



SOUTH DAKOTA COMMISSION ON GAMING

120 Industrial Drive, Suite 1 • Spearfish, SD 57783
(605) 578-3074 • dor.sd.gov/gaming

Dear Applicant:

Enclosed is an instruction sheet and application for a Hub Employee license. This information is necessary to complete your background investigation prior to licensing. Read the instructions and the questions carefully and provide all information as requested. If you have any questions regarding the completion of the application call the South Dakota Commission on Gaming at (605) 578-3074 with your question(s).

This application must be returned to the address above along with a check or money order for \$35, which is non-refundable, and two fingerprint cards. These cards must be obtained from the Commission office in Spearfish. Your fingerprints must be taken by a law enforcement agency which may charge a fee. We recommend that you contact the agency at which you intend to have your fingerprints taken regarding fees and hours of operation.

Upon completion of your background investigation, a determination of your suitability will be made and you will be notified of that decision. If you are approved for a Hub Employee license, you will be instructed

on how get your license. This Hub Employee license is renewal each year before December 31st for \$20. If you have any question or concerns, you may contact our office at the above address.

Cordially,

Mark Heltzel
Executive Secretary

INSTRUCTIONS FOR HUB EMPLOYEE APPLICATION

1. All information requested on a South Dakota Commission on Gaming form SDCG-1 must be completed.

You must understand that during the licensing process a thorough investigation of your background will be conducted. This license is a privilege, not a right. **To be found suitable you must be thoroughly honest on your application.** An applicant for any license has the burden of proving their qualifications, by clear and convincing evidence, to the Commission prior to being found suitable for licensing.

This application asks you a number of questions concerning ANY arrests; "have you ever been arrested, served with a criminal summons, charged with or convicted of ANY crime or offense in any manner?" The instructions then advise you to explain ALL such arrests or charges, regardless of the outcome.

If you are unclear about what you need to disclose, please contact the SD Commission on Gaming office at (605) 578-3074, with your question(s), There **is no excuse not to disclose all required information.** You will not necessarily be denied a license if you have been arrested, but you can be denied if you fail to disclose the information requested. You may also become the subject of a criminal investigation that will be submitted to the local States Attorney for prosecution. Under South Dakota law SDCL 42-7B-41 any person who knowingly makes a false statement on the application is guilty of a felony.

2. Please review and sign South Dakota Commission on Gaming Forms SDCG2-2 & 2-3. This authorizes the South Dakota Commission on Gaming or agents of the Division of Criminal Investigation to complete an investigation of financial history.
3. Please review and sign South Dakota Commission on Gaming form SDCG2-4. This authorizes the Commission on Gaming or the Division of Criminal Investigation to complete a check of criminal records on you.
4. Please contact the South Dakota Commission on Gaming office at (605)578-3074 so we can send you the two required cards that your local law enforcement agency can use in completing the fingerprint requirements.
5. South Dakota Commission on Gaming Form 2-5 is to be completed by the law enforcement officer taking your fingerprints.
6. **Send application, \$35 license fee and fingerprint cards to;**

**SD COMMISSION ON GAMING
120 Industrial Drive, Suite 1
Spearfish, SD 57783**

SOUTH DAKOTA COMMISSION ON GAMING

South Dakota Commission on Gaming
 120 Industrial Drive, Suite 1
 Spearfish, SD 57783
 Tele: (605) 578-3074

**INDIVIDUAL
 HISTORY
 APPLICATION
 FORM FOR
 HUB LICENSE**

**DO NOT WRITE HERE
 FOR OFFICE USE ONLY**

CONTROL # _____

This form must be completed by each employee involved in gambling for a retail license.
 This form may be duplicated.

Business Name (Business where you might be working) _____

What will you be doing for this business? _____
 What position will you hold? _____

Last Name				First Name				Middle Name			
Alias (i.e. Nicknames, Maiden Name, Other Name Changes:								Home Telephone #:			
Date of Birth						Place of Birth (City, County, State)					
Soc. Security No.		Sex	Color of Hair	Color of Eyes	Weight	Height	Driver's Lic. No. & State of Issue				

Scars, tattoos or distinguishing marks and/or characteristics: _____

List all addresses where you have lived for the last five years starting with your current address. (Attach separate sheet if necessary.)

