

50 Corriveau Avenue  
St. Albert, Alberta T8N 3T5

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

Website: www.aglc.gov.ab.ca

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

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

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

**PLEASE PRINT CLEARLY (Additional space available on page 6)**

Full Name _____ <i>Surname</i>	Residence Address _____ <i>Street</i>
_____ <i>Given Names</i>	_____ <i>City</i> _____ <i>Province</i> _____ <i>Postal Code</i>
Maiden name, or any other former names: _____ _____	Tel. No. (Res) _____ Tel. No. (Cell) _____ Fax. No. _____
Country of Birth _____ <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>	Mailing Address _____ _____ <i>Street</i>
Date of Birth _____ <i>Date Month Year</i>	_____ <i>City</i> _____ <i>Province</i> _____ <i>Postal Code</i>
Place of Birth _____ <i>City/Town Province/Territory</i>	Previous Addresses for Last Two Years _____ _____ _____
Citizen of: _____ <i>Country</i>	_____
Citizenship Status: <input type="checkbox"/> Canadian Citizen <input type="checkbox"/> Landed Immigrant	_____
<input type="checkbox"/> Other (describe) _____	_____
Date you became a Canadian Citizen: _____	_____
<b>ATTACH:</b>	_____ <i>Height</i> _____ <i>Weight</i> _____ <i>Hair Color</i> _____ <i>Eye Color</i>
<ul style="list-style-type: none"> <li>For first-time applicants born in Canada, attach original birth certificate or original Certificate of Indian Status Card. For first-time applicants born outside of Canada, attach original Certificate of Canadian Citizenship or Immigration documents (i.e., permanent residence card; landed immigrant documents or current work visa). True copies, properly sworn to, may be provided. (Note: <i>Original Documents will be returned by certified mail.</i>)</li> </ul>	<ul style="list-style-type: none"> <li>One current color photograph. One full, front view of head without head covering 1.5" x 1.5" (passport size) clear color 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.</li> <li>Current security clearance (original) provided by RCMP or local police (dated within the last 3 months).</li> </ul>

CONTINUED

**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 and 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 (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 Operator / Operator Representative, as specified in Casino Terms & Conditions and Operating Guidelines.

Games Manager  
 Signature \_\_\_\_\_ Facility \_\_\_\_\_  
 Print Name \_\_\_\_\_ Facility Address \_\_\_\_\_  
 Registration # G- \_\_\_\_\_  
 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 your nearest Regulatory Division office to arrange for the testing.

**Renewal:**

A minimum of 112 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). Provide dates, locations, licensee's name, and number of games of the last four casino events worked.

Date	Location	Licensee's Name	Number of Games

Date	Location	Licensee's Name	Number of Games

**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 \_\_\_\_\_

CONTINUED

## CASINO SECURITY GUARD

This area to be completed by a Director; Shareholder; Games Manager; Director/Manager of Security or authorized officer of the casino facility licensee. **Note: Third Party Security guard registration expires annually on December 31<sup>st</sup>. Security guard personnel may not hold any other gaming registration.**

Signature \_\_\_\_\_

Facility \_\_\_\_\_

Print Name \_\_\_\_\_

Facility Address \_\_\_\_\_

Registration #/Title \_\_\_\_\_

Date \_\_\_\_\_

Telephone \_\_\_\_\_

**\*It is mandatory that third party, contracted security guards be licensed under the *Private Investigators and Guards Act* through the Alberta Solicitor General's office.**

Have you made application to the Alberta Solicitor General for licensing under the Private Investigators and Security Guards Act?  Yes  No

If yes, please indicate the date the application was made \_\_\_\_\_

### ATTACH:

- One current color photograph (taken within last 3 months as outlined on page 1).
- Original birth certificate, certificate of Indian Status card, Canadian citizenship or immigration documents (i.e., permanent residence card or landed immigrant documents or current work visa). To protect your documents, we recommend you forward them by registered mail. These will be returned to you by certified mail.
- Photocopy of current Private Investigators and Security Guards licence (if applicable) properly sworn to.

## SURVEILLANCE MANAGER

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

Signature \_\_\_\_\_

Facility \_\_\_\_\_

Print Name \_\_\_\_\_

Facility Address \_\_\_\_\_

Registration #/Title \_\_\_\_\_

Date \_\_\_\_\_

Telephone \_\_\_\_\_

CONTINUED

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

This area to be completed by the Gaming Terminal 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 Operator, as specified in Racing Entertainment Centre Terms & Conditions and Operating Guidelines.

Signature \_\_\_\_\_

Facility \_\_\_\_\_

Print Name \_\_\_\_\_

Facility Address \_\_\_\_\_

Date \_\_\_\_\_

Telephone \_\_\_\_\_

**REC MONITOR ROOM PERSONNEL**

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 # \_\_\_\_\_

Date \_\_\_\_\_

Telephone \_\_\_\_\_

**REC SECURITY GUARD**

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 \_\_\_\_\_

**REC SURVEILLANCE MANAGER**

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

Signature \_\_\_\_\_

Facility \_\_\_\_\_

Print Name \_\_\_\_\_

Facility Address \_\_\_\_\_

Registration #/Title \_\_\_\_\_

Date \_\_\_\_\_

Telephone \_\_\_\_\_

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## REGISTRATION CONDITIONS

The *Gaming and Liquor Regulation* states:

- ◆ “Background check” means an inquiry or investigation conducted by the Commission to enable the Commission 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 Commission 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 Commission 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 Commission must be reported immediately in writing, by fax (780) 447-8911 or by telephoning the Commission Registration Clerk at (780) 447-8835.

### 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 Commission 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 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 at 1-800-742-7818 or Fax (780) 447-8912. When calling, 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 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.