

## Important Reminders for Individuals

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To renew your gambling license online, you must go to [SecureAccess Washington \(SAW\)](#) and complete the SAW registration process below (follow steps 1-3).

You were sent an email notification with your PIN and License/Client Number. You will be asked to provide both numbers as part of the SAW registration process.

1. Sign up for SecureAccess Washington (SAW)
2. Add our services (WSGC\_SAW\_MY\_ACCOUNT) to access My Account
3. Go to My Account to renew

If you are not yet registered with SAW and need step-by-step instructions, we have created instructions in multiple languages:

- [Step-by-step SAW instructions in Simplified Chinese](#)
- [Step-by-step SAW instructions in Korean](#)
- [Step-by-step SAW instructions in Vietnamese](#)
- [Step-by-step SAW instructions in English](#)

If you have an existing SAW account but need to add our service, [click here](#) for step-by-step instructions.

If you do not have your PIN or License/Client number, please contact a licensing specialist for assistance at in-state toll-free 1-800-345-2529, ext. 2331 or (360) 486-3440, ext. 2331.

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## Renew and Pay Online

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Online filing and payments are required, unless you have requested a waiver.

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[WAC 230-05-126](#) - Online filing and payments required with waivers available upon request for good cause.

- (1) All licensees must submit the following online:
  - (a) Renewal application and base license fees; and
  - (b) Quarterly license fees; and
  - (c) Quarterly license reports.
- (2) We may waive these requirements if a licensed organization can show good cause. The reasons for good cause include:
  - (a) You do not have access to the internet using your own computer or similar equipment; or
  - (b) You do not have a bank account; or
  - (c) Your bank is unable to send electronic fund transactions; or
  - (d) Some other circumstance or condition exists that, in our judgment, prevents you from submitting online.
- (3) We may waive these requirements if a licensed individual can show good cause. The reasons for good cause include:
  - (a) You do not have access to the internet using your own computer or similar equipment; or
  - (b) You do not have a bank account or credit card; or
  - (c) Your bank is unable to send electronic fund transactions; or
  - (d) Some other circumstance or condition exists that, in our judgment, prevents you from submitting online.
- (4) You must request a waiver when applying for a new license or permit.
- (5) A waiver will cover all fees and reports required under subsection (1) of this section.

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**WAC 230-05-128 - Renew your license in a timely manner.**

- (1) You must renew online, unless you have received a waiver as outlined in this chapter and allow enough time to:
  - (a) Print the license prior to midnight before the license expires; or
  - (b) Have us print the license and mail it to you so you receive it before your license expires.
- (2) If you have a waiver and are not renewing your license online, you must ensure a properly completed renewal application and all applicable license fees are received at our administrative office in Lacey at least fifteen days before the expiration date on the license.
- (3) If you do not submit a properly completed renewal application and all fees and your license expires, you must immediately stop the gambling activity covered by your license.
- (4) If your license expires, you must submit an application and you must not operate any gambling activity until a new license is issued.

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## Let's Stay Connected.

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Access My Account going through [SAW](#). This is for both licensees and non-licensees. Using this feature, you can renew gambling licenses, find a personalized calendar of important dates, and much more.

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Did your email change or would you like to add an email? Contact a Licensing Specialist at 1-800-345-2529 or 360-486-3440. Ext. 2331.

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Do you know what you are required to report to us? If not, see the reporting requirements in the ['WSGC License Application Reporting Requirements' \(GC5-018\)](#).

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**Gambling Laws and Rules.** As a licensee, you must follow all gambling laws and rules. You can find the rules and laws at:

Laws: <http://apps.leg.wa.gov/RCW/default.aspx?cite=9.46>

Rules: <http://apps.leg.wa.gov/WAC/default.aspx?cite=230>

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## New Licensees

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Any changes to your initial application? Go to our [Report Changes](#) page for requirements.

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## Contact Us

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If you have any additional questions or would like to speak with a member of our staff, go to our [Contact Page](#).