



**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: 360-486-3630  
TOLL-FREE: 1-800-345-2529 / WEB SITE: [www.wsgc.wa.gov](http://www.wsgc.wa.gov)

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## COMMERCIAL BUSINESS ADD AN ACTIVITY PACKET

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Only complete this application if you want to add a new gambling activity to your current license.

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### THIS PACKET CONTAINS:

The *Commercial Business Add an Activity* (GC4-030) application with attachments and supporting forms including:

- *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 to this application within 10 days (See WAC 230-03-055).

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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 and addendums. When cited, refer to Title 230 WAC, Gambling Commission, for clarification.
3. The base license fees for this application are listed on the *Fee Schedule – Commercial Stimulant / Profit-Seeking Organization* (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 applicable, based on your Gross Gambling Receipts (GGR).
4. 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.
5. The Commission cannot act on your application if proper fees have not been paid.
6. 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".
7. If you have any questions about this application – please call us at 1-800-345-2529 or 360-486-3440 to speak with a Licensing Specialist.

**NOTE:** You may be required to supply additional documentation. See WAC 230-03-050.

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COMMERCIAL BUSINESS ADD AN ACTIVITY

Consult the Fee Schedule - Commercial Stimulant / Profit-Seeking Organization (GC5-055K FS), and then complete this area to tell us which activity you would like to add to your existing license. After completing this application, please complete the addendum for each type of license you are adding.

Base License Fee

Punch Board / Pull-Tab (05) Complete Punch Board / Pull-Tab Addendum (GC4-025a) \$

Nonhouse-Banked Card Games (65) Complete Card Games Addendum (GC4-025b) \$
Class F

House-Banked Card Games (67) Complete Card Games Addendum (GC4-025b) \$

Amusement Game (53) Complete Amusement Game Addendum (GC4-025c) and Complete Apply for Additional Amusement Game Locations / Report Removal of Approved Locations (GC4-032), if applicable. \$

Amusement Game Locations: # of Locations X Per Location Fee = \$

Manufacturer (20) Complete Manufacturer Addendum (GC4-025d) \$

Distributor (21) Complete Distributor Addendum (GC4-025e) \$

Fund-Raising Event Equipment Distributor (28) Complete Distributor Addendum (GC4-025e) \$

Service Supplier (26) Complete Service Supplier Addendum (GC4-025f) \$

Linked Bingo Prize Provider (07) \$

Enhanced Raffle Call Center (31) \$

Total Fee Submitted: \$

Org. / Client ID #

1. Trade Name / DBA:

2. Name: Corporate Name, LLC Name, or Partnership Name (General, LP, LLP)

UBI#: Unified Business Identifier

Business Telephone:

3. Have you or will you be contracting with licensed service suppliers to be involved in your gaming? Yes No

Business Office Use Only:

Code: 211- Date: Amt: \$ Val #:
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**AMUSEMENT GAME (52/53) ADDENDUM**

1. Applicant's

Name: \_\_\_\_\_

2. Type of Business / Location (Mark  One)

- Restaurant                       Movie Theater                       Skating Rink                       Tavern, Pub or Bar
- Bowling Center                       Miniature Golf Course                       Carnival Operator                       Regional Shopping Center
- Grocery / Dept. Store                       Amusement Park / Center                      (Itinerary Required)                       Family Sports Complex
- Civic Center / Festival                       Ag / World Fair

Other: \_\_\_\_\_

3. Name of Primary Amusement Game Manager:

Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_

Middle Name: \_\_\_\_\_

Birthdate: \_\_\_\_/\_\_\_\_/\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

Business Telephone: \_\_\_\_\_

4. Additional Requirements for Carnival / Limited Time Locations Only:

Complete and submit the *Apply for Additional Amusement Game Locations / Report Removal of Approved Locations* (GC4-032) form to include EVERY location that the applicant has contracts for conducting amusement games. Provide the inclusive date for each event.

