

## Who Must Complete This Application?

All supplier gaming employees must use this form to apply for renewal of their certification of registration.

## General Information

1. Print or type your responses. You must answer every question in this application. Incomplete applications will be returned.
2. A passport-type photo is to be attached to this application. You can also email a photo of yourself (jpg format only) to [registration@slga.gov.sk.ca](mailto:registration@slga.gov.sk.ca). The photo should be head and shoulders only.
3. Give this completed form to your employer. They are responsible for submitting the application to SLGA. Do not send this form directly to SLGA.
4. If SLGA identifies areas of concern in the review of your application, it will initiate an interview or investigation to establish your suitability to be registered as a supplier gaming employee. Through the interview or investigation process, SLGA will gather any information it considers necessary and may request additional information from you, including character references, employment history, etc. By signing the attached consent, you are agreeing that SLGA may collect and use this information.
5. Any personal information that you provide to SLGA is confidential. SLGA is required under *The Freedom of Information and Protection of Privacy Act*, to protect the confidentiality of personal information in its possession and control, and to use it only for the purposes for which it was collected.
6. You are required to inform SLGA within 7 days of any changes to the information you supplied or that might affect your registration. Changes that you must report include, but are not limited to, change of address, new charges, convictions, findings of guilt, and/or you are the subject of a gaming investigation by a regulatory agency, other than as an applicant for registration/licensing purposes.
7. If approved, SLGA will mail you a new identification tag that will contain your photo, name and name of employer. The identification tag will be valid for one year, unless an earlier date is indicated. The identification tag must be carried on your person when entering any Saskatchewan gaming locations.
8. The fee to register is [available here](#). You or your employer will be notified for future annual fee payments. Failure to remit the annual fee may result in cancellation of the registration.
9. If you have questions regarding the registration requirements or general information found in this form, please contact the Gaming Integrity Branch - Saskatchewan Liquor and Gaming Authority at phone: (306) 787-1771, fax: (306) 798-0052 or by email [registration@slga.gov.sk.ca](mailto:registration@slga.gov.sk.ca).

## Qualifying For Registration

To qualify for and retain a registration as a gaming supplier employee, an applicant must be of good character and have suitable training and experience. SLGA determines if an applicant is of good character by reviewing aspects of his/her personal, financial and criminal history. To determine if an applicant has suitable training and experience, SLGA relies on the applicant's prospective employer to ensure that suitable training necessary to perform the job has been or will be provided. SLGA may also request additional information or, if necessary, interview the applicant, in order to verify that the qualification requirements are being met. SLGA may verify a person's qualifications at any time.

## Suitability Factors

SLGA considers a number of factors in order to determine an applicant's suitability to be a gaming supplier employee. The main factors that SLGA considers are the existence of a criminal history, disclosed relevant information, failing to disclose relevant information, outstanding charges or warrants, and civil and bankruptcy claims. In all cases, SLGA will consider these factors in conjunction with the nature of the job they applied for.

### Criminal History

The assessment of an applicant's criminal history is one of a number of critical factors in determining suitability. A criminal history is not the same as a criminal record. A criminal history includes criminal investigations, interviews, detentions, arrests as well as charges that may or may not have resulted in a conviction. Even if a person was found not guilty or if charges were dismissed or stayed, the charges still form part of an individual's criminal history. A criminal history also includes charges that were dealt with through an Alternative Measures Program or resulted in a suspended sentence, conditional or absolute discharge. A criminal history by itself does not disqualify someone from being registered. If an applicant has a criminal history, SLGA will consider the nature of the charge(s) or conviction(s), the circumstances of the offences, sentences imposed by the court, length of time since the last offence and evidence of rehabilitation or treatment.

SLGA may not process an application if the applicant has an outstanding warrant or charge that could potentially result in a denial of a registration. Warrants or charges may need to be cleared (fully resolved through the courts) before SLGA will make a determination of suitability. SLGA may also initiate an investigation or personal interview to determine suitability following the resolution in court.

**All gaming supplier employee applicants who are not citizens or naturalized citizens of Canada and who reside outside of Canada must provide a *Criminal Record Check* from their local police agency. SLGA will accept any form prescribed and completed by the police agency or they can use the SLGA form titled Consent to a Criminal Record Check and submit that form to the police agency for completion. A copy of the SLGA form is attached to the back of this form. Fingerprint submissions are not required.**

### Failure to Disclose

Failing to disclose reflects negatively on a person's character, as it brings into question his/her honesty. SLGA may deny or cancel a registration if a person fails to disclose information relevant to the application or registration.

SLGA will conduct reviews of all registered gaming supplier employees as required. The review may include a new criminal record check. Therefore, it is important for gaming supplier employees to disclose any changes to their initial application that may impact their registration as soon as the changes occur. Although the circumstances of a new charge may not affect a gaming supplier employee's suitability, failure to disclose the information would be considered a breach of the terms and conditions and the gaming supplier employee could be subject to disciplinary action including, but not limited to, suspension or cancellation of the registration.

### Civil and Bankruptcy Claims

SLGA must determine if the reason for the civil claim or bankruptcy may put the employer's assets and the integrity of gaming at risk.

### Other Considerations

SLGA will also consider if an applicant or employee has displayed conduct that suggests a lack of good character; has provided false or misleading information; has a history of problem gambling, alcohol or drug abuse; has recently been denied a similar license in another jurisdiction; or has been found to be under the influence of alcohol or an illicit drug while working.

