



State of Rhode Island and Providence Plantations
DEPARTMENT OF BUSINESS REGULATION
1511 Pontiac Avenue, Bldg. 69-1
Cranston, Rhode Island 02920

Division of Commercial Licensing and
Racing and Athletics

2015 SERVICE EMPLOYEE APPLICATION

Licenses will expire on December 31, 2017

Check Location(s):

Twin River

Newport Grand

POSITION APPLYING FOR: _____

APPLICATION INSTRUCTIONS

1. **All questions must be answered.** Must be typed or printed using black or blue ink. If the application is not legible, it will not be accepted. Do not leave blank spaces. If a question does not apply to you please indicate "Does Not Apply" in the response section. If there is nothing to disclose in response to a particular question please state "None" in the response section.
2. All pages must be initialed, properly signed where indicated.
3. The following type of original documents will be acceptable to establish the identity of the applicant:
 - U.S. birth certificate issued by a state, county or municipal authority with an official seal.
 - Current and valid photo drivers license.
 - Current and valid US military identification card.
 - Current and valid U.S. passport or Certificate of Naturalization or current INS identification card.
 - Current and valid photo identification card issued by a federal, state or local government agency.
4. If the name on your application is different than on the identification provided then you must also provide a court ordered name change, marriage certificate or divorce decree to establish the reason for the different name.

5. A complete National BCI Check must be conducted before your license is issued. Please see instructions below:

RI State Police HQ

- Check or Money Order (**Only**) **payable to: “The State Of Rhode Island”** for \$36.00
- Applicants must call (401) 444-1110 (RISP Criminal Identification Unit) to make appointment
- Applicant must bring positive ID
- Applicants must bring a signed Release Authorization Form indicating the specific statute-This form may be obtained on our website at www.dbr.ri.gov
- FBI results of the Live Scan will be turned over to the member of the State Police assigned to the Lottery

OR

Rhode Island Department of Attorney General (BCI) (401) 274-4400

- Check or Money Order (**Only**) **payable to: “RI Department of Attorney General”** in the amount of \$35.00
- Monday – Friday 8:30am-4: 30 pm
- Applicant must bring positive ID
- Applicants must bring a signed Release Authorization Form indicating the specific statute-This form may be obtained on our website at www.dbr.ri.gov
- FBI results of the Live Scan will be forwarded to the Lottery Security Office

6. An original, completed, application will be reviewed by the Division of Commercial Licensing and Racing and Athletics (“Division”). Application fees are non-refundable and applications become the property of the Division. Paper application, along with a check or money order, **No cash is accepted, payable to: “State of Rhode Island, General Treasurer”**, may be obtained from and submitted to either satellite office of the Division located at:

Twin River
100 Twin River Road
Lincoln, Rhode Island 02865

OR

Newport Grand
150 Admiral Kalbfus Road
Newport, Rhode Island 02840

Individual offices at each facility can be located by contacting any employee for directions upon arrival at the facility. **YOU SHOULD SUBMIT YOUR APPLICATION TO THE DEPARTMENT OF BUSINESS REGULATION AND NOT YOUR EMPLOYER IN ORDER TO PROTECT THE CONFIDENTIALITY OF THE INFORMATION IN YOUR APPLICATION.**

7. Once your application is approved and your identity verified by the State Office at Twin River/Newport Grand, you will be photographed.
8. Should you be unable to understand this form fully in English, it is your responsibility to acquire adequate means of translation.

Si usted no puede entender este formulario completamente en Ingles, es su responsabilidad de obtener los metodos necesarios de traduccion.

