



Casino Control Commission

**OHIO SUPPLEMENTAL FORM
TO MULTI JURISDICTIONAL
PERSONAL HISTORY DISCLOSURE FORM
FOR KEY SPORTS GAMING EMPLOYEE**

KEY SPORTS GAMING EMPLOYEE LICENSE APPLICATION INSTRUCTIONS

I. COMPLETING THE APPLICATION:

- A. Read each question carefully prior to answering. Answer every question completely. Do not leave blank spaces. If a question does not apply to you, indicate "Does not apply" in response to that question. If there is nothing to disclose in response to a particular question, write "None" in response to that question. **Note: The Commission will not review your Application unless you provide a response to every question.**
- B. The Commission will not review your Application if it is illegible or if you have modified any of the questions or pre-printed information in the Application.
- C. All requested attachments to the Application should be numbered to correspond to the question they are responsive to and attached to the back of the Application.
- D. If you have any questions about this Application or the licensing process, contact the Division of Licensing at sportsgaming@casinocontrol.ohio.gov or (614) 387-5688.

II. BEFORE YOU SUBMIT THE APPLICATION TO THE COMMISSION, BE SURE THAT:

- A. Every question was answered completely, including all necessary appendices.
- B. You have signed the Authorization, Certification, and Waiver document in the Application.
- C. A completed copy of the Application is retained for the Applicant's records.

III. FILING THE APPLICATION WITH THE COMMISSION

- A. A complete Application for a Key Sports Gaming Employee License consists of the complete Application, including all attachments, and the application fee made electronically at the time of filing. The fees relating to a Key Sports Gaming Employee License are as follows:
 - 1. Upon submission of the Application to the Commission, the Applicant must pay a nonrefundable application fee of \$100 for an initial and renewal key sports gaming employee and all fees necessary to cover the cost of any required criminal-records checks.
 - 2. Upon the Commission's approval, the Applicant must pay a nonrefundable license fee of \$50 for an initial or renewal Key Sports Gaming Employee license and an eLicense transaction fee of \$3.50, as required by R.C. 125.18(E).
- B. A sports gaming applicant or licensee that employs a key sports gaming employee applicant must pay all fees on the key sports gaming employee's behalf.
- C. All fees must be submitted in the form of an electronic funds transfer payable to the Treasurer of the State of Ohio, unless otherwise approved by the Executive Director.
- D. An Application and all notices regarding an Application must be filed electronically with the Commission, including via email to sportsgaming@casinocontrol.ohio.gov, via a physical media drive

(e.g., CD, thumb drive) mailed to the Commission's office at 100 E. Broad Street, 20th Floor, Columbus, Ohio 43215, or via secure online drop box, as approved by the Executive Director.

- E. Once an Application is accepted, it becomes the property of the Commission and may not be withdrawn without the permission of the Executive Director.

IV. BACKGROUND INVESTIGATIONS

- A. Pursuant to R.C. 3775.03, the Commission must obtain criminal records checks for each individual applying for a Key Sports Gaming Employee License, except for those eligible for in-state sports gaming reciprocity (as described in Ohio Revised Code 3775.06(A)(3)), including individuals who hold or have applied for a VLT gaming license or casino gaming license. In order to initiate a criminal records check, you must be fingerprinted. Contact the Commission's Division of Licensing at (614) 387-5688, toll free at (855) 800-0058, or sportsgaming@casinocontrol.ohio.gov to schedule an appointment or to have an out-of-state fingerprinting packet mailed to you.

V. IMPORTANT NOTICES

- A. Should you be unable to fully understand the Application in English, it is your responsibility to acquire adequate means of interpretation or translation.
- B. Each Applicant must make accurate statements and include all material facts. Any failure may result in the denial of the Application, the suspension or revocation of any license issued by the Commission, or the imposition of fines or penalties.
- C. Pursuant to [R.C. 3775.14](#), certain information submitted, collected, or gathered as part of an Application is confidential and not subject to disclosure as a record under [R.C. 149.43](#). **Each applicant should clearly identify those portions that it deems to be confidential, proprietary commercial information, or trade secrets.** Non-confidential information provided to the Commission is open to public inspection to the extent permitted by [R.C. 149.43](#) and [3775.14](#).