**Part 1 – Personal Information**

Legal first, middle and surname:		Name to appear on your tag:	
Home phone:	Work/business phone:	Cell phone:	
Email address:			

**Part 2 – Residential Information**

Have you moved in the last 3 years?

- No – proceed to Part 3  
 Yes – provide the information requested below

Mailing address:			
Home street address (if different from mailing address):			
City:	Province/State:	Country:	Zip/Postal code:

**Part 3 – Employer/Supplier Information**

Name of the registered supplier to whom you are contracted or employed:			
Supplier contact name:		Supplier contact phone:	
Mailing address of the supplier:			
City:	Province/State:	Country:	Zip/Postal code:

**Part 4 – Gaming History**

1. Since your last application, have you had a gaming permit, licence, certificate or similar qualification refused, suspended, revoked or withdrawn in any jurisdiction?

- No – proceed to Part 5
- Yes – provide the information requested below (attach as an appendix if necessary)

Type of license	Name and address of jurisdiction	Date	Reason

### Part 5 – Criminal History

You must disclose all criminal investigations, arrests, charges and convictions regardless of the outcome. Even if you were found not guilty or if charges were dropped, you must report all contact you've had with any enforcement agency.

Since your last application, have you been investigated, arrested, detained, interviewed, charged or convicted of an offence (such as criminal, drug, gaming, customs, income tax or any offence related to any government assistance program) in any jurisdiction?

- Yes – provide the information requested below
- No – proceed to the next question

If 'yes', provide the date and place of investigation, detention, charge or conviction, the description of the offence(s), the circumstances surrounding each incident, the disposition of sentence and the name of investigating police agency or enforcement body. Attach as an appendix if necessary.

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To your knowledge, do you have any charges or warrants outstanding or pending in any jurisdiction?

- Yes – provide the information requested below
- No – proceed to Part 6

If 'yes', provide the date and place of the investigation, charge, the description of the offence(s), the circumstances surrounding the incident, and the name of investigating police agency. Attach as an appendix if necessary.

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### Part 6 – Bankruptcy

Since your last application, have you made an assignment into bankruptcy, been petitioned into bankruptcy or filed a proposal under the *Bankruptcy and Insolvency Act*?

- Yes – provide the information requested below
- No – proceed to Part 7

If 'yes', provide the date file, reason for bankruptcy, details and date of discharge and the name of the trustee. Attach as an appendix if necessary.

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The Saskatchewan Liquor and Gaming Authority (SLGA) is required to collect personal information for the purpose of registering prospective and current gaming employees. This information is collected under *The Alcohol and Gaming Regulation Act, 1997*. In order to comply with requirements set forth in *The Alcohol and Gaming Regulation Act, 1997* and *The Gaming Regulations, 2007*, the following consent form allows SLGA representatives to verify or investigate the information provided in this registration application. SLGA is required under *The Freedom of Information and Protection of Privacy Act* to protect the confidentiality of such information in its possession and control, and to use the information only for the purpose for which it is collected. SLGA will retain the personal information on this form only as long as it is necessary to fulfill the purposes for which it was collected and in accordance with approved mandatory retention policies and schedules established with cooperation of the Saskatchewan Archives Board under *The Saskatchewan Archives Act*.

**I THE APPLICANT OR REGISTRANT HEREBY:**

(a) consent to the direct and indirect collection from any source and to the use by the Saskatchewan Liquor and Gaming Authority (SLGA) of all personal, financial, business, general, or criminal information or documents that SLGA may reasonably require to determine the prerequisites under *The Alcohol and Gaming Regulation Act, 1997* and *The Gaming Regulations, 2007* to grant and maintain a gaming regulator certificate of registration to the applicant, namely whether the applicant:

- (i) is of good character; and
- (ii) has suitable training or experience;

(b) consent to the release by SLGA of any information authorized to be collected pursuant to clause (a), to any law enforcement agency, other gaming jurisdiction or agency with which SLGA has a formal arrangement or agreement;

(c) consent to the release to SLGA by all persons, including but not limited to all federal, provincial, or municipal licensing bodies and departments, police services, law enforcement agencies, the registrar in bankruptcy, Canada Revenue Agency, credit bureaus, financial institutions, professional and industry associations, former and current employers, of all personal, financial, business, general or criminal information or documents that SLGA reasonably determines it requires respecting this application;

(d) release all persons referred to in paragraph (c) including their officers, agents and employees, from all liability respecting the release of information to SLGA pursuant to paragraph (c);

(e) acknowledge and understand that a photocopy of this document will have the same force and effect as the original;

(f) understand that the consent is in effect for as long as I hold a certificate of registration and for any registration renewals; and

(g) certify that the information provided in this application is accurate, correct and true. I understand that if any of the information provided in this application is not accurate, correct and true, SLGA may deny my application or may subsequently revoke my gaming registration. I further understand that if any of the information provided in this application is fraudulent, I may be subject to prosecution under the *Criminal Code of Canada*.

I have read and understand the above statement.

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First and Last Name

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Date

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Gaming Location/Company

**SUBMIT RENEWAL**

This form may be submitted by email to SLGA: [Registration@slga.gov.sk.ca](mailto:Registration@slga.gov.sk.ca)