5. Please provide necessary information as stated in WAC 230-03-165 below:

a. All locations:	<input type="checkbox"/> A list of times and dates when the applicant will operate the activity; and  <input type="checkbox"/> A copy of any rental/lease agreement which allows operation of commercial amusement games at any location the applicant does not own or otherwise control. The applicant must disclose full details of the rental/lease agreement, including any revenue sharing provisions, all costs the applicant will share, and any restrictions on the number of amusement games the applicant operates; and  <input type="checkbox"/> Copies of any rental or lease contracts related to the amusement game equipment.
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5. Please provide necessary information as stated in WAC 230-03-165 below: (Continued)

<p>b. Permanent locations:</p>	<p><input type="checkbox"/> <b>Amusement parks:</b> The number of mechanical or aquatic rides, theatrical productions, motion pictures, and slide show presentations available for the public.</p> <p><input type="checkbox"/> <b>Regional shopping centers:</b> Size of the shopping center, in gross square feet, not including parking areas.</p> <p><input type="checkbox"/> <b>Taverns and restaurants with cocktail lounges:</b> Washington state liquor control board license number and expiration date, and a statement of whether the business prohibits minors from all portions of the premises.</p> <p><input type="checkbox"/> <b>Movie theaters, bowling alleys, miniature golf course facilities, skating facilities, and amusement centers:</b> Complete description of the business activities conducted. For an amusement center, the number of amusement devices, income derived from those devices, and all other business activities conducted during the last twelve months.</p> <p><input type="checkbox"/> <b>Any business whose primary activity is to provide food service for on-premises consumption:</b> Amount of gross income the entire business generates; and the portion of gross income the food service for on-premises consumption generates.</p> <p><input type="checkbox"/> <b>Department or grocery stores:</b> Type of retail products sold; size of the store premises, in gross square feet, not including parking areas.</p>
<p>c. Carnival / Limited time locations:</p>	<p><input type="checkbox"/> The applicant must receive written permission from the sponsor of any activity and provide planned operating dates for all locations at which the applicant plans to operate during the year. This operating plan must be updated any time the dates of operation change.</p>

### YOUR APPLICATION AND THE PUBLIC RECORDS ACT

From the moment we receive your application, it becomes a public document subject to disclosure under the Public Records Act (RCW 42.56) and other Washington laws. The Commission may disclose to the public, other state or federal agencies, or discuss at a public meeting all information set forth in this application and all supplemental information submitted.

### OATH OF APPLICATION

I declare under penalty of perjury, under the laws of the State of Washington, that all information provided on this application is true and complete to the best of my knowledge. **I understand that untruthful, misleading, or incomplete answers whether through misrepresentation, concealment, inadvertence, or mistake, are cause for suspension or revocation of any gambling license(s) currently held, or denial of any future applications for a new license.**

I understand that I am responsible to know and comply with all rules and laws, RCW 9.46 and WAC 230, which can be found on the Internet websites of the Washington State Gambling Commission (<https://www.wsgc.wa.gov/regulation-enforcement>) or the Washington State Legislature (<http://leg.wa.gov/>). In the event I am the Designee, I also acknowledge that the Highest-Ranking Individual is also responsible to know and comply with all previously referenced rules and laws.

Signature: \_\_\_\_\_ Date: |\_|\_| / |\_|\_| / |\_|\_|\_|\_|  
Sole Proprietor / Chief Executive Officer / LLC Manager / Partner / Designee MM / DD / YYYY



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**APPLY FOR ADDITIONAL AMUSEMENT GAME LOCATIONS /  
 REPORT REMOVAL OF APPROVED LOCATIONS**

**Fee: \$** \_\_\_\_\_  
 See GC5-055-FS for fees.

Licensed Amusement

Game Operator: \_\_\_\_\_  
 Nonprofit Organization

Org #: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Apply to add and/or report to remove amusement game locations per WACs 230-13-152 and 230-13-155. For the additional locations, please provide a copy of the contract/lease agreement.

