



# NEVADA GAMING CONTROL BOARD GAMING COMMISSION

Nevada Gaming Control Board  
Investigations Division  
Attention: Registration Services  
555 E Washington Ave, Ste 2600  
Las Vegas, NV 89101  
(702) 486-2260  
RegistrationServices@gcb.nv.gov

## HOSTING CENTER **RENEWAL** REGISTRATION INSTRUCTIONS

Business Name: \_\_\_\_\_

Complete and return this checklist with your application, and arrange forms 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 Regulation 4.200 and 5.240. All forms can be found on our website at [gaming.nv.gov](http://gaming.nv.gov) or by clicking the hyperlinks below:

The following forms and items must be submitted, along with the fee, to the address listed above.

### **Business/Entity complete the following:**

- [Form 1R](#) Application for Registration: to be filed for the business/entity, including sole proprietorship.
- Provide an ownership and organizational chart.
- Copy of Nevada State Business License or Sole Proprietor Exemption from Nevada Secretary of State.
  - If using a fictitious firm name (DBA), provide a copy of the filed FFN from the county.
- Consult the [Fee Schedule](#) for the application fee and investigation fee to submit with this application.

### **Individual(s) listed on Form 1R (page 2) complete the following:**

- [Form 1R ADDENDUM](#) Addendum to Application for Registration: to be completed by each individual listed on Form 1R.
- [Form 4RR](#) Personal History Record RENEWAL: to be filed by each individual listed on Form 1R.
- International applicants must submit a Certificate of Non-Criminal Conviction.
- [Form 18R](#) Request to Release Information: to be filed by each individual listed on Form 1R. If the applicant is married, the applicant's spouse must also sign this form.
- [Form 28](#) Fingerprint Receipt or Fingerprint Cards: to be filed by each individual listed on Form 1R. Complete the form and go to any [certified fingerprinting facility](#) in Nevada to have your fingerprints electronically taken.

If electronic fingerprinting is not available or if taken outside of Nevada, three completed fingerprint cards (FD-258) for each individual must be submitted with the application. Send only the original FD-258 cards – no paper prints or copies will be accepted.
- [Form 28A](#) Fingerprint Civil Applicant Waiver: to be filed by each individual listed on Form 1R.

Note: Applications are not deemed complete for filing until all required items have been submitted to the address listed above.