



**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](http://www.wsgc.wa.gov)

---

## COMMERCIAL BUSINESS ADD AN ACTIVITY PACKET

---

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

---

### 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)
- 

### 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).

---

### 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 (in-state only) or 360-486-3440, ext. 2332, to speak with a Licensing Specialist.

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

---



**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 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: | | | | | X | | | | | = \$ | | | | | | | | | |  
 # of Locations 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 #: _____
Code: 211-	Date: _____	Amt: \$ _____	Val #: _____
Code: 211-	Date: _____	Amt: \$ _____	Val #: _____





**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

## **DISTRIBUTOR OF AUTHORIZED GAMBLING PARAPHERNALIA AND SUPPLIES (21/28) ADDENDUM**

1. Applicant's Name: \_\_\_\_\_
2. Type of business:  
 Distributor (21)                       Fund-Raising Event Equipment Distributor (28)
3. List each office, warehouse, or outlet where you will distribute, store, or sell your authorized gaming paraphernalia and supplies. (Attach additional sheets using same format, as needed.)  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_
4. Please provide the following:
  - Provide a list of all businesses in which an owner, officer, director, their spouses, or a substantial interest holder, either directly or indirectly, owns or controls. (A substantial interest holder is defined in WAC 230-03-045 as an owner, officer, or a person who has actual or potential influence.) The list should include, but not be limited to, the name and address of the business and the person who has the interest.
  - Provide a list of all businesses licensed to conduct gambling activities or to supply gambling related equipment to services in which an owner, officer, director, their spouses, or substantial interest holder has any interest. (See restrictions in WAC 230-03-220.) The list should include, but not be limited to, the name and address of the business and the person who has the interest.
  - Provide a statement about whether an owner, officer, their spouses, or a substantial interest holder has ever been part of a business that had a gambling-related license denied, revoked, or suspended by any jurisdiction for a period of time longer than 30 days. Include the following information in the statement: name of the person, type of license or application, business name and address, jurisdiction, date of action, and a summary of circumstances.
  - WAC 230-16-001 requires ALL distributor's representatives to be licensed. To secure an *Individual License Application* packet (GC4-022), please download or call Licensing at 360-486-3440 or 1-800-345-2529, ext. 2331.
  - On a separate sheet of paper, list all gaming equipment / paraphernalia that will be distributed in Washington State. (Be sure to include the brand name(s) under which each type of authorized gambling equipment, paraphernalia and supplies are sold.)  
NOTE: You are only allowed to distribute authorized gambling paraphernalia and supplies from a manufacturer licensed with the Washington State Gambling Commission.
  - Copies of all contractual obligations between the applicant and any other licensee of the commission. (If verbal, provide details.)
  - Provide a list of all jurisdictions in which you or any of the officers, directors, or substantial interest holders of your business have had a gambling-related license at any level during the previous ten years.

You should also be aware that WAC 230-03-190 through 230-03-200 (Licensing of Distributors) requires that each applicant be able to demonstrate the ability to comply with all restrictions and quality control requirements imposed by Washington State regulations. The licensing process may include an on-site review of the applicant's offices and warehousing locations to ensure the applicant's ability to comply with all regulatory requirements.

---

## 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/>).

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



STATE OF WASHINGTON

## GAMBLING COMMISSION

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

### TRAINING REQUIREMENTS FOR ALL APPLICANTS

Organizations that are applying for a gambling license are required to take training for the gambling activities they are licensed to operate. Any new president or equivalent, or chief executive officer and activity managers must take training within 30 days of a new or renewal license being effective.

WAC 230-03-070 states:

1. You must complete a training course we establish if you:
  - a. Signed the licensing application; or
  - b. You are a manager; or
  - c. You 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 representatives to complete training.

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

Non-profit Organization Training:

'Charitable / Nonprofit Gambling: Responsibilities of Officers and Board Members' videos are located on YouTube.

- Part 1: '<https://www.youtube.com/watch?v=SF03M3THxgo>'
- Part 2: '<https://www.youtube.com/watch?v=g219glnmZhM>'

'Management Guidelines for the Charitable/Nonprofit Gambling Licensee Handbook' GC5-008) is located at:

<https://www.wsgc.wa.gov/sites/default/files/public/forms/record-keeping/new-docs-july-2/5-008-nonprofit-management-guidelines.pdf>

If you are unable to view the video, contact us at 1-800-345-2529 and a CD will be sent.

**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

**(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
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

**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
Gambling service supplier representative	\$275	\$170	\$65

**Other service fees:**

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

(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) 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 30
July 1 through September 30	October 30
October 1 through December 31	January 30

(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.