<input type="checkbox"/> Add (Provide agreement) <input type="checkbox"/> Remove (No fee) Date Removed: ____/____/____	Premises Organization # (If applicable): _____
	Premises Name: _____
	Address: _____
	City: _____ Zip: _____

Type of Business / Location (Mark  One)

<input type="checkbox"/> Restaurant	<input type="checkbox"/> Movie Theater	<input type="checkbox"/> Skating Rink	<input type="checkbox"/> Tavern, Pub or Bar
<input type="checkbox"/> Bowling Center	<input type="checkbox"/> Miniature Golf Course	<input type="checkbox"/> Carnival Operator	<input type="checkbox"/> Regional Shopping Center
<input type="checkbox"/> Grocery / Dept Store	<input type="checkbox"/> Amusement Park / Center	(Itinerary Required)	<input type="checkbox"/> Family Sports Complex
<input type="checkbox"/> Civic Center/Festival	<input type="checkbox"/> Ag / World Fair		

Other: \_\_\_\_\_

<input type="checkbox"/> Add (Provide agreement) <input type="checkbox"/> Remove (No fee) Date Removed: ____/____/____	Premises Organization # (If applicable): _____
	Premises Name: _____
	Address: _____
	City: _____ Zip: _____

Type of Business / Location (Mark  One)

<input type="checkbox"/> Restaurant	<input type="checkbox"/> Movie Theater	<input type="checkbox"/> Skating Rink	<input type="checkbox"/> Tavern, Pub or Bar
<input type="checkbox"/> Bowling Center	<input type="checkbox"/> Miniature Golf Course	<input type="checkbox"/> Carnival Operator	<input type="checkbox"/> Regional Shopping Center
<input type="checkbox"/> Grocery / Dept Store	<input type="checkbox"/> Amusement Park / Center	(Itinerary Required)	<input type="checkbox"/> Family Sports Complex
<input type="checkbox"/> Civic Center/Festival	<input type="checkbox"/> Ag / World Fair		

Other: \_\_\_\_\_

**OATH OF APPLICATION**

I declare under penalty of perjury, under the laws of the State of Washington, that all information provided on this application is true and complete to the best of my knowledge. **I understand that untruthful, misleading, or incomplete answers whether through misrepresentation, concealment, inadvertence, or mistake, are cause for suspension or revocation of any gambling license(s) currently held, or denial of any future applications for a new license.**

I understand that I am responsible to know and comply with all rules and laws, RCW 9.46 and WAC 230, which can be found on the Internet websites of the Washington State Gambling Commission (<https://www.wsgc.wa.gov/regulation-enforcement>) or the Washington State Legislature (<http://leg.wa.gov/>). In the event I am the Designee, I also acknowledge that the Highest-Ranking Individual is also responsible to know and comply with all previously referenced rules and laws.

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Sole Proprietor / Chief Executive Officer / LLC Manager / Partner / Designee MM / DD / YYYY

<b>Business Office Use Only:</b>			
Code: 211- _____	Date: _____	Amt: \$ _____	Val #: _____



**STATE OF WASHINGTON  
GAMBLING COMMISSION**

*"Protect the Public by Ensuring that Gambling is Legal and Honest"*

**TRAINING REQUIREMENTS FOR ALL APPLICANTS**

Organizations and individuals that are applying for a gambling license are required to complete training for the gambling activities they are licensed to operate. Any new president (or equivalent), chief executive officer, and activity manager(s) must complete training within 30 days of the effective date of a new or renewed license.

WAC 230-03-070 states:

1. You must complete a training course we establish if you:
  - a. Signed the licensing application; or
  - b. Are a manager; or
  - c. Are responsible for conducting gambling activities or completing records.
2. You must complete training within 30 days of the effective date of your license.
3. We do not require manufacturers or manufacturer's representatives, or major sports wagering vendors to complete training. However, all licensees are expected to know and follow all rules upon receiving your license.

