



REGISTRATION APPLICATION FOR GAMING WORKER - CASINO AND RACING ENTERTAINMENT CENTRE (REC)

50 Corriveau Avenue
St. Albert, Alberta T8N 3T5

Phone: 780-447-8600 Fax: 780-447-8912
Toll Free : 1-800-272-8876

Email : gaming.registrations@aglc.ca
Website: aglc.ca

Application must be submitted at least four (4) weeks prior to registration expiry or commencement of employment.

POSITION(S) APPLIED FOR		Please Check (✓)	
<input type="checkbox"/> First-time application	<input type="checkbox"/> Re-applying for Registration No. _____	<input type="checkbox"/> Amend Registration No. _____	
<input type="checkbox"/> Games Manager*	<input type="checkbox"/> Pit Supervisor	<input type="checkbox"/> Monitor Room Personnel	<input type="checkbox"/> Slot Manager
<input type="checkbox"/> Operator Representative	<input type="checkbox"/> Pit Boss	<input type="checkbox"/> REC-Security Guard	<input type="checkbox"/> Slot Operator*
	<input type="checkbox"/> Dealer	<input type="checkbox"/> Casino-Security Guard	<input type="checkbox"/> Slot Supervisor

*Games Manager may work as dealer, pit boss or pit supervisor. Slot Operator may work as Slot Cashier, Slot Attendant, or Slot Count Room.

POSITION(S) TO BE DELETED FROM CURRENT REGISTRATION. Please check (✓) the appropriate box and sign.			
<input type="checkbox"/> Games Manager	<input type="checkbox"/> Pit Supervisor	<input type="checkbox"/> Monitor Room Personnel	<input type="checkbox"/> Slot Manager
<input type="checkbox"/> Operator Representative	<input type="checkbox"/> Pit Boss	<input type="checkbox"/> REC-Security Guard	<input type="checkbox"/> Slot Operator
	<input type="checkbox"/> Dealer	<input type="checkbox"/> Casino-Security Guard	<input type="checkbox"/> Slot Supervisor

Applicant Signature to confirm deletion of position(s)

PLEASE PRINT CLEARLY (Additional space available on page 6)			
Full Name _____ <i>Last Name</i>		Residence Address _____ <i>Apt #</i> <i>Street Address</i>	
_____ <i>Given Names</i>		_____ <i>City</i> <i>Province</i> <i>Postal Code</i>	
Maiden name and/or any aliases: _____		Tel. No. (Res) _____	
_____		Tel. No. (Cell) _____	
_____		Email Address _____	
_____		Mailing Address _____ <i>Postal Box or Street Address</i>	
<i>A Registered Gaming Worker must be a Canadian Citizen or landed immigrant or a citizen of a foreign country who has received a work visa from Federal authorities.</i>			
Date of Birth _____ <i>yy</i> <i>mm</i> <i>dd</i>		_____ <i>City</i> <i>Province</i> <i>Postal Code</i>	
Place of Birth _____ <i>City/Town</i> <i>Province/Territory</i>		Previous Addresses for Last Two Years _____	
Citizenship Status: <input type="checkbox"/> Canadian Citizen <input type="checkbox"/> Landed Immigrant		_____	
<input type="checkbox"/> Other (<i>describe</i>) _____		_____	
_____		Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	
_____		_____ <i>Height</i> <i>Weight</i> <i>Hair Colour</i> <i>Eye Colour</i>	
ATTACH:			
<ul style="list-style-type: none"> For first-time applicants born in Canada, attach copy of birth certificate, Canadian Passport or Indian Status Card. For first-time applicants born outside of Canada, attach copy of Certificate of Canadian Citizenship or Immigration documents (i.e., permanent resident card; landed immigrant documents or current work visa). 		<ul style="list-style-type: none"> One current colour photograph. One full, front view of head without head covering 4 x 6 cm (passport size) clear colour photo. Picture must be taken within the last 3 months. Failure to comply will result in the application being denied until the photograph requirements are met. Current security clearance (original) provided by RCMP or local police (dated within the last 3 months). 	

CONTINUED

Page 1

CONFIDENTIAL WHEN COMPLETED

ANTI-MONEY LAUNDERING (AML)

AML Certification # _____

Do you have valid AGLC AML certification? Yes No Expiry Date _____

ATTACH a current records check/security clearance (original) provided by the RCMP or Local Police (dated within the last 3 months)

HAVE YOU EVER BEEN CHARGED WITH A CRIMINAL OFFENCE?

