

Submit

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## Registration Application for Gaming Worker – Licensed Bingo Facility

Please allow two-four weeks for processing.

### Application Status

|   |   |   |
|---|---|---|
| <input type="checkbox"/> First-time Application | <input type="checkbox"/> Re-applying for Registration No. _____ | <input type="checkbox"/> Amend Registration No. _____ |
|---|---|---|

### Position(s) Applied For

|   |  |  |  |
|---|--|--|--|
| <input type="checkbox"/> Bingo Event Worker | <input type="checkbox"/> Security Guard<br><input type="checkbox"/> Bookkeeper | <input type="checkbox"/> Hall Manager<br><input type="checkbox"/> Assistant Hall Manager | <input type="checkbox"/> Pull Ticket Manager |
|---|--|--|--|

|   |   |                       |
|---|---|-----------------------|
| Surname (Please Print)  | First Name                                  | Middle Name (in full) |
| Other Alias(es)   |   |                       |
| <i>A Registered Gaming Worker must be a Canadian citizen, permanent resident, landed immigrant or a citizen of a foreign country who has received a work/study permit from Federal authorities.</i> |   |                       |
| <input type="checkbox"/> Canadian Citizen   | <input type="checkbox"/> Other (Describe)   |                       |
| Date of Birth (Year/Month/Day)  | Place of Birth (City/Town/Province/Country) |                       |

|   |               |          |             |
|---|---------------|----------|-------------|
| Mailing Address (Include Apt. # or Suite # if applicable) | City/Town     | Province | Postal Code |
| Contact Phone   | Email Address |          |             |

|  |           |          |             |
|--|-----------|----------|-------------|
| <input type="checkbox"/> Same as mailing address |           |          |             |
| Home Address                                     | City/Town | Province | Postal Code |

| Are you currently or have you ever been charged with a criminal offence? If YES, provide details. <input type="checkbox"/> Yes <input type="checkbox"/> No |                               |         |         |
|--|-------------------------------|---------|---------|
| Date of Charge or Conviction   | Place of Charge or Conviction | Offence | Outcome |
|  |                               |         |         |
|  |                               |         |         |

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.

Bingo Event Worker

Security Guard

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

For all applicants other than a currently registered Hall Manager, the information below must be completed by the facility Hall Manager. For currently registered Hall Managers seeking approval to become registered for positions noted below, the information must be completed by the Bingo Association President.

**I certify**, that in my opinion, the applicant has the knowledge and skills necessary to perform the duties of the position/s selected above, as specified in the Commercial Bingo Handbook.

Signature

Facility

Telephone

Full Name (Please Print)

Date (Year/Month/Day)

Registration Number

Hall Manager

Bookkeeper

Assistant Hall Manager

Pull Ticket Manager

**For new, expired applicants or addition to current registration**

This area to be completed by the Bingo Association President.

**I certify**, that in my opinion, the applicant has the knowledge and skills necessary to perform the duties of the position/s selected above, as specified in the Commercial Bingo Handbook.

President’s Signature

Facility

Telephone

Full Name (Please Print)

Date (Year/Month/Day)

Registration Number

**ALL APPLICANTS MUST ATTACH BOTH OF THE FOLLOWING TO THIS APPLICATION**

**1. Identification:**

- For first time applicants born in Canada, attach a copy of one of the following: birth certificate, Canadian passport, government issued Indian Status Card, Alberta Identification Card or Drivers Licence..
- For first-time applicants born outside Canada, a copy of one of the following Immigration documents: Canadian passport, Permanent Resident Card, landed immigration document, current work/study permit, or official Canadian Citizenship Certificate (front and back).

**2. Criminal Records Check:**

- Current criminal records check from local City police or local RCMP detachment (dated within three months of issue).
- Online or third party criminal records checks will NOT be accepted with the exception of Edmonton Police Service (EPS) [www.edmontonpolice.ca/CommunityPolicing/OperationalServices/PoliceInformationCheck](http://www.edmontonpolice.ca/CommunityPolicing/OperationalServices/PoliceInformationCheck) or Calgary Police Service (CPS) [www.calgary.ca/cps](http://www.calgary.ca/cps).

**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 [smartprograms@aglc.ca](mailto:smartprograms@aglc.ca)

**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

**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.

Your personal information is protected by Alberta's FOIP Act and can be reviewed upon request.

**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

**AGLC Contact Information**

50 Corriveau Avenue  
St. Albert, Alberta T8N 3T5

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

Website: [aglc.ca](http://aglc.ca)  
Email: [gaming.registrations@aglc.ca](mailto:gaming.registrations@aglc.ca)

## Registration Conditions

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1. The Gaming, Liquor and Cannabis Regulation states:
2. “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.
3. AGLC may conduct any background check that it considers necessary or appropriate.
4. The Board may refuse to register an applicant if the applicant, or any of the applicant’s associates, fail to pass a records check.
5. A person does not pass a records check if the person:
  - 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 *Income Tax 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 Board’s opinion, is substantially similar to an offence referred to in subclause i) or ii).
 

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.
6. 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.
7. 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 key employees or associates or any other person or entity 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.

### Commercial Bingo Handbook

1. A registered gaming worker must notify AGLC and the bingo 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 *Income Tax Act* (Canada);
  - e) the *Controlled Drugs and Substances Act*;
  - 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
  - h) the *Gaming, Liquor and Regulation* (Alberta).

2. 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.
3. 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.
4. Any changes to personal information must be reported to AGLC immediately by email to [gaming.registrations@aglc.ca](mailto:gaming.registrations@aglc.ca) or by calling the Registrations Unit at 780-447-8600 or toll free 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.