You can access the training materials, videos and reporting records on our website at <https://www.wsgc.wa.gov/licensing/training-requirements>.

If you are unable to access the training materials on our website, please contact a Licensing Specialist at 1-800-345-2529 (toll-free) or (360) 486-3440.

**P.O. Box 42400, Olympia, WA 98504 | (360) 486-3440  
901 N. Monroe St., Suite 240, Spokane, WA 99201 | (509) 325-7900  
wsgc.wa.gov**

**WASHINGTON STATE GAMBLING COMMISSION**  
**FEE SCHEDULE – COMMERCIAL STIMULANT / PROFIT-SEEKING ORGANIZATION**

Per WAC 230-05-124, all licensed organizations must submit quarterly license fees and license reports to us for each licensed gambling activity beginning with the first quarter of their license year. The quarterly license fee is due with the quarterly license report.

**WAC 230-05-165 Commercial stimulant organization fees.** All commercial stimulant organizations must pay the following fees:

**(1) Annual licenses:**

License Type	Base License Fee	Gross Gambling Receipts Rate	Maximum Annual License Fee
Card Games - Nonhouse-Banked	\$65	1.462%	\$20,000
Card Games - House-Banked	\$10,000	1.462%	\$40,000
Punch Boards / Pull-Tabs	\$700	1.430%	\$13,000

**(2) Change fees:**

Change of:	Fee
Name	\$100
Location	\$100
Business Classification (Same Owners)	\$100
Corporate Stock / Limited Liability Company Shares / Units	\$100
License Transfers	\$100

**(3) Other fees:**

Transaction	Fee
Duplicate License	\$50

**WAC 230-05-170 Fees for other businesses.** All other business organizations must pay the following fees:

**(1) Annual licenses or permits:**

License Type	Base License Fee	Gross Gambling Receipts Rate	Maximum Annual License Fee
Agricultural Fair Bingo (Annual Permit)	\$200	-	-
Call Centers for Enhanced Raffles	\$4,800	-	-
Commercial Amusement Games	\$500 plus \$65 per approved location	1.130%	\$11,000
Distributor	\$700	1.430%	\$7,000
Fund-Raising Event Distributor	\$280	1.430%	\$1,000
Linked Bingo Prize Providers	\$1,500	.046%	\$20,000
Manufacturer	\$1,500	1.430%	\$25,000
Manufacturer's Special Sales Permit	\$250	-	-
Punch Board/Pull-Tab Service Business Permit	\$250	-	-
Gambling Service Supplier	\$300	1.430%	\$7,000

License Type	Base License Fee	Gross Gambling Receipts Rate	Maximum Annual License Fee
Major Sports Wagering Vendor	\$65,000		
Mid-Level Sports Wagering Vendor	\$10,000		
Ancillary Sports Wagering Vendor	\$5,000		

**(2) Events or permits:**

License or Permit Type	Base License Fee	Gross Gambling Receipts Rate	Maximum Annual License Fee
Recreational Gaming Activity	\$65	-	-
Special Property Bingo	\$30	-	-

**(3) Change fees:**

Change of:	Fee
Name	\$100
Location	\$100
Business Classification (Same Owners)	\$100
Corporate Stock / Limited Liability Company Shares / Units	\$100
License Transfers	\$100

**(4) Other fees:**

Transaction	Fee
Add a New Amusement Game Location	\$65
Defective Punch Board / Pull-Tab Cost Recovery Fees	Up to \$100
Duplicate License	\$50
Pre- and Post-Licensing Investigations	Cost reimbursement
Review, Inspection, and/or Evaluation of Gambling Equipment, Supplies, Services, Games, Schemes, or Group 12 Amusement Games	Deposit and cost reimbursement

