

## **SUSPICIOUS TRANSACTION REPORT INSTRUCTIONS**

These are general instructions for filling out the Suspicious Transaction Report (STR) as outlined in Nevada Gaming Regulations 22.121 and 5A.160.

### **PART I: CASINO REPORTING INFORMATION**

- **CASINO NAME:** The name of the specific casino for which the STR applies.
- **RACE AND SPORTS BOOK OPERATOR:** The name of the licensed gaming company operating the Race and Sports Book (R&S) within the casino.
- **LICENSEE #:** The number assigned by the State for the corresponding R&S located within the casino (found on the issued license prominently displayed in the R&S).

### **PART II: SUSPECT INFORMATION**

- **INDIVIDUAL:** The suspect's first name and last name, along with middle initials (if known). If more than one suspect, add the additional suspect(s) identifier(s) in the appropriate space(s) on page one of the STR form.
- **IDENTIFICATION CREDENTIALS:** Describe the type of identification such as driver license, identification card, or passport.
- **OTHER ID TYPE:** Describe what specific identification was provided by the suspect(s).
- **OTHER ID #:** Provide the number listed on the Other ID.
- **ISSUING STATE:** The corresponding state authority where the driver license or identification card was issued from.
- **ISSUING COUNTRY:** List the country name that issued the passport used as identification.
- **SOCIAL SECURITY NUMBER:** Enter the patron's social security number. If a patron refuses, indicate "Refused", if they do not have one, indicate "None".
- **DATE OF BIRTH (self-explanatory)**

### **PART III: PREPARER INFORMATION**

- This section identifies the licensee's employee who prepared the STR for submission.

### **PART IV: SUSPICIOUS TRANSACTION INFORMATION**

Enter explanation/description in this space. If needed, continue the narrative on another page. **Do not** submit supporting documentation when filing this form. Use the checklist below as you prepare the explanation:

- Provide a brief chronological summary of the suspicious transactions(s).
- Include witness information if different from person preparing the information.
- Indicate whether the possible violation of regulation is an isolated incident or relates to another transaction(s).
- Describe supporting documentation, including any video or audio recording(s) which relate to the suspicious transaction(s).
- Describe any additional information which is necessary to fully understand the unusual, irregular or suspicious nature of the activity.
- Recommend any further investigation that might assist gaming authorities.

### **Retain for a Period of Five Years:**

- All supporting documentation, including any video or audio recording(s) which relate to the suspicious activity.
- Any confession, admission, or explanation of the transaction(s) provided by the suspect(s) and indicate to whom and when it was given.
- Any confession, admission, explanation or interview concerning the transaction(s) provided by any other person(s) and indicate to whom and when it was given.
- Any evidence of cover-up or evidence of an attempt to deceive state gaming regulators or others.
- All supporting documentation must be made available, upon request, to appropriate law enforcement authorities and regulatory agencies.