Street and Number: Present:	City/State/Zip:	From:	To:
Previous:			
Previous:			
Previous:			

Name of Spouse, if any:		AKA (Also known as, i.e. maiden name/nickname, etc.)	
Spouse's Date of Birth:	Place of Birth:	Spouse's Social Security Number	Spouse's Occupation

U.S. Citizen? ☐ Yes ☐ No If "NO," attach details If Alien, Reg. Number _____
 S.D. Resident? ☐ Yes ☐ No
 If Naturalized, Certificate number _____ Place _____ Date _____

Name of present employer, if different from business name:	Occupation or Title

List names of all relatives who are employees of the South Dakota Commission on Gaming _____

Bank Reference:

Bank Address:

List two (2) credit references. (Include Account Number)

(1)

(2)

Do you consent to an investigation of your background and police records and to waive any rights or causes of action that you may have against the South Dakota Commission on Gaming and any other individual or agency disclosing or releasing said information to the South Dakota Commission on Gaming? ☐ Yes ☐ No

NOTE: IF YOUR ANSWER IS YES TO ANY OF THE FOLLOWING QUESTIONS, PLEASE FURNISH DETAILS TO EACH ANSWER ON THE ADDITIONAL INFORMATION SHEET BE COMPLETE WITH YOUR ANSWERS

✓ Arrests, Detentions, and Litigation: (Include **ALL ARRESTS** -even those which you were not convicted or charges were later dismissed)

Have you ever been questioned, detained, indicted, arrested, convicted, or summoned to answer for **ANY** criminal offense or violation, for any reason whatsoever, regardless of the disposition of the event **INCLUDING RECKLESS DRIVING, DWI/DUI OR ELUDING (DO NOT INCLUDE MINOR TRAFFIC VIOLATIONS)** ☐ YES ☐ NO

Have you **EVER** been or are you now on parole/probation to any court? ☐ YES ☐ NO

Have you **EVER** received a pardon for any criminal act(s)? If so, list all cases without exceptions. ☐ YES ☐ NO

Has a criminal indictment, information or complaint **EVER** been returned against you, but for which you were not arrested or in which you were named as an un-indicted co-party? ☐ YES ☐ NO

Have you **EVER** been subpoenaed to appear to testify before a federal, state or county grand jury, board or commission? ☐ YES ☐ NO

Have you **EVER** had a civil or criminal record expunged by a court order? ☐ YES ☐ NO
If yes, when?

DATE

CITY

COUNTY

STATE

Have you **EVER** applied for, received, or had a gaming license revoked in another state? ☐ YES ☐ NO

I, _____, declare and affirm under the penalties of perjury that this Application, and any statements, attachments, supporting schedules and documents have been examined by me, and to the best of my knowledge and belief, are in all things true and correct. I understand that any person who signs such a statement knowing the same to be false or untrue, in whole or in part, shall be guilty of perjury.

This statement is executed with the knowledge that misrepresentations or failure to reveal information requested may be deemed sufficient cause for refusal to issue a gaming license by the South Dakota Commission on Gaming. Further I am aware that later discovery of an omission or misrepresentation made in the above application, statements or attachments may be grounds for revocation of the license and possible criminal prosecution. I further consent to any background investigation necessary to determine my present and continuing suitability and that this consent continues as long as I hold a South Dakota Gaming License. I also agree that the State of South Dakota, its agencies officers and assigns, shall be entitled to collect from me all expenses incurred in recovery of any debt created by this license application, the background investigation or in pursuing any other remedy provided by law including but not limited to reasonable attorney fees and costs.

Further, I acknowledge my obligation to furnish all processes and pleadings to which I am a party as required by SDCL 42-7B-65.

Signature of Applicant

This image shows a full page of blank, lined paper. It features approximately 20 evenly spaced horizontal grey lines across its entire width, providing a template for handwriting practice or general note-taking. The margins are consistent on all sides.

AFFIRMATION OF INFORMATION PROVIDED

I, _____, declare and affirm under penalties of perjury that this application, and all of the statements, attachments, supporting schedules, and documents have been examined by me, and to the best of my knowledge and belief, are in all things true and correct. I understand that any person who signs such a statement knowing the same to be false or untrue, in whole or in part, shall be guilty of perjury.

This statement is executed with the knowledge that misrepresentations or failure to reveal information requested may be deemed sufficient cause for refusal to issue a gaming license by the South Dakota Commission on Gaming. Further I am aware that later discovery of an omission or misrepresentation made in the above application, statements or attachments may be grounds for revocation of the license and possible criminal prosecution. I further consent to any background investigation necessary to determine my present and continuing suitability and that this consent continues as long as I hold a South Dakota Gaming License. I also agree that the State of South Dakota, its agencies officers and assigns, shall be entitled to collect from me all expenses incurred in recovery of any debt created by this license application, the background investigation or in pursuing any other remedy provided by law including but not limited to reasonable attorney fees and costs.

Further, I acknowledge my obligation to furnish all processes and pleadings to which I am a party as required by SDCL 42-7B-65.