**WAC 230-05-175 Individuals license fees.** Individuals must pay the following fees:

**(1) Annual license and additional employer fees:**

License Type	New Application Fee	Annual Renewal Fee	Additional or Change of Employer Fee
Call Center for Enhanced Raffle Representative	\$275	\$170	-
Card Room Employee License – Nonhouse-Banked (Class A)	\$200	\$95	\$65
Card Room Employee License – Class F And House-Banked (Class B)	\$275 (in-state) \$340 (out-of-state)	\$170	\$65



**WASHINGTON STATE GAMBLING COMMISSION  
FEE SCHEDULE – COMMERCIAL STIMULANT / PROFIT-SEEKING ORGANIZATION**

License Type	New Application Fee	Annual Renewal Fee	Additional or Change of Employer Fee
Charitable or Nonprofit Gambling Manager	\$200	\$95	\$95
Commercial Gambling Manager	\$200	\$95	\$95
Distributor Representative	\$275	\$170	\$65
Linked Bingo Prize Provider Representative	\$275	\$170	\$65
Manufacturer Representative	\$275	\$170	\$65
Gambling Service Supplier Representative	\$275	\$170	\$65
Major Sports Wagering Vendor Representative	\$275	\$170	\$65
Mid-Level Sports Wagering Vendor Representative	\$275	\$170	\$65
Ancillary Sports Wagering Vendor Representative	\$275	\$170	\$65

(2) **Class B card room employees** must pay the out-of-state application fee if over the last ten years the applicant lived outside of Washington for six non-consecutive months or more.

**(3) Other service fees:**

Transaction	Fee
Change of name	\$30
Card room employee emergency waiver request	\$65
Duplicate license	\$30

**(4) Military personnel returning from service**

If a license expires while an individual is on active military service, the individual may apply to have their license reissued at the renewal fee. The application must be received within six months after completing their active military service. The applicant must provide evidence of the completion date of active military service.

**NOTE:** All fees are subject to change. The Commission will notify licensees of amended fee amounts by notice of rule-making. Per RCW 9.46.070, other fees on this schedule, the Commission will assess applicants all actual investigative and inspection costs.

**OTHER HELPFUL WACs:**

**WAC 230-05-104 Defining "base license fee."** (1) "Base license fee" is the fee you pay us when you:  
 (a) Apply for an organization license or permit; or  
 (b) Renew your organization's license or annual permit.  
 (2) "Base license fee" is the minimum annual license fee a licensed organization or permit holder will pay for operating an authorized activity.

**WAC 230-05-106 Defining "maximum annual license fee."** "Maximum annual license fee" is the most you will pay to operate an authorized activity for the license year, which includes the:  
 (1) Base license fee; and  
 (2) Quarterly license fees.

**WAC 230-05-122 Calculating quarterly license fees.** (1) The quarterly license fee is calculated based on the gross gambling receipts from the previous quarter as reported on your quarterly license report.  
 (2) Each license year, the quarterly license fees will be offset by the base license fee. (For example, if your base license fee is sixty-five dollars and your quarterly license fee is forty-five dollars for the first quarter, no additional amount is due for the first quarter. You would offset any future quarterly license fees by the remaining twenty dollars of your base license fee.)

**WAC 230-05-124 Quarterly license fees and license reports.** All licensed organizations must submit quarterly license fees and license reports to us for each licensed gambling activity beginning with the first quarter of their license year. The quarterly license fee is due with the quarterly license report.

The quarterly license reports must be in the format we require and must:

(1)	Cover the period:	Be received by us no later than:
	January 1 through March 31	April 30
	April 1 through June 30	July 31
	July 1 through September 30	October 31
	October 1 through December 31	January 31

- (2) Be received online at our administrative office or postmarked no later than the dates indicated in the table in subsection (1) of this section; and  
 (3) Be submitted even if there is no quarterly license fee payable to us; and  
 (4) Be accurate; and  
 (5) Be completed by the highest ranking executive officer or a designee. If someone other than the licensee or an employee prepares the report, the preparer must include his or her name and business telephone number on the report; and  
 (6) Be submitted for any period of time the license was valid even if there was no gambling activity or the gambling license was not renewed.