No Yes, provide details (continue on page 6 if necessary)

<i>Date of Charge or Conviction</i>	<i>Place of Charge or Conviction</i>	<i>Offence</i>	<i>Outcome</i>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

- 1. Answer "Yes" even if:
 - i. The charges were dismissed or subsequently downgraded to a lesser charge.
 - ii. You completed an alternative measures or other similar program.
 - iii. You were charged but not convicted.
 - iv. You did not serve any time in prison.
 - v. The investigation, charges or offences happened in another jurisdiction.
- 2. Answer "No" if:
 - i. You received a pardon under the provisions of the Criminal Records Act (Canada) or similar legislation, or if any records relating to a charge or conviction have been expunged or otherwise officially sealed by a court or government agency.
 - ii. You were charged under the provisions of the Young Offenders Act (Canada) or other similar legislation.
 - iii. You have never been charged with a criminal offence.

TO THE BEST OF YOUR KNOWLEDGE, ARE YOU CURRENTLY BEING INVESTIGATED FOR A CRIMINAL OFFENCE?

No Yes, provide details (continue on page 6 if necessary)

<i>Investigating Agency(s)</i>	<i>Details</i>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

PRESENT OCCUPATION

Occupation _____ Employer's Name _____

Business Tel. _____ Address _____

Fax Number _____

CONTINUED

DEALER / CASINO SLOT MANAGER / CASINO SLOT OPERATOR / OPERATOR REPRESENTATIVE / PIT BOSS / PIT SUPERVISOR / CASINO SLOT SUPERVISOR (For New, Expired Applicants or addition of position(s) to current registration)

This area to be completed by a Games Manager currently registered with the AGLC. **[CIRCLE REQUESTED POSITION(S)]**

I **certify**, that in my opinion, the applicant has the knowledge and skills necessary to perform the duties of a Dealer / Pit Supervisor / Pit Boss / Slot Manager / Slot Supervisor / Slot Operator / Operator Representative, as specified in Casino Terms & Conditions and Operating Guidelines.

Games Manager

Signature _____

Facility _____

Print Name _____

Facility Address _____

Registration # G- _____

Date _____

Telephone _____

CASINO SECURITY GUARD (For New or Expired Applicants)

This area to be completed by a Director; Shareholder; Games Manager; Director/Manager of Security or authorized officer of the casino facility licensee. **Note: Security guard personnel may not hold any other gaming registration.**

Signature _____

Facility _____

Print Name _____

Facility Address _____

Registration #/
Title _____

Date _____

Telephone _____

MONITOR ROOM PERSONNEL (For New or Expired Applicants)

This area to be completed by a director; shareholder; Director/Manager of Security or Surveillance Manager of the casino facility licensee **Note: Monitor Room personnel may not hold any other gaming registration.**

I **certify**, that in my opinion, the applicant has the knowledge and skills necessary to perform the duties of monitor room personnel, as specified in Casino Terms & Conditions and Operating Guidelines.

Director; Shareholder; Director/Manager of Security; Surveillance Manager

Signature _____

Facility _____

Print Name _____

Facility Address _____

Registration #/
Title _____

Date _____

Telephone _____

GAMES MANAGER

New Application:

- You must have a satisfactory record as a registered dealer; with experience at the pit boss and pit supervisor levels.
- You must pass a written, practical and oral examination given by the AGLC. You may contact the AGLC office to arrange for the testing.

Renewal:

- A minimum of 56 hours over a two year period (28 of these hours must be in the last year) to remain registered with the Commission. Within these hours, the registrant must oversee a minimum of 4 opening procedures and a minimum of 4 closing procedures. If not, you will be required to re-write examination(s).
- Games Manager and Advisor hours will be verified by the AGLC via CasinoTrack.

CONTINUED

REC SLOT MANAGER / REC SLOT OPERATOR / REC SLOT SUPERVISOR (For new, expired applicants or addition to current registration)

This area to be completed by the key Slot Manager of the REC facility licensee. **[CIRCLE REQUESTED POSITION(S)]**

I **certify**, that in my opinion, the applicant has the knowledge and skills necessary to perform the duties of a Slot Manager / Slot Supervisor / Slot Operator, as specified in Racing Entertainment Centre Terms & Conditions and Operating Guidelines.

