

## ADDITIONAL REQUIREMENTS FOR A COMMERCIAL BUSINESS

You must submit the following clean and legible documents for all substantial interest holders and their spouses.

A substantial interest holder is a person who has actual or potential influence over the management or operation of any organizations ([WAC 230-03-045](#)). Examples are:

- owning, operating, managing, or controlling an entity
- profiting from an entity
- assuming liability for debts or expenditures of the entity
- being an officer, director or managing member

**NOTE:** Commercial Amusement Games, Class A – Additional documents not needed.

Additional Documents Needed	Sole Proprietorship	Limited or General Partnership	LLC	Corporation
A Personal/Criminal History Statement ( <a href="#">BLS-700-301</a> ).	✓	✓	✓	✓
A copy of valid identification (ex: driver's license, state ID, passport or alien registration).	✓	✓	✓	✓
Copies of any civil, criminal or administrative action.	✓	✓	✓	✓
A Financial Statement ( <a href="#">GC4-320</a> ) for each individual and business (provided).	✓	✓	✓	✓
A Source of Funds Statement ( <a href="#">GC4-321</a> ) for each individual and business along with documents proving where the financial sources came from. Examples are: <ul style="list-style-type: none"> <li>• loan agreement</li> <li>• promissory note</li> <li>• purchase/sales agreement</li> <li>• closing documents</li> <li>• other sales documents</li> <li>• copies of your personal/business bank statements for the last 12 months</li> <li>• copies of your personal/business IRS tax statements</li> </ul>	✓	✓	✓	✓
If the funds were not from a federal or state recognized financial institution such as a relative or friend, then each person must complete a Personal/Criminal History Statement ( <a href="#">BLS-700-301</a> ), a Financial Statement ( <a href="#">GC4-320</a> ) and a Source of Funds Statement ( <a href="#">GC4-321</a> ) with supporting documents.	✓	✓	✓	✓
Authorization for Examination and Release of Information ( <a href="#">GC4-299</a> )	✓	✓	✓	✓
Fingerprinting required if lived out-of-state for more than 6 months in the past 10 years ( <a href="#">GC5-231</a> , <a href="#">GC5-232</a> , and <a href="#">GC5-029</a> ).	✓	✓	✓	✓
Ownership Disclosure ( <a href="#">GC4-021</a> ).		✓	✓	✓
Partnership agreement listing each partner, managing partners and dissolution procedures.		✓		
LLC agreement listing managing member, units issued, purpose, duration, capital, distributions and member withdrawal procedures.			✓	
LLC Certificate of Formation with verification it has been recorded with the Secretary of State's Office.			✓	
Articles of Incorporation listing name, officers, stockholders, stock authorized to issue, and verification it has been recorded with the Secretary of State's Office.				✓
Meeting minutes showing issuance of stock and election of officers.				✓