

**REGISTRATION APPLICATION  
FOR HOST FIRST NATION CHARITY WORKER**

50 Corriveau Avenue  
St. Albert, Alberta T8N 3T5

Phone: 780-447-8600  
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"/> Banker	<input type="checkbox"/> Chip Runner
<input type="checkbox"/> Cashier	<input type="checkbox"/> Count Room Staff
	<input type="checkbox"/> Addition to Registration No. _____
	<input type="checkbox"/> Count Room Supervisor

POSITION(S) TO BE DELETED FROM CURRENT REGISTRATION. Please check (✓) the appropriate box and sign.		
<input type="checkbox"/> Banker	<input type="checkbox"/> Chip Runner	<input type="checkbox"/> Count Room Supervisor
<input type="checkbox"/> Cashier	<input type="checkbox"/> Count Room Staff	
<p>_____</p> <p align="center"><i>Applicant signature to confirm deletion of position(s)</i></p>		

PLEASE PRINT CLEARLY	
Full Name _____ <i>Last Name</i>	Mailing Address _____ <i>Apt # Street Address or PO Box</i>
_____ <i>First and Middle Names</i>	_____ <i>City Province Postal Code</i>
Maiden name and/or any aliases: _____	Tel. No. (Cell) _____
_____	Tel. No. (Res) _____
_____	Email Address _____
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female <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/study permit from Federal authorities.</i>	Home Address <input type="checkbox"/> Same as mailing address OR
Date of Birth _____ <i>yy mm dd</i>	_____ <i>Apt # Street Address or PO Box</i>
Place of Birth _____ <i>City/Town Province/Country</i>	_____ <i>City Province Postal Code</i>
Citizenship Status: <input type="checkbox"/> Canadian Citizen <input type="checkbox"/> Landed Immigrant	Previous Addresses for Last Two Years _____
<input type="checkbox"/> Other (describe) _____	_____
<b>ATTACH:</b>	
<ul style="list-style-type: none"> <li>For first-time applicants born in Canada, attach copy of birth certificate, Canadian Passport or Indian Status Card.</li> <li>For first-time applicants born outside of Canada, attach copy of Certificate of Canadian citizenship or immigration document (i.e. permanent resident card; landed immigration document; current work/study permit) or Canadian passport.</li> </ul>	<ul style="list-style-type: none"> <li>One current clear colour photograph with full front view of head without head covering 4 x 6 cm (passport size). Picture must be taken within the last three months. Failure to comply will result in the application being denied until the photograph requirements are met.</li> <li>Current criminal records check (original) from local city police or local RCMP detachment (dated within the last three months).</li> </ul>

CONTINUED

**ATTACH** a current criminal records check (original) from local city police or local RCMP detachment (dated within the last three months)

**ARE YOU CURRENTLY OR HAVE YOU EVER BEEN CHARGED WITH A CRIMINAL OFFENCE?**

**No**    **Yes**, provide details

<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.

**PRESENT OCCUPATION**

Occupation \_\_\_\_\_ Employer’s Name \_\_\_\_\_  
Business Tel. \_\_\_\_\_ Address \_\_\_\_\_  
\_\_\_\_\_

**BANKER / CASHIER / CHIP RUNNER / COUNT ROOM STAFF / COUNT ROOM SUPERVISOR**

**(For new, expired applicants or addition of position(s) to current registration)**

This area to be completed by an authorized officer of the licensed Host First Nation Charity [**CIRCLE REQUESTED POSITION(S)**]

I **certify**, that in my opinion, the applicant has the knowledge and skills necessary to perform the duties of a Banker / Cashier / Chip Runner / Count Room Staff / Count Room Supervisor, as specified in the Host First Nations Charitable Casino Policies Handbook.

Officer Signature \_\_\_\_\_ Charity \_\_\_\_\_  
Print Name \_\_\_\_\_  
Date \_\_\_\_\_ Telephone \_\_\_\_\_

CONTINUED

**\*Note: Charity Worker may not hold any other gaming registration.**

**I CERTIFY THAT:**

- All information provided as part of the application is truthful and complete.
- Any criminal charges or convictions will be reported to AGLC immediately.
- I authorize AGLC to undertake a criminal records check or inquire with any police agency to determine my eligibility to be registered as a gaming worker.
- I understand that a false statement or failure to meet AGLC conditions may result in my registration being refused or cancelled.
- I have read and understand the conditions of registration as outlined on page four of this application.

\_\_\_\_\_  
*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 document (i.e. permanent resident card; landed immigration document or current work/study permit).

**ALL APPLICANTS:**

- Attach a current criminal records check (original) from local city police or local RCMP detachment (**dated within the last three months**).
- Attach one current colour photograph (**taken within the last three months as outlined on page one**).

Attach Colour Photo here.

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

**INDUSTRY TRAINING**

AGLC policy requires licensees to ensure their staff have and maintain the SMART certifications required for their position(s). For help or more information, visit <https://smartprograms.aglc.ca/requirements.aspx>, call 1-877-436-6336 or send an email to [info@smartprograms.aglc.ca](mailto:info@smartprograms.aglc.ca)

**Protection of Privacy** – The personal information requested on this form is collected under the authority of Section 33(c) of the *Freedom of Information and Protection of Privacy Act* and will be protected under Part 2 of that Act. The information will be used to determine eligibility for employment for registered gaming workers. Direct any questions about this collection to: AGLC FOIP Coordinator, 50 Corriveau Avenue, St. Albert, AB T8N 3T5, 780-447-8600 or toll free at 1-800-272-8876.

## REGISTRATION CONDITIONS

The *Gaming, Liquor and Cannabis Regulation* states:

- ◆ “Background check” means an inquiry or investigation conducted by AGLC to enable 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.
- ◆ 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, Liquor and Cannabis Act or Regulation*;
  - b) a predecessor of the *Gaming, Liquor and Cannabis Act or Regulation*; or
  - c) a condition imposed on a licence or registration issued or made under the *Gaming, Liquor and Cannabis 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.

### Casino Terms & Conditions and Operating Guidelines

- ◆ A registered charity worker must notify 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, Liquor and Cannabis Act* (Alberta); or
  - g) the *Gaming, Liquor and Cannabis Regulation* (Alberta).
- ◆ If a registered charity 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 charity 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 AGLC must be reported immediately, by:
  - email to [gaming.registrations@aglc.ca](mailto:gaming.registrations@aglc.ca)
  - call 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.

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 identification.

## 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 charity workers shall wear the registration card while on duty. In case of loss, or damage to a card, a \$25.00 replacement fee will be charged. If a registered charity worker does not have a valid registration card, they will not be allowed into the system and therefore cannot be permitted to work.

Registered Charity Workers employed by a licensed charity 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 charity worker registration, 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 AGLC by email to [gaming.registrations@aglc.ca](mailto:gaming.registrations@aglc.ca), or by telephoning AGLC Registrations Unit at 1-800-272-8876.
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 AGLC. The cards will not be replaced when you renew your registration.
7. Failure to renew registration with AGLC will automatically void the CasinoTrack registration card.
8. CasinoTrack cards are the property of AGC and are to be retained by the Registrant, and not by the casino facility.