9. You must provide the Division with any change of address as all notices concerning your license are sent to the address you have provided on this form.
10. Failure to answer any question completely and truthfully will result in denial of your Non-Facility/Vendor Gaming Employee Application.
11. All written correspondence regarding this form shall be directed to the following:

Department of Business Regulation
 Division of Commercial Licensing and Racing and Athletics
 John O. Pastore Center
 1511 Pontiac Avenue, Bldg. 69-1
 Cranston, Rhode Island 02920

E-MAIL ADDRESS: _____

1.) PERSONAL INFORMATION

LAST NAME:		FIRST NAME:		MIDDLE NAME:		MAIDEN NAME:	
Current Residence Address:		Street	City	State	Zip Code		
DATE OF BIRTH:		SOCIAL SECURITY #:		TELEPHONE #:		CELL PHONE #:	
HEIGHT:	WEIGHT:	HAIR:	EYES:	GENDER: <input type="checkbox"/> Female <input type="checkbox"/> Male		RACE:	
<input type="checkbox"/> YES		Are you a U.S. Citizen? <input type="checkbox"/> NO					
** All Naturalized Citizens must provide their Certificate of Naturalization or U.S. Passport							
Place of Birth: (State, Country)			Alien Registration Card No.:		Expiration Date:		
Type of Identification Required—Including at least one with a photograph: (Check Two):							Other
_____ Driver's License		_____ Passport		_____ Social Security Card			
_____ Other							

2.) Have you been known by any other names or names other than those listed above? If yes, list the additional names below:

3.) If you are a naturalized citizen of the United States, did you attach a copy of your certificate of naturalization or U.S. passport to this application?

Yes No

4.) If you are not a citizen of the United States, please indicate:

A. Port of Entry to the United States: _____

B. Name and address of sponsor upon your arrival:

5.) If you are not a United States citizen, but you are a legally authorized permanent resident alien or authorized to be employed in the United States, please attach a copy of your INS identification card to this application. Also provide the number in the space below:

INS "A" number: _____ Expiration Date: _____

6.) Have you lived at your current address for less than one year? Yes No
If yes, list all of your residences during the past year except your current residence.

Dates		Address
From:	To:	(No., Street, Apt., City, State, Country & Zip Code)

7.) Give the name of your present spouse (Maiden name if applicable):

8.) Employment Information

a.) List the last three (3) jobs beginning with the applicant's current employment and work backwards. List the applicant's work history, including all periods of unemployment, military service, and self-employment, including any work performed or services provided as an independent contractor.

Name of Employer:	Telephone Number of Employer:	Employment Period: From-To (MO./YR.)	
Address of Employer:	City:	County:	State: Zip Code:
Position Held:	Name of Supervisor:	Reason for Leaving:	
Description of Duties:			

Name of Employer:	Telephone Number of Employer:	Employment Period: From-To (MO./YR.)	
Address of Employer:	City:	County:	State: Zip Code:
Position Held:	Name of Supervisor:	Reason for Leaving:	
Description of Duties:			

Name of Employer:	Telephone Number of Employer:	Employment Period: From-To (MO./YR.)	
Address of Employer:	City:	County:	State: Zip Code:
Position Held:	Name of Supervisor:	Reason for Leaving:	
Description of Duties:			

9.) Have you ever applied to the Division of Commercial Licensing and Racing and Athletics for any license in the past? Yes No If yes, complete the following:

A. Type of license applied for: _____

B. Date Application was filed: _____

C. Disposition (Granted, Pending, Denied) _____

D. If issued provide license number: _____

10.) Have you ever applied in any other jurisdiction for a license to participate in a lawful gaming operation? (Including casino gaming, horse racing, dog racing, pari-mutuel operation, lottery, sports betting, etc.)? Yes No If yes, complete the following:

- A. Type of license applied for: _____
- B. Date Application was filed: _____
- C. Disposition (Granted, Pending, Denied) _____
- D. If issued provide license number: _____
- E. Name of licensing agency: _____
- F. Position sought or held: _____
- G. Type of gaming operation: _____

**11.) CIVIL, CRIMINAL AND INVESTIGATORY PROCEEDINGS
CONFIDENTIAL**

The next question asks about any arrests, charges or offenses you may have committed. Prior to answering the question, carefully review the definitions and instructions which follow:

For purposes of this question, the words:

“Arrest” includes any detaining, holding or taking into custody by any police or other law enforcement authorities to answer for the alleged performance of any “offense”.

“Charge” includes any indictment, complaint, information, summons, or other notice of the alleged commission of any “offense”.

