



Nevada Gaming Control Board  
Investigations Division  
Attention: Applicant Services  
1919 College Parkway  
Carson City, NV 89706  
(775) 684-7840

## HOSTING CENTER 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](http://gaming.nv.gov):

### The following forms and items must be submitted to the Nevada Gaming Control Board.

- This checklist, completed and signed.
- [Form 1R](#) Application for Registration: to be filed for the business/entity, including sole proprietorship.
- [Form 1R ADDENDUM](#) Addendum to Application for Registration: to be completed by each individual listed on Form 1R.
- [Form 4R](#) Personal History Record: to be filed by each individual required to be registered.
- [Form 5R](#) Personal Financial Questionnaire Registration: to be filed by each equity owner of 5% or less of a Nevada gaming licensee or a holding company thereof.
- [Form 10](#) Affidavit of Full Disclosure: to be filed by each individual required to be licensed or found suitable.
- [Form 11](#) Irrevocable Appointment: to be filed by each individual required to be registered.
- [Form 17](#) Release and Indemnity of All Claims: to be filed by each individual and entity 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](#) Fingerprint Receipt: Complete Form 28 and go to any [certified fingerprinting facility](#) in Nevada to have your fingerprints electronically taken. Ensure the printing facility signs and dates the form. In the event electronic fingerprinting is not available or if taken outside of Nevada, three completed fingerprint cards (FD-258) for each individual applicant must be submitted. Ensure the printing facility signs and dates cards. 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: 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.
- List of all affiliates of the business organization or association as defined in NRS 463.0133;
- Organization chart depicting the business organization's or association's management structure;
- Organization chart depicting the business organization's or association's ownership structure, including, but not limited to any parent and affiliated entities;
- List of the names of all officers, directors, managers, and key employees of the business organization or association;
- Where the business organization or association is not the hosting center itself, a description of the business organization's or association's relationship to the relevant hosting center, and of what duties or responsibilities it will have under that relationship;
- List and description of any professional licenses that the business organization or association has held, past and present, and any past or current disciplinary action against those licenses;
- List and description of any criminal charges brought against the business organization or association involving a felony or crime of moral turpitude; and
- List and description of any incidents where the business organization or association has, either individually or as part of a group, been refused a gaming license or otherwise been found unsuitable by a regulatory body;
- For each hosting center provide a description of the facility and services available. The following descriptions must be provided: **(may be submitted on disc)**:
  - Location description including:
    - Floor plan;
    - Reliability of power and telecommunications;
    - Bandwidth availability;
    - Compliance of server room to international standards;
    - Redundancy of power and telecommunications feeds;
    - Offline power capabilities (e.g., UPS and generator power);
    - Refueling requirements of generators and fuel acquisition arrangements;
    - Fire suppression system(s);
    - Temperature and humidity control system(s);
    - Procedures for switching to offline power; and
  - Security description including:
    - Perimeter boundary fences;
    - Use of security guards (employees or contracted);
    - Access controls;
    - Alarm systems;
    - Video surveillance coverage and storage;
    - Monitoring of personnel access to sensitive areas;
    - Anti-surveillance measures;
    - Tenants; and
    - Contractors in use for services such as cleaning and maintenance.
  - Disaster recovery capabilities, testing, and auditing.

- Internal Control Procedures including:
  - Visitor access procedures and controls;
  - Maintenance and audit of access logs;
  - Alarm procedures for technical and security response;
  - Due diligence performed on contractors, tenants, and staff;
  - Emergency access procedures; and
  - Any other relevant procedures.
- A check, money order or ACH/Wire in the amount of \$1,000 to cover the application fee. Checks are to 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 for a registration is seeking the granting of a privilege, and the burden of proving his/her qualifications to receive such a registration 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