



**Washington State Gambling Commission  
Licensing Operations Division**

**Fingerprinting Policy**

1. The WSGC only fingerprints gambling license applicants and/or substantial interest holders. For individual applicants, you must be dropping off an application. For organizations, you must know the license number for the entity you are associated with. Neither the fingerprints nor the results will be returned to you.
2. The person being fingerprinted is the only person allowed in the fingerprinting room.
3. Children are not allowed in the fingerprinting room and must be supervised at all times.
4. Animals are not allowed in the WSGC lobby or the fingerprinting room, except those covered under the Americans with Disabilities Act (ADA).
5. The WSGC is unable to fingerprint you if your hands are bleeding, have open wounds or if any of your fingers are bandaged – do not remove bandages.
6. Make sure your hands are clean and dry prior to being fingerprinted (no lotion).
7. The amount of time it takes to roll your fingerprints depends upon the condition of your fingerprints. Average time is approximately 20 minutes per person.
8. Fingerprinting will be done Tuesday through Friday from 9:00 am to 4:30 pm.
9. You will be asked for photo-identification. Please have it ready.
10. WSGC charges \$13 for each person being printed. This fee is non-refundable and payable prior to being printed. Please have exact change. We do not accept credit or debit cards; we do accept checks and exact change.