

Instructions for Submitting the Gaming Salon Notification Form

Pursuant to Gaming Regulation 5.200(3)(a), licensees must, "Provide the enforcement division of the board prior notification by telephone, followed immediately thereafter by electronic mail transmission, each time the gaming salon is opened to patron play."

Please use the Gaming Salon Notification (ENF-110) form found on the Gaming Control Board website under the "Forms and Applications" tab under the "ABOUT US" heading:

<http://gaming.nv.gov/index.aspx?page=49>

Scroll down to the Gaming Salon category under the Enforcement Division to find the form.

Attach the completed form to the email notification and send it to salonreport@gcb.nv.gov . Please include only one salon patron per form and one form per email.

Annotate in email subject line: Casino Name, Open or Close, Patron Name
Example: ABC Casino, Open, John Doe

A photo of the patron per the Identifying Patron section should also be attached, preferably in Jpeg format. Once a current photo has been submitted, it does not need to be resubmitted each time the particular player starts or ends play. The attached photo should be labeled: LastName.FirstName

Indicate AM or PM on listing the times or use military style time.

Gaming Salon Notification (ENF-110) form will be used for both the opening and closing of the salon but sent under different emails.

Per Regulation 5.200(3)(b), provide a copy of the monthly log, preferably in excel format, which includes the names of salon patrons, their credit limits, the salon numbers used, the dates and times the patrons played, and the dates and times the salons were in private status. This monthly summary log will be emailed to the same address as the notifications.