

STATE GAMING CONTROL BOARD

INSTRUCTIONS FOR REGISTERING AS AN INDEPENDENT AGENT

The following instructions are to help expedite the registration of Independent Agents (IA) and to minimize the number of returned filings due to incorrect and/or incomplete information as required by the Gaming Control Board (GCB). Please use the following information to clarify any misunderstanding on how to complete the forms. **NOTE:** The following instructions DO NOT apply to IAs required by the Nevada Gaming Commission to file an application for a determination of suitability. If the NGC makes this determination, the IA and the licensee will be notified in writing (Refer to Regulation 25.030).

CRITERIA

There are three circumstances under which Independent Agents will be required to submit forms to the GCB, through the licensees. Two of the circumstances require the \$2,000 investigative fee:

NEW REGISTRATIONS:

A new registration pertains to:

- a. Independent Agents who have never registered with the GCB.
- b. Independent Agents who have been terminated from all properties where they were previously registered and desire to return to registered status.

The licensee is required to submit the following completed forms, along with the \$2,000 investigative fee:

- JR-08 Report of Arrangements (1/12 revised date)
- JR-11 Irrevocable Appointment (1/12 revised date)
- JR-12 Personal History Record For Registering as an IA (1/12 revised date)
- Form 18-IA Request to Release Information (1/12 revised date)
- Property Agreement

REGISTRATION RENEWALS:

A “**New Registration**” is valid for five years. The renewal date is determined by the GCB Filed date where the IA was initially registered.

The licensee will be notified by the GCB no later than 30 days prior to an Independent Agent’s registration expiration. The licensee is then required to notify the IA to file for renewal of the registration before the expiration date. The following completed forms are required for registration renewals, along with the \$2,000 investigative fee:

- JR-11 Irrevocable Appointment (1/12 revised date)
- JR-12R Personal History Record – Registration Renewal (1/12 revised date)
- Form 18-IA Request to Release Information (1/12 revised date)
- Property Agreement (If amended, or original agreement has expired)

If the GCB does not receive the registration renewal by the expiration date, the registration is deemed expired. The GCB will give written notice of the registration expiration to all affected licensees. If this happens, the IA will be required to file as a “**New Registration**” and all applicable forms are required, in addition to the investigative fee. Additionally, the IA will need to complete forms for “**Additional Location Registrations**” for all properties where the IA intends to resume business.

ADDITIONAL LOCATION REGISTRATIONS:

In the event an active, registered independent agent chooses to contract with an additional licensee, the licensee is required to submit the following completed forms:

- JR-08 Report of Arrangements (1/01/12 revision date)
- Property Agreement

There is no investigative fee for Additional Location Registrations.

FORMS:

All required forms can be retrieved directly from the GCB website at the following link: <http://gaming.nv.gov/index.aspx?page=49#investigations>. All forms are PDF fillable and can be completed on the computer. **Incomplete or handwritten forms will be returned to the property.**

ADDITIONAL INFORMATION:

In addition to the GCB forms noted above, all registration packets must have a signed agreement between the independent agent and the licensee. Please ensure the agreement is properly dated. A registered Independent Agent may not receive commission based on customer theoretical prior to the date of the agreement. Furthermore, the language required by Regulation 25.050 must be included in the agreement and all attachments to the agreement must be included.

INVESTIGATIVE FEE

An investigative fee of \$2,000 (USD) is due with each “New” or “Renewal” registration packet.

NOTE: All “New” or “Renewal” registration packets must be accompanied by the investigative fee or the packet will be returned. Checks for the investigative fee cannot be drawn on a foreign bank.

Mail “New” or “Renewing” registration packets AND investigative fees to:

State Gaming Control Board
Attention: Applicant Services
PO Box 8003
Carson City, NV 89702

Mail “Additional Location” registration packets to:

State Gaming Control Board
Attention: Independent Agent Program
555 E. Washington Ave., Ste. 2600
Las Vegas, NV 89101

Any questions pertaining to Registering or Renewing as an Independent Agent should be directed to the Independent Agent Program staff in the Investigations Division at (702) 486-2260.