



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

## 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):

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

- This checklist, completed and signed.
- [Form 1](#) Application for a Nevada Gaming License: to be submitted by individual applicants, officers, directors, members, shareholders, etc.
- [Form 2](#) Application for Approval by Corporation/Partnership/LLC.
- [Form 6](#) Statement of Pre-Opening Cash/First Years Cash Flow: to be submitted if the business entity is seeking initial licensing.
- [Form 7](#) Multi-Jurisdictional Personal History Disclosure Form: to be filed by each individual required to be licensed or found suitable.
- [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 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.
- A complete list of all stockholders, members, and/or partners showing the number of shares and/or interest of record held by each.

- One copy of each of the following (as applicable):
  - All Lease Agreements
  - Articles of Incorporation (Gaming language required)
  - Articles of Organization (Gaming language required)
  - Employment Contract
  - Gaming equipment/device purchase agreements
  - Joint Venture Agreement
  - Management Agreement
  - Partnership Agreement (Gaming language required)
  - Purchase/Sale Agreement
  - Stock, bonus or profit-sharing plans
  - Trust Agreement (Gaming language required)
- 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.
- A check, money order or ACH/Wire in the amount of \$1,000 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