Signature _____

Facility _____

Print Name _____

Facility Address _____

Registration #/ _____

Title _____

Date _____

Telephone _____

REC MONITOR ROOM PERSONNEL (For New or Expired Applicants)

This area to be completed by the REC Director; Manager of Security or Surveillance Manager of the REC facility licensee. *Note: Monitor Room personnel may not hold any other gaming registration.*

I **certify**, that in my opinion, the applicant has the knowledge and skills necessary to perform the duties of monitor room personnel, as specified in Racing Entertainment Centre Terms & Conditions and Operating Guidelines.

Signature _____

Facility _____

Print Name _____

Facility Address _____

Registration #/ _____

Title _____

Date _____

Telephone _____

REC SECURITY GUARD (For New or Expired Applicants)

This area to be completed by the REC Director or Manager of Security of the REC facility licensee. *Note: Security guard personnel may not hold any other gaming registration.*

Signature _____

Facility _____

Print Name _____

Facility Address _____

Registration #/ _____

Title _____

Date _____

Telephone _____

CONTINUED

I CERTIFY THAT:

- I have read and understand the conditions of registration as outlined on page 7 and 8 of this application; and
- All information provided as part of the application is truthful and complete.

I understand that any false statement may result in my registration being refused.

Applicant's Signature

Date

ENSURE THE FOLLOWING IS ATTACHED TO THIS APPLICATION:

FIRST-TIME APPLICANTS:

- Copy of birth certificate, Canadian Passport, Indian Status Card, Canadian citizenship or Immigration documents (i.e., permanent residence card; landed immigrant documents or current work visa).

ALL APPLICANTS:

- Attach a current security clearance (original) provided by RCMP or local police (**dated within the last 3 months**).
- Attach one current colour photograph (**taken within the last 3 months as outlined on page 1**).

Attach Colour Photo here.

NOTE: Please fasten for easy removal -- do not glue.

A privacy statement for the collection of personal information may be found at www.aglc.ca.

Your personal information is protected by Alberta's FOIP Act and can be reviewed upon request. If you have any questions about the collection or use of the information, please contact:

Alberta Gaming, Liquor and Cannabis Commission
50 Corriveau Avenue
St. Albert, Alberta T8N 3T5
Telephone: 780-447-8600
Toll-free: 1-800-272-8876

CONTINUED

REGISTRATION CONDITIONS

The *Gaming and Liquor Regulation* states:

- ◆ “Background check” means an inquiry or investigation conducted by the AGLC to enable the AGLC to determine the eligibility of an applicant to be registered or to continue to be registered, and includes but is not limited to an inquiry or investigation relating to the honesty and integrity, financial history and competence of the applicant or the registrant, or any person with connections to the applicant or registrant.
- ◆ The AGLC may conduct any background check that it considers necessary or appropriate.
- ◆ The Board may refuse to register an applicant if the applicant fails to pass a records check.
- ◆ A person does not pass a records check if the person:
 - a) has within the 5 years prior to the submission of the application been charged with or convicted of:
 - i. an offence under the *Criminal Code* (Canada), the *Excise Act* (Canada), the *Food and Drugs Act* (Canada) or the *Controlled Drugs and Substances Act* (Canada), or
 - ii. an offence under a foreign Act or regulation that, in the Board’s opinion, is substantially similar to an offence referred to in subclause i).
 - b) has at any time been charged with or convicted of:
 - i. an offence under the *Criminal Code* (Canada), the *Excise Act* (Canada), the *Food and Drugs Act* (Canada) or the *Controlled Drugs and Substances Act* (Canada), or
 - ii. an offence under a foreign Act or regulation that, in the Board’s opinion, is substantially similar to an offence referred to in subclause i).

If in the Board’s opinion the offence is sufficiently serious that it may detract from the integrity with which gaming activities or provincial lotteries are to be conducted in Alberta or may be detrimental to the orderly or lawful conduct of activities authorized by a liquor licence or a registration relating to liquor, or
 - c) has, within the five years prior to the submission of the application, been serving a term of imprisonment of three years or more.
- ◆ The Board may refuse to register an applicant if the Board is satisfied that the applicant has within the five years prior to the submission of the application contravened:
 - a) the *Gaming and Liquor Act* or *Regulation*;
 - b) a predecessor of the *Gaming and Liquor Act* or *Regulation*; or
 - c) a condition imposed on a licence or registration issued or made under the *Gaming and Liquor Act* or a predecessor of the Act.
- ◆ The Board may refuse to issue a licence to an applicant or to register an applicant if the Board is satisfied that the applicant, any of the applicant’s employees or associates or any other person with connections to the applicant:
 - a) is a person who has not acted or may not act in accordance with the law, with honesty and integrity or in the public interest, having regard to the past conduct of the person,
 - b) would be a detriment to the integrity or lawful conduct of gaming activities or provincial lotteries, or
 - c) is a person whose background, reputation and associations may result in adverse publicity for the gaming industry in Alberta.