“Offense” includes all felonies, crimes, misdemeanors, disorderly person offenses, driving while intoxicated/impaired motor vehicle offenses, violation of probation or any other court order. Juvenile offenses are not reportable.

a) Has the applicant ever been detained, issued a summons or citation, arrested, charged, indicted or forfeited bail for any criminal offense or violation for any reason whatsoever within the last ten (10) years? If YES, provide details below. All detentions, summonses and citations, arrests, charges, and indictments shall be included even if the final result was the dismissal of charges or expungement. Applicant shall include all DWI/DUI charges; however, minor traffic violations need not be included.
[] YES [] NO

Date of Arrest:	Type of Charge or Offense:	Location of Offense (Include City, State):
Name of Arresting Law Enforcement Agency:		
		INITIALS _____

Sentence Received:	<i>Disposition of Arrest (Check All Applicable):</i> <input type="checkbox"/> Charges Dismissed <input type="checkbox"/> Charges Reduced <input type="checkbox"/> Convicted <input type="checkbox"/> Pending <input type="checkbox"/> Acquitted <input type="checkbox"/> Nolo Contendere <input type="checkbox"/> Complaint or Summons Issued	Has This Arrest Been Expunged?
	Date of Disposition:	

Date of Arrest:	Type of Charge or Offense:	Location of Offense (Include City, State):
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Name of Arresting Law Enforcement Agency:

Sentence Received:	<i>Disposition of Arrest (Check All Applicable):</i> <input type="checkbox"/> Charges Dismissed <input type="checkbox"/> Charges Reduced <input type="checkbox"/> Convicted <input type="checkbox"/> Pending <input type="checkbox"/> Acquitted <input type="checkbox"/> Nolo Contendere <input type="checkbox"/> Complaint or Summons Issued	Has This Arrest Been Expunged?
	Date of Disposition:	

Date of Arrest:	Type of Charge or Offense:	Location of Offense (Include City, State):
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Name of Arresting Law Enforcement Agency:

Sentence Received:	<i>Disposition of Arrest (Check All Applicable):</i> <input type="checkbox"/> Charges Dismissed <input type="checkbox"/> Charges Reduced <input type="checkbox"/> Convicted <input type="checkbox"/> Pending <input type="checkbox"/> Acquitted <input type="checkbox"/> Nolo Contendere <input type="checkbox"/> Complaint or Summons Issued	Has This Arrest Been Expunged?
	Date of Disposition:	

b.) Has the applicant ever been convicted of, or plead guilty or nolo contendere to, any charge or offense within the last 20 years? If YES, provide details below. Applicant shall include all DWI/DUI convictions; however, minor traffic convictions need not be included. Attach certified copies of documents relating to each matter to this application.
 YES NO

1.) Date of Offense:	Offense:	Location of Offense(City, State):
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Sentence (Convicted, Afford Plea, Plea of Nolo Contendere, Acquitted, Dismissed, Pending, Etc.):

INITIALS _____

2.) Date of Offense:	Offense:	Location of Offense(City, State):
Sentence (Convicted, Afford Plea, Plea of Nolo Contendere, Acquitted, Dismissed, Pending, Etc.):		

12.) REFERENCES

List the name, address and telephone number, including area code, of three references: (Do not list relatives as references).

Reference #1

Name: _____

Address: _____

Telephone: _____

Occupation/Former Occupation: _____

Reference #2

Name: _____

Address: _____

Telephone: _____

Occupation/Former Occupation: _____

Reference #3

Name: _____

Address: _____

Telephone: _____

Occupation/Former Occupation: _____

FOR OFFICE USE ONLY

Credential Number: _____

Date Submitted: _____ **Fee:** _____

Check/Money Order: _____

Approved DBR Signature: _____ **Approved Date:** _____

Entered by: _____ **Date Entered:** _____

ADDITIONAL SPACE:

STATEMENT OF TRUTH

STATE OF _____:

NAME (Print) _____,

being duly sworn according to law deposes and says:

1. I am the applicant who is submitting this application form.
2. I personally supplied the information contained in this form.
3. I understand and read the English language or I have had an interpreter read, explain and record the answer to each and every question on this application form.
4. I swear (or affirm) that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment.

