

Plan to Transition from Paper to Electronic Forms and Submission of Documents and Payment of Fees Electronically

Washington State Gambling Commission

All license application forms are available electronically on our website, www.wsgc.wa.gov. The following application forms and associated payments of fees are also available online:

- License renewal for card room employees and Class III certified gaming employees;
- Transfer application for card room employees and Class III certified gaming employees;
- Personnel Termination Notification for card room employees and Class III gaming employees;
- Renewal application reprints for card room employees, representatives, and Class III gaming employees;
- Recreational Gaming Activity reporting;
- Recreational Gaming Activity application; and
- License application for Fund Raising Events.

We plan to continue to make available online all of our licensing processes and payment of licensing fees by the end of 2015.

All quarterly, semi-annual, and annual non-profit and commercial activity reports are available online.

All documents required to be submitted to us can be submitted electronically to Submittals@wsgc.wa.gov.

The following documents have been exempted by the Director because it is not technically or fiscally feasible or practical, or in the best interest of the businesses for such materials to be submitted electronically:

- Tribal-State Compact and Appendix Amendments and Memorandums of Understanding;
- Information Sharing Agreements and Memorandums of Understanding with other local, state, and federal law enforcement agencies;
- Fingerprint cards;
- Bank and investment statements and other banking or investment documents to include but not limited to, cancelled checks, deposit slips, wire transfer documents, and certificates of deposit;
- Tax returns and associated forms, to include but not limited to, W-2s and notices;
- Written statements;
- Credit card statements;
- Identification such as drivers licenses, passports, military identification or tribal identification;
- Financial statements; and
- Surveillance recordings

- Fees for online processes not already available

These exempted documents must be submitted to us by mail.

We will continue to revise and update this document as forms and payments of licensing fees become available online.