Signature

Date

Applicant's Initial _____

INVESTIGATION AUTHORIZATION AUTHORIZATION TO RELEASE INFORMATION

I, _____, hereby authorize the State of South Dakota through its authorized representatives, the Commission on Gaming, the Office of the Attorney General, the Division of Criminal Investigation, (hereafter, the Investigatory Agencies), to conduct a complete investigation into my personal background, using whatever legal means it deems appropriate. I hereby authorize any person or entity contacted by the Investigatory Agencies to provide any and all such information deemed necessary by the Investigatory Agencies. I hereby waive any rights of confidentiality in this regard.

I understand that by signing this authorization, a financial records check will be performed, prior to the issuance of any gaming license and may be performed at any time that I hold a gaming license. I authorize any financial institution to surrender to the Investigatory Agencies a complete and accurate record of such transactions that may have occurred with that institution, not limited to, but to include, internal banking memoranda, past and present loan applications, financial statements and any other documents relating to my personal or business financial records in whatever form and wherever located.

It is hereby understood that the Investigatory Agencies will conduct a complete and comprehensive investigation to determine the accuracy of all information gathered. The Investigatory Agencies reserve the right to investigate all relevant information and facts to its satisfaction. However, the State of South Dakota, Investigatory Agencies, and other agents or employees of the State of South Dakota shall not be held liable for the receipt, use, or dissemination of inaccurate information. I on behalf of the applicant, its legal representatives, and assigns, hereby release, waive, discharge, and agree to hold harmless, and otherwise waive liability as to the State of South Dakota, Investigatory Agencies, and other agents or employees of the State of South Dakota for any damages resulting from any use, disclosure, or publication in any manner, other than willfully unlawful disclosure or publication, of any material or information.

Any information contained within my application, contained within any financial or personnel record, or otherwise found, obtained, or maintained by the Investigatory Agencies, shall be accessible to law enforcement agents of this or any other state, the government of the United States, the gaming regulatory agency of any Indian Tribe, or any foreign country.

All information gathered as a result of this investigation will be held confidential by the Investigatory Agencies, with the exception of law enforcement agencies stated above as provided by SDCL 42-7B-58.

FULL LEGAL NAME: _____
(PLEASE PRINT) (LAST) (FIRST) (MIDDLE)

SIGNATURE: _____

AUTHORIZATION AND RELEASE

I, _____, hereby authorize the Division of Criminal Investigation for the State of South Dakota to release to State Gaming Commission any information concerning me contained in the criminal history record files of the Division, prior to being issued a gaming license and at anytime I hold a gaming license. I understand that the criminal history record files contain records of arrests which may have resulted in a disposition other than a finding of guilty (i.e. dismissed charges, or charges that resulted in a not guilty finding). I further understand that the information may contain listings of charges that resulted in suspended imposition of sentence, even though I successfully completed the conditions of said sentence and was discharged under SDCL 23A-27-17. I acknowledge that this type of information may be released, even though this record is designated as “non-public” under the provisions of 23A-27-17.

In consideration for the Division of Criminal Investigation releasing any information concerning me contained within its criminal history record files to State Gaming Commission, I, _____, on behalf of myself, my spouse, legal representatives, heirs, and assigns, hereby release, waive, discharge and agree to hold harmless the Division of Criminal Investigation, its officers and employees, from all liability for any claim or damages resulting from the release of this information.

I understand that the applicant’s fingerprints will be used to check the criminal history records of the FBI and the applicant will have the opportunity to complete, or challenge the accuracy of, the information contained in the FBI record. The procedures for obtaining a change, correction, or updating of an FBI identification record are set forth in Title 28, C.F.R., §16.34.

Dated this _____ day of _____, 20 _____, at

_____, _____.

SIGNATURE

VERIFICATION OF FINGERPRINTS

The enclosed fingerprint card(s) are the prints of _____
_____, taken by me.

NAME: _____
(print)

TITLE: _____
(print)

OFFICE: _____
(print)

SIGNED: _____

Privacy Act Statement

This privacy act statement is located on the back of the FD-258 fingerprint card.

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

The FBI Privacy Act Statement can be found at <https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement>.

Applicant Notification of Procedures for Obtaining an Amendment to an FBI Record

Your fingerprints will be used to check the criminal history records of the FBI. You have the opportunity to complete or challenge the accuracy of the information contained in the FBI identification record. The procedure for obtaining a change, correction, or update of an FBI criminal history record are set forth at 28 CFR 16.34. Information regarding this process may be found at <https://www.fbi.gov/services/cjis/identity-history-summary-checks> and <https://www.edo.cjis.gov>.