



## Washington State Gambling Commission

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

## Representatives and Gambling Managers Applicants and Licensees

### Representatives:

If you want to work for a gambling manufacturer, distributor or service supplier you must apply for, and receive a representative license from us *before* you begin working ([WAC 230-03-300](#), [WAC 230-03-305](#), [WAC 230-03-310](#)).

### Gambling Managers:

- If you want to work as a gambling manager for a commercial business ([WAC 230-03-250](#)) or charitable organization ([WAC 230-03-235](#)), you need to apply for a manager's license.
- You may begin working as soon as your completed application and fees are delivered to our headquarters office or dropped in the mail.
- *However*, you cannot begin working if you meet any of the conditions listed in RCW 9.46.158

### Fingerprints

- You must submit a fingerprint card ([FD-258](#)) with your application for a license, following the instructions ([GC5-231](#) and [GC5-232](#)), if you are applying for a:
  - **Representative** license; or
  - **Manager** license, but only if you have lived outside Washington State within the last ten years.
  - Fingerprinting is available at our Lacey office. For details, call us or visit our website at: [www.wsgc.wa.gov/fingerprinting.pdf](http://www.wsgc.wa.gov/fingerprinting.pdf)
  - Fingerprinting services may also be available at your local police department.

### Applying for a license

- Fill out an application for a new license: [www.wsgc.wa.gov/forms/individuals.asp](http://www.wsgc.wa.gov/forms/individuals.asp)
- 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.

### Receiving your license

- If you qualify for a license, it will be mailed to your employer who will give you a copy.
- If the information on your license is not correct, let us know right away.

### Renewing your license

- Your license expires after one year.
- You are responsible to make sure you have a valid license, if you are working gambling activities.
- You will receive a renewal notice and application 45 days before your license expires. This is sent to the last address we have on file for you, so if you move, remember to let us know.
- Return your renewal application and license fees as soon as possible, *or at least 15 days before your license expires.*
- If your license expires, you must stop working until your new license is issued.
- 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.



### Working for multiple employers

- **Representatives** must work for only one employer; however, *manufacturer* representatives may work for multiple employers.
- **Gambling managers** must work for only one employer; however, some *charitable managers* may work for multiple employers. Call us for details.

## Changing employers

- **Representatives** who want to change employers must complete a *transfer* application and pay a fee. Your new license must be issued before you begin working for your new employer.
- **Gambling managers** who want to change employers must complete the *change of employer* section on a *new* application and pay a fee. Your new license must be issued before you begin working for your new employer.

## 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

### • *Focus on Gambling*

This newsletter is distributed by us four times a year and posted on our website under Publications.



### • *Commission Meetings*

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 ten days before each meeting: [www.wsgc.wa.gov/meetings](http://www.wsgc.wa.gov/meetings)

### • *Notify Me*

Sign-up on our website to have newsletters and Commission meeting agendas e-mailed to you: [www.wsgc.wa.gov/email\\_signup](http://www.wsgc.wa.gov/email_signup)

- Follow us on Twitter: [WAGambling](#)

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

## Changes you must report to us

### Report Immediately

Changing your mailing address.



### Report within 10 days

Changes to information on your new application ([WAC 230-30-055](#)).

### 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](#)).

### To learn more, see:

- Our [Agency Overview](#) brochure
- Gambling laws [RCW 9.46](#)
- Gambling rules [WAC 230](#)
- Licensing rules [WAC 230-03](#)
- Licensing fees for representatives and gambling managers [WAC 230-05-035](#)
- Rules for all licensees [WAC 230-06](#)

### For questions about:

- Licensing and to request forms and applications, use the contact information on the front page.
- Operating gambling activities, contact your local gambling agent.

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.