



Washington State Gambling Commission

Mailing Address: P.O. Box 42400, Olympia, WA 98504-2400

Headquarters: 4565 7th Avenue SE, Lacey, WA 98503

(360) 486-3440 ♠ (800) 345-2529

FAX (360) 486-3631

Website: www.wsgc.wa.gov ♠ Twitter: [WAGambling](https://twitter.com/WAGambling) ♠ E-mail: AskUs@wsgc.wa.gov

Public Card Room Employees

You must apply for a Public Card Room Employee (CRE) license, and receive approval from us, before you can begin working in gambling activities at a public card room. We conduct criminal background investigations on all applicants for a license to help ensure only qualified persons work in gambling activities.

Read about how your criminal history may prohibit you from qualifying for a license at:

http://www.wsgc.wa.gov/faq/criminal_history.pdf

Applying for a CRE license

- First, a card room must hire you.
- Fill out a CRE application for a new license: www.wsgc.wa.gov/forms/individual/cre.asp
- Submit a fingerprint card with your application.
 - Fingerprinting is available at our Lacey office. For details, visit our website at: www.wsgc.wa.gov/fingerprinting.pdf
 - Fingerprinting services may also be available at your local police department.
- Licensing fees must be paid by cash, check, or money order in the exact amount owed. Credit/debit cards are not accepted.
- Give your completed application, fingerprint card, proof of I.D., and application fee to your employer, who will sign your application and send it all to us.
- Check the status of your application on our website at [Licensing / License Status Check / New or Current](#):
- You can start working:
 - 10 days *after we receive* your application/fees, *unless* you have convictions or pending criminal charges listed in [RCW 9.46.075\(4\)](#); or
 - After we approve a *waiver* for you to work sooner than 10 days; or
 - When *Licensed* is posted on *License Status Check*.

- If *Incomplete* is posted on *License Status Check*, we'll notify you asking for more information. You cannot work until *Licensed* is posted on *License Status Check*.
- If you qualify for a license it will be mailed to your employer who will give you a copy. If information on your license is not correct, let us know right away.
- You must always have a current employer for your license to be valid.
- Your employer will train you on their Internal Controls (ICs), gambling rules, and gambling laws.
- You must wear your name tag when you're working ([WAC 230-06-007](#)).

Renewing your CRE license

- You are responsible for making sure you have a valid license, if you are working gambling activities.
- Your CRE license expires after one year.
- You will receive a renewal notice and application 45 days before your license expires.
- You can either:
 - Mail your renewal application and fees to us *at least 15 days before your license expires*.
 - Renew online (using Visa, M/C, or check) at: https://fortress.wa.gov/wsgc/etransfer/Search/renewal_status.asp
- Check the status of your renewal application on our website at: [Licensing / License Status Check / Renewal](#):
 - If your license expires, you must stop working until *Licensed* is posted on *License Status Check*.
 - If you send us your renewal application too late, you may be required to submit an application for a new license, a fingerprint card, proof of I.D. and fees for a new license. Fees for a new license are higher than renewal fees. So, it pays to renew on time.



Adding and changing employers

If you want to change employers or work for additional employers, you must submit a form and fees to us. Which form you use will depend on if you have a Class 68 or Class 69 license.

Employee License Class 68

Transferring from a Card Room to a Card Room Use form [GC4-194](#)

Employee License Class 69

Transferring from a Tribal Casino to a Card Room Use form [GC4-192](#)

- Typically, your new employer will offer to send the form to us. Your employer also has the option of using our online process to report add/transfers.
- You may begin working for your new employer after the add/transfer application and fees are delivered to our Lacey office or dropped in the mail.
 - However, if your application for a new license is pending, you cannot begin working for either employer until the new application's 10 day waiting period is over, you receive a waiver, or *Licensed* is posted on *License Status Check*.
- If you return to work for a previous employer within the same license year, you don't need to pay an add/transfer fee; however, your employer must notify us.

Rules and laws

- You must follow all gambling [laws \(RCW 9.46\)](#) and [rules \(WAC 230\)](#), which are posted on our website.
- If you need an explanation of requirements, contact your local gambling agent.
- If you break a rule or law, you may lose your license.

Keep up-to-date on news and rule changes

- *Card Room Connection*. Ask your employer for this newsletter, which we distribute twice a year. It is specific to card rooms and posted on our website: [Publications/Card Room Connection](#)
- *Focus on Gambling*. This newsletter is distributed by us four times a year and posted on our website: [Publications/Focus on Gambling](#)
- The Gambling Commission typically holds public meetings once a month to approve new licenses, discuss rule changes, license revocations, and other business. Meeting agendas are posted on our website about 10 days before each meeting: www.wsgc.wa.gov/meetings.asp
- Call us or sign-up on our website to have newsletters and Commission meeting agendas e-mailed to you: www.wsgc.wa.gov/email_signup.asp
- Follow us on Twitter: [WAGambling](#)

Changes you must report to us

Report Immediately

Changes to your mailing address. Use the contact information on the front page.

Report within 10 days

Changes to information on your new application ([WAC 230-03-055](#)).

Report within 30 days

- Changing your name. Use [Form GC4-011 \(WAC 230-06-095\)](#).
- Mail or e-mail us the following, including copies of all supporting documentation:
 - Changes to information on your application, after you have received a license. ([WAC 230-06-080](#))
 - All criminal actions filed against you, including criminal traffic offenses ([WAC 230-06-085](#)).
 - All administrative and civil actions filed by or against you, including actions from other gambling regulatory agencies in other states, countries, and Indian Tribes ([WAC 230-06-090](#)).
 - All final written decisions, including settlement agreements, for all criminal, civil, and administrative cases ([WAC 230-06-090](#)).

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- Your Licensing Fees: [WAC 230-05-035](#)
 - Card Room Rules: [WAC 230-15](#)
 - Rules for All Licensees: [WAC 230-06](#)
 - To learn more about who we are and what we do, read our Agency Overview Brochure: www.wsgc.wa.gov/newsletters/brochure.pdf

For questions about:

- Licensing and to request forms and applications, use the contact information on the front page.
- Operating gambling activities, contact a gambling agent at our Regional Field Office closest to you.

Everett.....(425) 304-6300EverettFO@wsgc.wa.gov
Spokane..(509) 325-7900SpokaneFO@wsgc.wa.gov
Tacoma ... (253) 671-6280TacomaFO@wsgc.wa.gov



**If you or someone you know
have a gambling problem,
call (800) 547-6133**

To inquire about the availability of this document in an alternate format, please call (360) 486-3466 or (800) 345-2529, ext. 3466. Teletype (TTY) users please call (360) 486-3637