips <br> Rate | Maximum <br> Annual <br> License <br> Fee |
| :---: | :---: | :---: | :---: |
| Recreational Gaming Activity | $\$ 70$ | - | - |
| Special Property Bingo | $\$ 35$ | - | - |

(3) Change fees:

| Change of: | Fee |
| :---: | :---: |
| Name | $\$ 110$ |
| Location | $\$ 110$ |
| Business Classification <br> (Same Owners) | $\$ 110$ |
| Corporate Stock / <br> Limited Liability Company <br> Shares / Units | $\$ 110$, and cost reimbursement <br> for investigating the transaction <br> and qualification of each <br> substantial interest holder |
| License Transfers | $\$ 110$ |

(4) Other fees:

| Transaction | Fee |
| :---: | :---: |
| Add a New Amusement Game <br> Location | $\$ 70$ |
| Defective Punch Board / Pull-Tab <br> Cost Recovery Fees | Up to $\$ 110$ |
| Duplicate License | $\$ 55$ |
| Pre- and Post-Licensing Investigations | Cost reimbursement |
| Review, Inspection, and/or Evaluation <br> of Gambling Equipment, Supplies, <br> Services, Games, Schemes, or <br> Group 12 Amusement Games | Deposit and cost <br> reimbursement |

WAC 230-05-175 Individuals license fees. Individuals must pay the following fees:
(1) Annual license and additional employer fees:

| License Type | New <br> Application <br> Fee | Annual <br> Renewal <br> Fee | Additional <br> of Change <br> Employer <br> Fee |
| :---: | :---: | :---: | :---: |
| Call Center for <br> Enhanced Rafle <br> Representative | $\$ 275$ | $\$ 170$ | - |

## (1) Annual license and additional employer fees:

| License Type | New <br> Application <br> Fee | Annual <br> Renewal <br> Fee | Additional <br> or Change <br> Fmployer <br> Fee |
| :---: | :---: | :---: | :---: |
| Card Room Employee <br> License - Nonhouse- <br> Banked (Class A) | $\$ 200$ | $\$ 95$ | $\$ 65$ |
| Card Room Employee <br> License - Class F <br> And House-Banked <br> (Class B) | $\$ 275$ <br> (in-state) <br> $\$ 340$ <br> (out-of-state) | $\$ 170$ | $\$ 65$ |
| Charitable or Nonprofit <br> Gambling Manager | $\$ 200$ | $\$ 95$ | $\$ 95$ |
| Commercial Gambling <br> Manager | $\$ 200$ | $\$ 95$ | $\$ 95$ |
| Distributor <br> Representative | $\$ 275$ | $\$ 170$ | $\$ 65$ |
| Linked Bingo Prize <br> Provider Representative | $\$ 275$ | $\$ 170$ | $\$ 65$ |
| Manufacturer <br> Representative | $\$ 275$ | $\$ 170$ | $\$ 65$ |
| Gambling Service <br> Supplier Representative | $\$ 275$ | $\$ 170$ | $\$ 65$ |
| Major Sports Wagering <br> Vendor Representative | $\$ 275$ | $\$ 170$ | $\$ 65$ |

(1) Annual license and additional employer fees:

| License Type | New <br> Application <br> Fee | Annual <br> Renewal <br> Fee | Additional <br> or Change <br> of Employer <br> Fee |
| :---: | :---: | :---: | :---: |
| Mid-Level Sports <br> Wagering Vendor <br> Representative | $\$ 275$ | $\$ 170$ | $\$ 65$ |
| Ancillary Sports <br> Wagering Vendor <br> Representative | $\$ 275$ | $\$ 170$ | $\$ 65$ |

(2) Class B card room employees must pay the out-of-state application fee if over the last ten years the applicant lived outside of Washington for six non-consecutive months or more.
(3) Other service fees:

| Transaction | Fee |
| :---: | :---: |
| Change of name | $\$ 30$ |
| Card room employee emergency waiver request | $\$ 65$ |
| Duplicate license | $\$ 30$ |

(4) Military personnel returning from service

If a license expires while an individual is on active military service, the individual may apply to have their license reissued at the renewal fee. The application must be received within six months after completing their active military service. The applicant must provide evidence of the completion date of active military service.

## NOTE: All fees are subject to change. The Commission will notify licensees of amended fee amounts by notice of rule-making. Per RCW 9.46.070, other fees on this schedule, the Commission will assess applicants all actual investigative and inspection costs.

## OTHER HELPFUL WACs:

WAC 230-05-104 Defining "base license fee." (1) "Base license fee" is the fee you pay us when you:
(a) Apply for an organization license or permit; or
(b) Renew your organization's license or annual permit.
(2) "Base license fee" is the minimum annual license fee a licensed organization or permit holder will pay for operating an authorized activity.

WAC 230-05-106 Defining "maximum annual license fee." "Maximum annual license fee" is the most you will pay to operate an authorized activity for the license year, which includes the:
(1) Base license fee; and
(2) Quarterly license fees.

WAC 230-05-122 Calculating quarterly license fees. (1) The quarterly license fee is calculated based on the gross gambling receipts from the previous quarter as reported on your quarterly license report.
(2) Each license year, the quarterly license fees will be offset by the base license fee. (For example, if your base license fee is sixty-five dollars and your quarterly license fee is forty-five dollars for the first quarter, no additional amount is due for the first quarter. You would offset any future quarterly license fees by the remaining twenty dollars of your base license fee.)

WAC 230-05-124 Quarterly license fees and license reports. All licensed organizations must submit quarterly license fees and license reports to us for each licensed gambling activity beginning with the first quarter of their license year. The quarterly license fee is due with the quarterly license report.
The quarterly license reports must be in the format we require and must:
(1)

| Cover the period: | Be received by us <br> no later than: |
| :---: | :---: |
| January 1 through March 31 | April 30 |
| April 1 through June 30 | July 31 |
| July 1 through September 30 | October 31 |
| October 1 through December 31 | January 31 |

(2) Be received online at our administrative office or postmarked no later than the dates indicated in the table in subsection (1) of this section; and
(3) Be submitted even if there is no quarterly license fee payable to us; and
(4) Be accurate; and
(5) Be completed by the highest ranking executive officer or a designee. If someone other than the licensee or an employee prepares the report, the preparer must include his or her name and business telephone number on the report; and
(6) Be submitted for any period of time the license was valid even if there was no gambling activity or the gambling license was not renewed.


[^0]:    Clear Form

