



**WASHINGTON STATE GAMBLING COMMISSION**  
LOCATION: 4565 7th Avenue SE, Lacey WA 98503  
MAILING ADDRESS: P.O. Box 42400, Olympia WA 98504-2400  
TELEPHONE: 360-486-3440 / FAX NUMBER: 360-486-3631  
IN-STATE TOLL-FREE: 1-800-345-2529 / WEB SITE: www.wsgc.wa.gov

## COMMERCIAL BUSINESS APPLICATION PACKET

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### THIS PACKET CONTAINS:

1. This summary sheet with general instructions and the *Additional Requirements for a Commercial Business* (GC5-030) form.
  2. The Commercial Business Application (GC4-025) with attachments and supporting forms including:
    - *Ownership / Organization Disclosure* (GC4-021)
    - *Authorization for Examination and Release of Information* (GC4-299)
    - *Personal / Criminal History Statement* (BLS-700-301)
    - *Financial Statement* (GC4-320)
    - *Source of Funds Statement* (GC4-321)
    - *Training Requirements for All Applicants* (GC5-017) letter
    - *Fee Schedule – Commercial Stimulant / Profit-Seeking Organization* (GC5-055K FS)
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### CHANGES MUST BE REPORTED

While your application is being processed, you must notify us of any changes within 10 days; such as:

- Organizational structure
  - Gambling related agreements
  - Source of Funds
  - Leases
  - Loans and asset contributions
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### IMPORTANT INSTRUCTIONS FOR ALL APPLICANTS – READ BEFORE PROCEEDING

1. All forms in this packet may be copied for your use. A copy of this application is also on our web site.
2. Washington Administrative Code (WAC) citations are noted throughout this application. When cited, refer to Title 230 WAC, Gambling Commission, for clarification.
3. You must register with SecureAccess Washington (SAW) and add our service prior to licensure.
4. The base license fees for this application are listed on the attached fee schedule (GC5-055K FS). In addition to the base license fee(s), you will have to submit Quarterly License Reports (QLR) with Quarterly License Fees (QLF), if required, based on your Gross Gambling Receipts (GGR).
5. The Commission may assess additional amounts to cover inspections and investigations necessary for licensing. See Revised Code of Washington (RCW) 9.46.070(5). These costs will be determined, and are payable, during the financial investigation phase of the application process.
6. The Commission cannot act on your application if proper fees have not been paid.
7. It takes about 60 to 90 days to process an application.
8. Each license applicant is evaluated on an individual basis. Even if you were licensed before, do **NOT** answer any question with the words "on-file".
9. If you have any questions about this application – please call us at 1-800-345-2529 (in-state only) or 360-486-3440, ext. 2332, to speak with a Licensing Specialist.

**NOTE:** You may be required to supply additional documentation based on information you previously supplied. See WAC 230-03-050.