VI. ONGOING DUTIES

- A. The Commission may request information not requested, or in addition to that which is provided, in the Application. The Applicant must provide all information, documents, materials, and certifications at the Applicant's expense and cost.
- B. Pursuant to Ohio Adm.Code 3775-4-01, any person who applies for or holds a Key Sports Gaming Employee License has **a continuing duty to update** the Commission of changes to any information that the person is required to provide or has provided to the Commission, including information contained in the Application, as well as to any information required by Ohio Adm.Code 3775-4-01. The Commission must be notified of any such change **in writing within ten (10) days of the change**.
- C. A Key Sports Gaming Employee License expires three (3) years after the date of licensure. Renewal of a Key Sports Gaming Employee License may be requested by submitting a completed Key Sports Gaming Employee License Application no less than **one hundred twenty (120) days** before expiration of the License.
- D. A Key Sports Gaming Employee License issued by the Commission is a revocable privilege and is not transferable. No licensee has a vested right in or under a Key Sports Gaming Employee License issued by the Commission.

SECTION I. IDENTIFYING INFORMATION

1. Application Type

Check the appropriate box:

☐ Initial Key Sports Gaming Employee

☐ Renewal Key Sports Gaming Employee

Position/title you hold or will hold with a sports gaming affiliated business:

Name of sports gaming affiliated business you are associated with:

Do you hold an **active** key gaming license in good standing issued by the Ohio Lottery Commission or do you currently have a key employee application pending with the Ohio Lottery Commission? If yes, provide the information, as applicable, below.

☐ Yes

☐ No

License Type:

License Number:

Issue/Effective Date:

Expiration Date:

Do you hold an **active** key employee license in good standing issued by the Ohio Casino Control Commission or do you currently have a key employee application pending with the Ohio Casino Control Commission? If yes, provide the information, as applicable, below. Sports gaming licenses issued by the Ohio Casino Control Commission should not be provided in this response.

☐ Yes

☐ No

License Type:

License Number:

Issue/Effective Date:

Expiration Date:

2. Identifying Information

Name (*Last, First Middle*)

Social Security Number (Under the Federal Privacy Act, disclosure of your Social Security Number is voluntary.)

Have you ever been known by any other name(s)? ☐ Yes ☐ No

If yes, list the additional name(s) below and specify dates of use for each. (Include: maiden name, aliases, nicknames, etc.)

Date of Birth (mm/dd/yyyy)

Email Address

Phone Number

Alternative Phone Number

Driver's License or State Identification

Number

Issuing Agency

Issue Date

Expiration Date

Address

Street Address

City, State

Zip

County

Check your current marital status:

☐ Single

☐ Married

☐ Legally Separated

☐ Divorced

☐ Widow(er)

Provide the name of your current spouse:

List all former spouses:

3. Citizenship

Are you a citizen of the United States?

☐ Yes

☐ No

If you are a naturalized citizen of the United States, attach to this application, labeled as Appendix 3a, a copy of your Certificate of Naturalization or valid U.S. passport.

If you are not a citizen of the United States, indicate:

Place of birth

Country(ies) of which you are a citizen

If you are not a United States citizen, but you are a legally authorized permanent resident alien or you are authorized to be employed in the United States, provide a copy of your USCIS identification card and/or any other USCIS document that permits, conditions, or restricts your employment, labeled as Appendix 3b.

Stop here if you hold an active key gaming license issued by the Ohio Lottery Commission, an active casino key employee license issued by the Ohio Casino Control Commission, or are in the process of applying for either type of license, and proceed to the Authorization, Certification, and Waiver (page 7).

