

## Registration Application for Host First Nation Charity Worker

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. _____
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### Position(s) Applied For

<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	

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 <b>"Yes"</b> 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 <b>"No"</b> 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.

**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

[CHECK REQUESTED POSITION(S)]

<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	

I **certify**, that in my opinion, the applicant has the knowledge and skills necessary to perform the position/s selected above, as specified in the Host First Nations Charitable Casino Policies Handbook.

Officer Signature	Charity
	Telephone
Full Name (Please Print)	Date (Year/Month/Day)

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

**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

The Gaming, Liquor and Cannabis Regulation states:

- 1) “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.
- 2) AGLC may conduct any background check that it considers necessary or appropriate.
- 3) The Board may refuse to register an applicant if the applicant fails to pass a records check.
- 4) 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) 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
  - b) has, within the five years prior to the submission of the application, been serving a term of imprisonment of three years or more.
- 5) 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.
- 6) 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.

### **Host First Nation Charitable Casino Policies Handbook**

- 1) 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 *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 Cannabis Regulation (Alberta).

- 2) 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.
- 3) 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.
- 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.

## 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 online 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 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. AGLC may, at its discretion charge a \$25 fee to replace lost, stolen or damaged cards.
5. Cards may be hole-punched in order to attach to your current name tag. 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 AGLC and are to be retained by the Registrant and not by the casino facility.