

SOUTH DAKOTA COMMISSION ON GAMING

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

Dear Key Applicant:

Enclosed are the instructions and application for a Key license. This information is necessary to complete your background investigation prior to licensing. Read the instructions and the questions carefully, and provide all the requested information. If you have any questions regarding the completion of this application, call the South Dakota Commission on Gaming at (605) 578-3074.

There are two options to submit this application. The first is if you are in the Deadwood, SD area. You can call the Lawrence County Sheriff's office at (605) 578-2230 to schedule an appointment and learn what the service charge is for processing your fingerprints. You will then personally take your completed application to the Lawrence County Sheriff's office, which will take your fingerprints. They will forward your entire application packet, including application, fingerprints & \$150 check or money order to the Commission office. They will not accept cash for the application fee. If you elect to have the Lawrence County Sheriff's office take your fingerprints, please complete the included Lawrence County Sheriff's Gaming Packet Information Sheet.

The second option would be if you were not in the Deadwood, SD area. You will need to obtain 2 fingerprint cards from the Commission and find a law enforcement agency or business that takes fingerprints in your area. Then you will submit your completed fingerprint cards and application to the address listed above, along with a **check or money order for \$150**, which is non-refundable. The fingerprint cards can be obtained from the Commission office in Spearfish or by calling (605) 578-3074.

Other law enforcement agencies may or may not fingerprint applicants. 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, you will be notified of your suitability for licensure. If you are approved for a Key license, an additional \$150.00 license fee will be required, and instructions for paying it and receiving your license will be provided.

If you have any questions or concerns, please contact the Commission on Gaming at the above phone number and address.

Cordially,

Mark Heltzel Executive Secretary

SDCG Key Application – 9/25

INSTRUCTIONS FOR KEY EMPLOYEE GAMING LICENSE

- 1. <u>ALL</u> information requested on South Dakota Commission on Gaming Key application must be completed.
 - A. Please print or type the information.
 - B. If a particular question does not apply to you, please indicate that with "N/A" instead of leaving it empty so it is clear that you have answered the question.
 - C. Application form must be initialed on each page and signed by the applicant.
- 2. Please review and sign South Dakota Commission on Gaming Forms SDCG 2-2, Affirmation of Information Provided and SDCG 2-3, which authorizes the South Dakota Commission on Gaming or agents of the Division of Criminal Investigation to complete an investigation of your financial history.
- 3. Please review and sign South Dakota Commission on Gaming form SDCG 2-4. This authorizes the Commission on Gaming or the Division of Criminal Investigation to complete a check of criminal records on you.
- 4. It is necessary for you to submit a copy of your Internal Revenue Service Tax Returns for the past three years with this application.
- 5. FINGERPRINTS The Lawrence County Sheriff's office will take your fingerprints and charge \$10.65 for that service. The Sheriff's Office will take prints of applicants between 1:00 p.m. and 3:00 p.m. Tuesday, Wednesday and Thursday. Please call them at (605) 578-2230 for an appointment. They will forward your entire application packet including application, fingerprints & \$150 check or money order to our office. They will not accept cash for the application fee. If you elect to have the Lawrence County Sheriff's office take your fingerprints, please complete the included Lawrence County Sheriff's Gaming Packet Information Sheet.
 - If you previously had your fingerprints submitted for a Support license, you must still complete the fingerprint cards to comply with SDCL 42-7B-19.2. Failure to do so may be grounds for denial of our Key license application.
 - If you are not having your fingerprints taken by the Lawrence County Sheriff's Office, please contact our Spearfish 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.
- 6. Be sure that <u>ALL FORMS ARE COMPLETED</u> prior to having your fingerprints taken.
- 7. South Dakota Commission on Gaming Form 2-5 is to be completed by the law enforcement officer taking the fingerprints.
- 8. The Lawrence County Sheriff's Office will forward all application forms and fingerprint cards to the Commission on Gaming. If you are not being fingerprinted by the Lawrence County Sheriff's office, please send the completed application, any additional information along with the application fee to the South Dakota Commission on Gaming office at 120 Industrial Drive, Suite 1, Spearfish, SD 57783.
- 9. If you have any questions concerning these forms or information requested, please contact the South Dakota Commission on Gaming at (605) 578-3074.

