



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

## **RESTRICTED LICENSE AS A KEY EMPLOYEE, OR LIKE POSITION 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](http://gaming.nv.gov):

- This completed and signed checklist.
- [Form 1](#) is to be submitted by individual applicants. The form must be approved for filing by the signature of a licensee of the establishment.
- [Form 4](#), Personal History Record: To be filed by each applicant, including corporate officers, directors, members, or equity holders.
- [Form 10](#), Affidavit of Full Disclosure: To be filed by each individual required to be licensed or to be found suitable.
- [Form 17](#), Release and Indemnity of All Claims: To be filed by each individual required to be licensed or found suitable.
- [Form 18](#), Request to Release Information: To be filed by each individual required to be licensed or found suitable. If the applicant is married, the applicant's spouse must also sign this form.
- [Form 28](#), with their application package. In the event electronic fingerprinting is not available 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 89706.
- [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.
- One copy of the following (as applicable):
  - Management Agreement;
  - Employment Contract.
- A check or money order in the amount of \$700 to cover the application fee and the initial investigative fee. (\$150 application fee; \$550 initial investigative fee) Checks are to be made payable to the Nevada Gaming Control Board. Cash is not accepted.

*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 for a state gaming license is seeking the granting of a privilege, and the burden of proving his/her qualifications to receive such a license is at all times on the applicant. 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

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