Proceed to Section II. Background Information if you do not hold an active license issued by the Ohio Lottery Commission or Ohio Casino Control Commission, or are not in the process of applying for one. In addition to this form, you must also complete and submit the Multi Jurisdictional Personal History Disclosure Form using the same delivery method as described in Instructions Section III, D.

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SECTION II. BACKGROUND INFORMATION

4. Financial History

Total amount of compensation you earn:

Break down the structure and amounts of each compensation component (e.g., salary, wages, bonus, fees, commissions, options, etc.):

Labeled as Appendix 4a, provide a copy of your most recent IRS tax return transcript. If you file any type of tax return, statement, or form in any jurisdiction outside of the United States, provide a copy of the most recent tax return (and all appropriate schedules or other attachments) required by the tax authorities of the foreign jurisdiction, labeled as Appendix 4b.

Labeled as Appendix 4c, provide a statement confirming that you are in compliance with all state of Ohio (and local) tax filings and related requirements.

5. Foreign Credit & Criminal History

If you are not a citizen of the United States, provide copy of credit check report issued in the last 90 days by a duly authorized entity in the country of which you are a citizen. If you are unable to provide such a report, provide a written explanation as to the circumstances preventing you from doing so. Label responsive information as Appendix 5a.

If you are not a citizen of the United States, provide copy of your criminal records report issued in the last 90 days by a duly authorized entity in the country of which you are a citizen. If you are unable to provide such a report, provide a written explanation as to the circumstances preventing you from doing so. Label responsive information as Appendix 5b.

[Remainder of this page intentionally left blank.]

AUTHORIZATION, CERTIFICATION, AND WAIVER

1. I declare under penalty of law that I am the Applicant or the duly authorized representative thereof. I am authorized to provide all the information requested in the Key Sports Gaming Employee License Application ("Application") or separately by the Commission, and I am authorized to complete, execute, and sign this Application, including all certifications, authorizations, and waivers.
2. I certify under penalty of law that the information and material I have provided to be included in this Application is true, correct, and complete. I understand any false or misleading answers, misrepresentations, or omissions is ground for denial of a license or administrative action by the Commission.
3. I authorize the Ohio Casino Control Commission ("Commission") to conduct a full investigation into the Applicant's background and activities and to make inquiries and request and obtain information or records from any third parties and use such information or records obtained as, in the sole discretion of the Commission or its agent(s), is necessary to such investigation. This authorization includes any information or records that would otherwise be protected from public disclosure or dissemination.
4. I agree that the Commission may conduct investigations, which may include, without limitation, credit reviews; copies of and inspections of records, including law- enforcement, governmental-entity, third-party, and Applicant-owned or -prepared records; and inquiries, questions, or interrogatories submitted to Applicant or any third party.
5. I release the Commission and its agent(s) from any civil or criminal liability whatsoever for seeking any requested information and for using and evaluating such information as it relates to the Applicant's Application or License. Moreover, I discharge, save, and hold harmless the Commission and its agent(s) from any and all claims and damages, as well as any responsibility or liability of every nature and kind, resulting from or arising out of the Commission's investigation. In addition, I release any third party and its agents and employees, both individually and collectively, from any and all liability or damages of whatever kind, which may result because of compliance with this Authorization, Certification, and Waiver.
6. I have read and understand the Application, including the Instructions, the Questions, and the Authorization, Certification, and Waiver, and agree to observe and be bound by them. I acknowledge that the Commission is not obligated to issue a license and can suspend or revoke the license in accordance with the law. Each holder of a license agrees to be bound by and observe the terms and conditions on the Application and comply with the applicable provisions of R.C. Chapters [3772](#) and [3775](#) and the rules adopted thereunder.
7. By printing and signing my name below, I, as the Applicant or on behalf thereof, confirm that I understand, agree to, and will comply with all requirements stated above.

Printed Name of Applicant	Signature	Date Signed