DATED: _____ (Legal Signature) _____
Signature of Applicant

Subscribed and sworn to before me this _____ day
of _____, 20_____.

Notary Public

State

STATEMENT OF APPLICANT

In accepting a license issued pursuant to Rhode Island General Laws § 41-4-1 *et seq.*, 42-61.3 *et. seq.*:

I agree to abide by all applicable statutes and regulations.

I understand that I am freely consenting to any warrantless search by any governmental agency within the grounds of Twin River or Newport Grand (“the facility”), of the premises, which I occupy, or control, and my personal property and effects at the Facility, and to the seizure of any illegal item, which said search, may produce.

I hereby certify that I have read the foregoing application and affirm that every statement contained therein is true, complete and correct. I understand that if I misstate or omit any fact, I am subject to the penalties provided by law and by the above-mentioned rules and regulations and my application may be denied.

I hereby authorize the Rhode Island Department of Business Regulation, Division of Commercial Licensing and Racing and Athletics, Rhode Island Division of Lotteries and the gaming enforcement unit of the Rhode Island State Police to investigate any and all records relating to or referenced to in this application, including, but not limited to, any criminal conviction. I FULLY UNDERSTAND THE PRECEDING WAIVER.

DATED: _____ (Legal Signature) _____
Signature of Applicant

Subscribed and sworn to before me this _____ day
of _____, 20_____.

Notary Public

State

RELEASE AUTHORIZATION

To All Courts, Probation Departments, Employers, Banks, and other financial institutions, and All Governmental Agencies – Federal, State and Local, without exception, both foreign and domestic.

I, _____ have
(PRINT NAME)

authorized the Rhode Island Department of Business Regulation, Division of Commercial Licensing and Racing and Athletics, the Rhode Island State Police, and/or the Rhode Island Division of Lotteries, pursuant to R.I. General Law §41-1-1, to conduct a full investigation into my background and activities.

Therefore, you are hereby authorized to release any and all information pertaining to me, documentary or otherwise, as requested by any employee or agent of the Division of Commercial Licensing and Racing and Athletics (“Division”), provided that he or she certifies to you that I have an application pending before the Division or that I am presently a licensee, registrant or to her person required to be qualified under the provision of Rhode Island General Laws § 41-4-1 *et seq*:

I understand that this Authorization is to investigate records relating to or referenced in this application or any licensed activity.

This authorization shall supersede and countermand any prior request or authorization to the contrary.

A photostatic copy of this authorization will be considered as effective and valid as the original.

DATED: _____ (Legal Signature) _____
Signature of Applicant

Subscribed and sworn to before me this _____ day
of _____, 20_____.

Notary Public

State



Tax Payer Status Affidavit / Identity Verification

All persons applying or renewing any license, registration, permit or other authority (hereinafter called "licensee") to conduct a business or occupation in the state of Rhode Island are required to file all applicable tax returns and pay all taxes owed to the state prior to receiving a license as mandated by state law (RIGL 5-76) except as noted below.

In order to verify that the state is not owed taxes, licensees are required to provide their Social Security Number and Federal Tax Identification Number as appropriate. These numbers will be transmitted to the Division of Taxation to verify tax status prior to the issuance of a license. This declaration must be made prior to the issuance of a license.

Please complete this affidavit along with your license application.

Licensee Declaration

- I hereby declare, under penalty of perjury, that I have filed all required state tax returns and have paid all taxes owed.
- I have entered a written installment agreement to pay delinquent taxes that is satisfactory to the Tax Administrator.
- I am currently pursuing administrative review of taxes owed to the state.
- I am in federal bankruptcy. (Case # _____)
- I am in state receivership. (Case # _____)
- I have been discharged from Bankruptcy. (Case # _____)

Type of Professional License for which you are applying

Full Name (Please Print or Type)

Social Security Number (or FEIN if appropriate)

Signature

Date