



**GAMES OF CHANCE APPLICATION
SECONDARY GAME OPERATOR LICENSE**

Official Use Only

Check #: _____

Amount: _____

1. APPLICANT INFORMATION

Legal Name: _____

 First Middle Last

Mailing Address: _____

 Street/PO Box City/Town State Zip

Phone Number: _____ Date of Birth: _____
(MM/DD/YYYY)

E-mail: _____

Have you ever held a Secondary Game Operator license in NH? Yes No

If "yes", please provide the name of the game room you worked at most recently:

2. GAMING HISTORY

Provide the following information with regard to registrations or licenses held by the applicant as a professional fundraiser, professional game operator, or other similar positions, in any other state or jurisdiction.

State/ Jurisdiction	License Description (fundraiser, game operator, etc.)	Date(s) License Held	Has the license been, or is there pending action to deny, suspend, revoke, or enjoin this license? *
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No

**If "yes", on a separate piece of paper explain the reason(s) for the denial, suspension, revocation, or enjoinder.*

3. GAME ROOM WHERE APPLICANT WILL BE WORKING

<input type="checkbox"/> Aces + Eights Casino	<input type="checkbox"/> The Brook	<input type="checkbox"/> Chasers Poker Room
<input type="checkbox"/> Filotimo Casino and Restaurant Dover	<input type="checkbox"/> Filotimo Casino and Restaurant Manchester	<input type="checkbox"/> Gate City Casino
<input type="checkbox"/> Lakes Region Casino	<input type="checkbox"/> Lebanon Poker Room	<input type="checkbox"/> The Lucky Moose Casino & Tavern
<input type="checkbox"/> Ocean Gaming at Hampton Beach	<input type="checkbox"/> The River Casino & Sports Bar	<input type="checkbox"/> Wonder Casino

When working at multiple game rooms, a separate badge request form and badge fee is required for each location

APPLICATION FOR A SECONDARY GAME OPERATOR

Application for: _____
(Name of Applicant)

4. ASSIGNED JOB FUNCTIONS

What job functions will you be performing (check all that apply): Dealer Roulette Wheel Handling Chips
 Accounting Security Other:

5. PROVISIONAL (TEMPORARY) LICENSE REQUEST

Are you requesting a provisional license pending the review of your application? Yes No

Must be a first-time applicant, or have a license that expired 6-plus months ago to be eligible for a provisional license

6. CONFIRMATION OF EMPLOYMENT

This section must be completed by the licensed Game Operator Employer (GOE) for whom the applicant will be working or the GOE's Authorized Designee

I certify that the above-named applicant will be employed at the game room named below to perform services as a game operator. When he/she leaves employment, the game room will immediately notify the New Hampshire Lottery Commission.

Game Room where Employed

Printed Name of Game Operator Employer or Authorized Designee

Signature of Game Operator Employer or Authorized Designee

Date

7. ATTESTATION

I certify, under penalty of unsworn falsification pursuant to RSA 641:3, that the information provided on this application and on any supporting documentation is true, accurate and complete and that there are no willful misrepresentations in or falsifications of the information provided herein.

I further certify that I have not been convicted, in any jurisdiction, of a felony within the previous 10 years or a misdemeanor involving falsehood or dishonesty within the previous 5 years, which has not been annulled by a court, nor have I violated any statutes or rules governing charitable gambling.

Signature of Applicant

Date

INSTRUCTIONS FOR COMPLETING AN APPLICATION FOR A SECONDARY GAME OPERATOR

A. SECONDARY GAME OPERATOR DEFINITION

Any person involved in dealing, running a roulette wheel, handling chips, or providing accounting services or security functions; including any person with job functions or responsibilities that require the person to watch over, protect, handle, use, maintain, or otherwise hold responsibility over gaming cash, revenue, supplies, or devices. This includes individuals in the back office and anyone that has access to gaming systems, chips, tokens, or playing cards, or who could access or make changes to the gaming operations accounting system, player tracking system, gaming system records, or cash and accounting records.

B. RELEASE OF CRIMINAL HISTORY RECORDS

IN-STATE applicants

- a) Use the NH Department of Safety – Criminal Records Portal <https://services.dos.nh.gov/chri/cpo/>
- b) Select “Licensing of Game Operators” and “NH Lottery”
- c) Pay \$48.25 online with a credit/debit card.

OUT-OF-STATE applicants

- a) Obtain fingerprints at any available location in the State in which you live. Livescan or inked fingerprint cards are acceptable. Livescan is a digital capture of fingerprint impressions with a lower rate of rejection from the FBI. Out of state Livescans are accepted only if the fingerprints are also scanned onto a card. All fingerprint cards must be filled in completely.
 - i. If fingerprints are digitally captured, submit a copy of the “Applicant Livescan Site Form”.
 - ii. If fingerprints are captured via ink impressions, submit the FBI FD-258 fingerprint card issued by the NH State Police.
- b) Submit a “Criminal Records Release Authorization” Form (05/2017)
- c) Submit a check or money order payable to: State of NH-Criminal Records for the fee of \$48.25.
- d) All three requirements should be submitted with the application. Failure to do so will result in the application being returned.

C. INCLUDE A PHOTOGRAPH

Include with the application a photograph that meet the requirements found in Lot 1200, which mirror the requirements for a passport photo as found at:

<http://travel.state.gov/content/passports/english/passports/photos/photos.html>

D. LICENSE FEE

Include a payment of:

- \$30.00 for a Secondary Game Operator
- \$10.00 for your Badge
- \$10.00 **If you are requesting a Provisional (Temporary) Badge**

Checks and or money orders should be made payable to “NH LOTTERY COMMISSION”.

PLEASE NOTE: You must file a badge request form and \$10.00 fee for each additional room where you will be working.

INSTRUCTIONS FOR COMPLETING AN APPLICATION FOR A SECONDARY GAME OPERATOR

E. SUBMITTING THE APPLICATION

Please submit the completed application with payment to:

NEW HAMPSHIRE LOTTERY COMMISSION
ATTN: INVESTIGATION & COMPLIANCE DIVISION
14 INTEGRA DR, CONCORD, NH 03301

If application is deemed to be incomplete, illegible, or is missing correct payment, all documents will be returned, which will delay processing.

F. QUESTIONS OR CONCERNS

Questions regarding this application? Contact the NH Lottery Investigation & Compliance Division by phone at (603)271-7613, by email at licensing@lottery.nh.gov or visit our website at www.compliance.lottery.nh.gov for more information.