



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

## CONDUCT RACING LICENSE 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, key employees, or by applicants seeking an interest in an existing licensed operation or by presently licensed applicants of a licensed corporation who are changing officer and/or director positions.
- [Form 2](#) is to be submitted by corporations, partnerships, and limited liability companies.
- [Form 7](#), Multi Jurisdictional Personal History Disclosure Form: To be filed by each individual required to be licensed or found suitable. 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 has been named as a plaintiff or defendant, income tax returns.
- [Form 7A](#), Nevada Supplemental Personal History Disclosure Form. To be filed by each individual required to be licensed or found suitable.
- [Form 10](#), Affidavit of Full Disclosure: To be filed by each individual required to be licensed or 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](#), 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.

- One copy of each of the following (as applicable):
  - Partnership Agreement (Gaming language required for limited partnerships);
  - Trust Agreement (Gaming language required);
  - Joint Venture Agreement;
  - Articles of Incorporation;
  - Articles of Organization (Gaming language required);
  - All Lease Agreements;
  - Purchase/Sale Agreement;
  - Management Agreement;
  - Employment Contract;
  - Stock, bonus or profit sharing plans.
- A general description of the nature of the business of the applicant.
- A complete list of all stockholders, members, and/or partners showing the number of shares and/or interest of record held by each.
- 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.
- If the business entity is seeking initial licensing, a Statement of Pre-Opening Cash and First Year Cash Flow Projection ([Form 6](#)) must be submitted.
- A check or money order in the amount of \$500 per applicant or entity, 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 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