



## 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)

### 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](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: <http://www.wsgc.wa.gov/forms/individual/cre.asp>
- Submit a fingerprint card ([FD-258](#)) with your application, following the instructions ([GC5-231](#) and [GC5-232](#)).
  - Fingerprinting is available at our Lacey office. For details, visit our website at: <http://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*: [https://fortress.wa.gov/wsgc/etransfer/Search/emp\\_lic\\_search.asp](https://fortress.wa.gov/wsgc/etransfer/Search/emp_lic_search.asp)
- 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](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*: [https://fortress.wa.gov/wsgc/etransfer/Search/renewal\\_status.asp](https://fortress.wa.gov/wsgc/etransfer/Search/renewal_status.asp)
- 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

- *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: <http://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: [http://www.wsgc.wa.gov/email\\_signup.asp](http://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: <http://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 your local gambling agent.

**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