



Nevada Gaming Control Board
Investigations Division
Attention: Applicant Services
PO Box 8003
Carson City, NV 89702
[\(775\) 684-7840](tel:7756847840)

INDEPENDENT TESTING LAB REGISTRATION INSTRUCTIONS

Business Name: _____

Individual Name: _____

Complete and return this checklist with your application. All applications must be arranged in the order listed below. A complete application will consist of the applicable documents/items listed below and any additional documents/items as may be necessary and/or required by NGC Regulations. All forms can be found on our website at gaming.nv.gov:

- This completed and signed checklist.
- [Form 1R](#) is to be submitted by individual applicants.
- [Form 2R](#) is to be submitted by corporations, partnerships, and limited liability companies.
- [Form 3](#) is to be submitted by a holding/intermediary company.
- [Form 4R](#), Personal History Record Registration: to be filed by each applicant. The applicant agrees to provide any additional information the Board may require, e.g., birth certificate, military discharge papers, passports, litigation in which the applicant is named as a plaintiff or defendant, income tax returns.
- [Form 5R](#), Personal Financial Questionnaire Registration: to be filed by each applicant.
- [Form 10](#), Affidavit of Full Disclosure: To be filed by each individual required to be registered.
- [Form 17](#), Release and Indemnity of All Claims: To be filed by each individual or entity required to be registered.
- [Form 18](#), Request to Release Information: To be filed by each individual required to be registered. If the applicant is married, the applicant's spouse must also sign this form.
- [Form 28](#), Fingerprint Receipt: Complete Form 28 (for fingerprints taken in Nevada) and take it to any certified fingerprinting facility in Nevada. Fingerprints will be taken electronically. Ensure the printing facility signs and dates the form. Applicants must submit a completed Form 28 with their application package. In the event electronic fingerprinting is not available or if taken outside of Nevada three completed fingerprint cards for each individual applicant must be submitted. Due to the FBI's chain of custody requirements, the completed fingerprint cards must be mailed by the certified printing facility directly to the Nevada Gaming Control Board, Attn: Applicant Services, 1919 College Parkway, Carson City, NV 89702.

- [Form 28A](#), Fingerprint Civil Applicant Waiver. Applicants must submit a completed Form 28A with their application package. To be filed by each individual required to be licensed or found suitable.
- A general description of the nature of the business of the applicant.
- If the applicant has been in business for three or more fiscal years, balance sheets and profit and loss statements for the past three fiscal years, certified by independent public accounts certified or registered in the state of Nevada, must be submitted to the Board. If the entity has not been in existence for the past three fiscal years, such statements covering the period from the creation of the business to the present must be submitted.
- Copies of the following **(may be submitted on disc)**:
 - Copies of all ISO/IEC 17025 certification and accreditation materials except if the independent testing laboratory is only seeking registration for the inspection and certification of games and game variations;
 - All ISO required internal controls, policies and procedures, except if the independent laboratory is only seeking registration for the inspection and certification of games and game variations;
 - Detailed description of the testing facilities;
 - Detailed description of available testing staff and staff qualifications, including education, training, experience and skill levels;
 - Detailed description of available testing equipment;
 - Copies of documented policies, systems, programs, procedures and instructions to assure the quality of test results;
 - Copies of all test scripts to be used for testing against the applicable Nevada statutes, regulations, standards, and policies.
- Information regarding the business organization and ownership of the applicant, including, but not limited to:
 - Organization chart depicting the ownership structure of the applicant, including, but not limited to, any parent and affiliated organizations;
 - Organization chart depicting the applicant's management structure;
 - List of all key employees and other individuals who have significant involvement with the applicant's business operations;
 - List of all officers, directors, partners, members, managers, trustees or direct or beneficial owners of the independent testing laboratory and of any person or entity that owns or has significant involvement with the activities of the independent testing laboratory, including any intermediary entities.
- A check or money order in the amount of \$500 per applicant and/or entity to cover the application fee. Check should be made payable to the Nevada Gaming Control Board. Cash is not accepted.
- Costs of investigation will be charged as provided by statute and regulation. The total cost of the investigation is to be borne by the applicant. This cost includes all transportation, food and lodging; plus an hourly charge for the time expended by the agent or agents assigned to the application. Before the investigation can begin the applicant must provide a deposit in an amount equal to the total estimated expenses, including the hourly charges. Hourly expenses will be charged for travel time and for the time expended while agents are engaged in the investigation process.

Each applicant needs to complete and sign a checklist attesting the information being provided to the board is accurate and complete, agrees to cooperate with all requests, inquiries, or investigations of the board and commission. An applicant must accept any risk of adverse public notice, embarrassment, criticism, or other action, or financial loss which may result from action with respect to an application, and expressly waives any claim for damages as a result thereof.

Name

Date
