

Who Must Complete This Application?

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

General Information

1. Print or type your responses. You must answer every question in this application. Incomplete applications may 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. The photo should be head and shoulders only.
3. If SLGA identifies areas of concern in the review of your application, it will initiate an investigation to establish your suitability to renew your registration as a 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.
4. 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 the information only for the purpose for which it is collected.
5. You are required to inform SLGA within 7 days of any changes to the information you supplied that might affect your registration. Changes you must report include, but are not limited to, a change of address, new charges, convictions, findings of guilt and civil or bankruptcy proceedings.
6. If your renewal application is approved, SLGA will mail your registration tag (containing your photo, name, job category and registration number) and approval letter to the gaming location identified in Part 2 of your application. The tag will be valid for three years, unless an earlier date is indicated. If you lose your tag, you will be charged a \$10 fee to have it replaced.
7. 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.
8. If you have any questions regarding the registration process or any of the information found in this form, please contact the Gaming Integrity Branch - Saskatchewan Liquor and Gaming Authority at phone: (306) 787-1897, fax: (306) 798-0052 or email: registration@slga.gov.sk.ca.
9. Send your completed form, passport-type photo and fee to:
Gaming Integrity Branch - Registration
Saskatchewan Liquor and Gaming Authority
P.O. Box 5054, S4P 3M3 (mailing address)
2500 Victoria Ave, S4P 3X2 (courier address)
Regina, Saskatchewan

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:	Postal code:

Part 3 – Employer and Category Information

Has your employer and/or job category information changed?

- No – proceed to Part 3
 Yes – provide the information requested below and have your employer complete Part 10 (*Certification of Training and Experience*)

Name of employer:	
Site of employment:	Job title:
Employment category: <input type="checkbox"/> Bingo Event Manager (manager, assistant manager and/or session supervisor) <input type="checkbox"/> Charitable Gaming Employee (caller, floor runner, cashier, administration and finance) <input type="checkbox"/> Western Canada Lottery Corporation (WCLC) <input type="checkbox"/> Casino <input type="checkbox"/> Other (description of position): _____	

Part 4 – Employment

1. Since your last application, have you been terminated from a job due to misconduct (such as theft, fraud, etc.)?

No – proceed to Part 5

Yes – provide the information requested in the area provided (attach as an appendix if necessary)

Position	Name and address of employer	Date of termination (mmm/yyyy)	Reason

Part 5 – Gaming History

1. Since your last application, have you applied to a gaming agency in Saskatchewan or any other province, state or country for a gaming permit, licence, certificate or other similar qualification?

No – proceed to the next question

Yes – provide the information requested below (attach as an appendix if necessary)

Type of licence	Name and address of jurisdiction	Date of approval	Conditions/stipulations

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

No – proceed to the next question

Yes – provide the information requested below (attach as an appendix if necessary)

Type of licence	Name and address of jurisdiction	Date	Reason

3. Do you or any of your relatives have a financial or ownership interest in any gaming activity or enterprise?

No – proceed to the next question

Yes – provide the information requested below (attach as an appendix if necessary)

Name	Relationship to you	Type of financial or ownership interest

4. Do any of your immediate or extended family members (like parents, spouse/partner, children, siblings, aunts, uncles, in-laws) currently work at the location at which you are employed?

No – proceed to Part 6

Yes – provide the information requested below (attach as an appendix if necessary)

Name	Relationship to you	Location	Position(s) they hold

Part 6 – Criminal History

The following questions pertain to your criminal history. A criminal history may include criminal investigations, interviews, detentions, arrests and charges that may or may not have resulted in a conviction. Any statements regarding a criminal history will be verified through a criminal record check by SLGA.

Answer 'yes' to the questions if:

- i) you were charged and convicted of a criminal offence, including drinking and driving offences;
- ii) the charges were dismissed or subsequently downgraded to a lesser charge;
- iii) the charges were stayed;
- iv) you received a conditional discharge;
- v) you completed an alternative measures or other similar program;
- vi) you were charged but not convicted; or
- vii) the investigation, charges or offence happened in another jurisdiction/province/country.

Answer 'no' to the questions if:

- i) you received a pardon under *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 or
- ii) you have never been investigated, arrested, detained, interviewed, charged or convicted of an offence.

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 details (eg. date and place of investigation, detention, arrest, charge or conviction, the description/circumstances of the offence(s), the disposition of sentence and the name of investigating police agency or enforcement body). Attach as an appendix if necessary

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 7

If 'yes', provide the details (eg. date of charge/offence(s), description/circumstances of the offence(s), and the name of investigating police agency or enforcement body). Attach as an appendix if necessary.

Part 7– Civil Proceedings

Since your last application, have you been a defendant in a civil suit based in whole or in part on fraud, deceit, misrepresentation, breach of trust or similar conduct?

Yes – provide the information requested below No – proceed to Part 8

If 'yes', provide the details (eg. date of lawsuit; a description of the lawsuit, including court file number and the names of other parties named in the lawsuit; the outcome of lawsuit, and the name and address of court). Attach as an appendix if necessary.

Part 8 – 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 9

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

Part 9 – Counselling or Treatment

Since your last application, have you taken some type of counselling or treatment recently that might reflect favourably on your application to renew your registration? Counselling or treatment includes, but is not limited to, drug or alcohol treatment, anger management, marriage or family and/or financial counselling.

Yes – provide the information requested below Do not wish to disclose No – proceed to Part 10

If 'yes', provide the type of counselling or treatment and the name and address of the agency the counsellor is employed by.

Part 10 – Certificate of Training and Experience (to be completed if your category has changed in the last 3 years)

If your employment category has changed in the last 3 years, have your employer completed the following:

Please print

I _____ hereby certify that _____
Name and position of employer Name of applicant

has been provided with an offer or a conditional offer of employment by _____ as a
Name of employer

Position to be held by the applicant

I further certify that I have confirmed the identity of the applicant and that the applicant has or will be provided with the necessary training to do the job for which the applicant has applied for registration. The applicant will not work in any capacity requiring registration until they are registered by SLGA.

Signature _____ Date _____

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.

First and Last Name

Date

Gaming Location/Company

SUBMIT RENEWAL

This application must be submitted to SLGA for further processing. This can be done by either clicking the "Submit to SLGA" button or by manually attaching this completed form to an email and sending it to Registration@slga.gov.sk.ca. If you have additional supporting documents that need to be sent along with your application then choose the manual email option and attach all of the required supporting documentation.

Before submitting your application you acknowledge that you must submit:

A passport-type photo

Application Fee (if applicable, contact SLGA or your employer for information)