Terms & Conditions and Operating Guidelines

- ◆ A registered gaming worker must notify the AGLC and the casino or REC facility licensee immediately when charged with or convicted of an offence under:
 - a) the *Criminal Code* (Canada);
 - b) the *Excise Act* (Canada);
 - c) the *Food and Drugs Act* (Canada);
 - d) the *Controlled Drugs and Substances Act*;
 - e) a foreign Act or Regulation that is substantially similar to an offence referred to in a), b), c) or d) above;
 - f) the *Gaming and Liquor Act* (Alberta); or
 - g) the *Gaming and Liquor Regulation* (Alberta).
- ◆ If a registered gaming worker is charged or convicted, as described above, the Board may take disciplinary action including, but not limited to, suspension or cancellation of the registration.
- ◆ If a registered gaming worker has misled the Board, failed to provide information or provided inaccurate information, the Board may take disciplinary action including, but not limited to, suspension or cancellation of the registration.
- ◆ Any changes to personal information, i.e. address or surname, provided to the AGLC must be reported immediately, by:
 - email to gaming.registrations@aglc.ca
 - fax to 780-447-8912
 - call the AGLC Registrations Unit at 1-800-272-8876

NOTICE TO APPLICANTS

Registration is subject to all information provided on this Application being truthful and complete.

The AGLC will review the registration if an individual fails to comply with the above; or is charged with, or convicted of, a criminal offence. This review could lead to the registration being suspended or cancelled.

RE-APPLYING

Registration can only be renewed by re-applying. When re-applying, you will NOT be required to provide a birth certificate.

CASINOTRACK REGISTRATION CARDS

Casino Terms & Conditions and Operating Guidelines states:

Two (2) AGLC registration cards shall be issued at time of registration for CasinoTrack. These will be kept secured by the individual and shall not be transferable. All registered gaming workers and charity workers shall wear the registration card while on duty. In case of loss of, or damage to a card, a \$25.00 replacement fee will be charged. If a registered gaming worker does not have a valid registration card, they will not be allowed into the system and therefore cannot be permitted to work.

Registered Gaming Workers employed by a casino facility on-line with the CasinoTrack system must have a valid CasinoTrack registration card. These registration cards allow you to enter information in the CasinoTrack system. The following conditions apply:

1. These cards are **not** transferable and one card must be on your person at all times when you are working at any licensed casino facility in Alberta. If you do not have a CasinoTrack registration card or fail to renew your registered gaming worker licence, you will not be authorized to enter the CasinoTrack system and will not be allowed to work.
2. Cards may be used at all licensed casino facilities.
3. Any card, when lost or stolen, must be reported immediately to the AGLC by email to gaming.registrations@aglc.ca, by fax 780-447-8912, or by telephoning the AGLC Registrations Unit at 1-800-272-8876. Refer to your reference number and your registration number located on the card still in your possession.
4. Cards will be replaced at a cost of \$25.00 per card in the event of damage or loss.
5. Cards may be hole-punched in order to attach to your current nametag. When punching the cards, the bar code area must not be damaged.
6. These cards coincide with your current registration expiry date, and will be updated upon receiving registration information required by the AGLC. The cards will not be replaced when you renew your registration.
7. Failure to renew registration with the AGLC will automatically void the CasinoTrack registration card.
8. CasinoTrack cards are the property of the AGLC, and are to be retained by the Registrant and not by the Casino Facility.

INDUSTRY TRAINING

Anti-Money Laundering (AML)

- Registered gaming workers must be AGLC AML certified before working in a casino/REC. Equivalency will not be granted for certification offered in other provinces.
- Website: amlcertification.aglc.ca
- For more information, email AML@aglc.ca Ph. 1-800-272-8876

SMART Training Program

- Licensees are responsible for ensuring their staff is certified as required for their respective position(s), and that they maintain valid certification.
- For more information go to <http://smartprograms.aglc.ca> or call 1-877-436-6336 Fax 780-651-7626