

50 Corriveau Avenue  
St. Albert, Alberta T8N 3T5

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

Website: aglc.ca

**Please allow two-four weeks for processing**

<b>NAME</b>	_____ Surname	_____ First Name	_____ Middle Name(s) (in full)			
<b>OTHER ALIAS(ES)</b>	_____					
<b>DATE OF BIRTH</b>	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;">Year</td> <td style="width: 20px; height: 20px;">Month</td> <td style="width: 20px; height: 20px;">Day</td> </tr> </table>	Year	Month	Day	<input type="checkbox"/> CANADIAN CITIZEN <input type="checkbox"/> LANDED IMMIGRANT <input type="checkbox"/> OTHER (Describe) _____	
Year	Month	Day				
<b>PLACE OF BIRTH</b>	_____ City	_____ Province	_____ Country			
<b>MAILING ADDRESS</b>	<b>HOME ADDRESS</b> (if different from mailing)					
	_____ Apt #, Street or PO Box	_____ Apt #, Street or PO Box				
	_____ City, Province	_____ Postal Code	_____ City, Province			
	_____ Postal Code		_____ Postal Code			
<b>TELEPHONE</b>	Cell (    ) _____	Home (    ) _____				
<b>EMAIL ADDRESS</b>	_____					

**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.

**I CERTIFY THAT:**

- I authorize the AGLC to undertake a criminal record check or inquire with any police agency to determine my eligibility to be registered as an Electronic Raffle System (ERS) Administrator.
- I have read and understand the conditions of registration outlined on page 3.

\_\_\_\_\_  
*Applicant's Signature*

\_\_\_\_\_  
*Date*

**ALL APPLICANTS MUST ATTACH THE FOLLOWING TO THIS APPLICATION:**

**Identification**

- For first-time applicants born in Canada, a copy of the birth certificate, Canadian Passport, or Indian Status Card.
- For first-time applicants born outside Canada, a copy of the Certificate of Canadian Citizenship or immigration documents (e.g., Canadian passport, permanent resident card, landed immigrant documents, or current work/study permit).
- Current, **original criminal records check** from the local police or local RCMP detachment (obtained within the last three months). A copy of the criminal records check will not be accepted.

**NOTICE TO APPLICANTS**

- Incomplete applications will not be processed.
- Any changes to personal information (e.g. address, surname) must be reported immediately to the AGLC by:
  - email to [gaming.registrations@aglc.ca](mailto:gaming.registrations@aglc.ca)
  - call AGLC at 1-800-272-8876
- Registration is valid up to two years. It is the responsibility of the applicant to ensure renewal of registration prior to expiry.
- Applications will be reviewed throughout the registration period. If an individual fails to comply with AGLC policies or is charged with or convicted of an offence under the *Gaming, Liquor and Cannabis Act*; the Gaming, Liquor and Cannabis Regulation; or criminal offence, the registration may be cancelled.

**Protection of Privacy** – The personal information requested on this form is collected under the authority of Section 33(c) of the *Alberta Freedom of Information and Protection of Privacy Act* and will be protected under Part 2 of that Act. It will be used for the administration of all policies and processes relating to Charitable Gaming Licensing. 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.

## ERS ADMINISTRATOR - REQUIREMENTS

The Electronic Raffle Handbook states:

### 2.5.1 An individual(s) must be designated as the ERS administrator.

The ERS administrator is a volunteer or paid position as designated by the licensed charitable organization (see Subsection 2.5.2). The ERS administrator must have a level of expertise and requisite training in the operation of the ERS hardware and software (event set-up, reports generation, troubleshooting, etc.).

### 2.5.2 As defined in section 1 of the Electronic Raffle Handbook, an "electronic raffle system administrator" (or ERS administrator) means a volunteer or paid individual who manages the operation of the ERS hardware and software:

- a) In the case of a volunteer ERS administrator, where the authorized TTV of the raffle is \$100,000 or more the charitable organization must provide with the licence application a criminal record check (dated within the last three months of the application) for the volunteer ERS administrator.
- b) In the case of a paid ERS administrator, where the authorized TTV of the raffle exceeds \$20,000, the paid ERS administrator must hold a valid raffle worker registration as an ERS administrator (see Section 10.2 of The Electronic Raffle Handbook) prior to commencing their duties.

For the purposes of subsection (2.5.2 above), a person does not pass a records check if the person:

- a) 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);
  - ii. an offence under the *Controlled Drugs and Substances Act* (Canada), other than under section 4(1) of that Act for possession of any substance included in Schedule II to that Act, or
  - iii. an offence under a foreign Act or regulation that, in the opinion of the Board, is substantially similar to an offence referred to in sub-clause i. or ii.

and, in the opinion of the Board, the offence is sufficiently serious that it may detract from the orderly or lawful conduct of activities authorized by an electronic raffle licence;

- b) has, within the five years prior to being employed by an electronic raffle licensee, been serving a term of imprisonment of three years or more; or
- c) in the opinion of the Board, has committed any act that is contrary to the public interest or that detracts from the integrity with which electronic raffle-related activities are to be conducted in Alberta.

An ERS Administrator must notify the AGLC and the 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 *Income Tax Act* (Canada);
- e) the *Controlled Drugs and Substances Act* (Canada);

- f) a foreign Act or Regulation that is substantially similar to an offence referred to in a), b), c), d) or e) above
- g) the *Gaming, Liquor and Cannabis Act* (Alberta) or *Gaming, Liquor and Cannabis Regulation* (Alberta)

If an ERS Administrator is charged or convicted, as described above, the AGLC may take action including, but not limited to, refusal to register, or suspension or cancellation of the registration.

2.5.3 Training must be provided to the licensed charitable organization and ERS administrator(s) by the registered gaming supplier in the use of the equipment and software it supplies. This includes, but is not limited to, the computer identified as the server, stationary computer terminals/kiosks, a random number generator, handheld computing devices, and all printers.

2.5.4 An ERS administrator must be:

- a) available during ticket sales and present at the draw to offer assistance with the system and volunteers; and
- b) present during a bearer ticket raffle event.

2.5.5 All equipment must be set up prior to the event and the ERS administrator must verify that the ERS is working properly, networks are connected, and the system is configured with event details (date, time, etc.).

2.5.6 Once the ERS is configured and the raffle event is live, only the ERS administrator may:

- a) add or remove authorized accounts to access the ERS (see Subsection 2.6 of the Electronic Raffle Handbook). Any changes made to the ERS must be logged;
- b) provide a temporary password to permit remote access for technical support on the ERS. A discrepancy report, identifying the individual given access and the reason for granting access, must be submitted to AGLC immediately;
- c) restart equipment and adjust settings/parameters during the raffle; and
- d) compile the draw and ensure all eligible electronic entries are available for selection, if an RNG is being used.

The Electronic Raffle Handbook is available at [aglc.ca](http://aglc.ca).

Any changes to personal information must be reported to the AGLC immediately in writing by email to [gaming.registrations@aglc.ca](mailto:gaming.registrations@aglc.ca) or by calling 780-447-8600 or toll-free at 1-800-272-8876.

### NOTICE TO APPLICANTS

Registration is subject to all information provided on the application being truthful and complete.

The registration could be suspended or cancelled if an individual fails to comply with the above, is charged with, or convicted of, a criminal offence.

### RE-APPLYING

Registration can only be completed by reapplying. When reapplying, you will not be required to provide identification.