DATE ____

KEY EMPLOYEE APPLICATION

PERSONAL HISTORY INFORMATION

ava title mu		continuomit a s provi	nue on page " any material to ided in the lo	'8" or use fact(s) as ower righ	e a separa each stat at hand co	te sheet a ement ma rner. By	nd pred ide here placing	cede ein i g his	e each answe is subject to v s/her initial o	r with the appropriate verification. Applicant n each page, the	
	applicants are advise ure to reveal informa									nisrepresentation or revocation of a license	.
	applicants are furthe be withdrawn withou									y or for other action maion on Gaming.	ay
1.	Type of Gaming Licer	ise:	KEY EMP	LOYEE	(\$150)						
2.	Business Name:										
3.	Personal Information:										
	Last Name		F	irst Name			Middle Name				
	Alias (i.e. Nicknames, Ma	aiden Na	me, Other Name	Changes)							
	Present Mailing Add	ress			City		S	State/Zip		Since (Date)	
	Present Physical Add	lress (If	different then Ma	ailing)	City		State/Zip Cell Phone		/Zip	Since (Date)	
	Occupation								ie	Home Phone	
	Date of Birth		Place of Bi	rth (City, C	ounty, State)						
	Soc. Security No.	Sex	Color of Hai	ir Colo	r of Eyes	Weight	Heigh	t	Driver's Lic.	No. & State of Issue	
	Scars, tattoos or distin	guishir	g marks and/o	or charact	eristics:			•			
	Are you a citizen of United States? [] YES [] NO If Alien, Reg. No										
	Contact email address										

	Current Marriage	Date		City,		County,		State
	Spouse's Full Name							
	Residence Address _	Street			City			State
	Date of Birth:			P1	ace of Birth			
	Spouse's Employer: Address of Employe				Occupan	on:		
3.	Previous Marriages:	If ever legally	separated, divor	ced, or annull	ed, indicate belo	w:		
	Name of Spouse		Date of Order	or Decree	Nature of Act	ion	City, C	County and Stat
				-				
	List Names and Curr	rent Addresses	of Previous Spou	ises:				
	Name	Street Ad	dress		City	State/Zi	p I	Phone Number
	77.7.6							
	mily Information:	:						
h	ildren and Dependents st all children, includin	g step-children	-	ren and give t	the following int	formation:		
h	ildren and Dependents st all children, includin		-	ren and give t	_	formation:	ddress	
h	ildren and Dependents st all children, includin	g step-children	-		_		ddress	
h	ildren and Dependents st all children, includin	g step-children	-		_		ddress	
h	ildren and Dependents st all children, includin	g step-children	-		_		ddress	
h	ildren and Dependents st all children, includin	g step-children	-		_		ddress	
h	ildren and Dependents st all children, includin	g step-children	-		_		ddress	
h	ildren and Dependents st all children, includin	g step-children	-		_		ddress	

6.

	Education	IN:	ame of School	Location	Dates A	ttended	Graduate
	Grade School						Yes [] No []
	High School						Yes [] No []
	College or Univers	ity					Yes [] No []
	Other						Yes [] No []
	Type of degree obt	ained, if	any:				
7. M	lilitary Information:						
Bi D Ri W ge If	ranch:ate of Separation:ating at Separation: hile in the military separation: Court Martial? yes, furnish details of	rvice we [] Y	re you ever arrested ES []NO ate sheet.	Serial Number: I for an offense which re	ective Service: ge: esulted in sum	mary action, a	trial, or special or
	rrests, Detentions, and ter dismissed)	d Litigati	ons: (Include ALL	ARRESTS – even thos	se which you	were not convid	cted or charges were
A	for any criminal of	fense or event (Ex	violation for any re	eted, arrested or summor eason whatsoever, regard c citations, but including	lless of the	[]YES	[] NO
В	. Have you ever been	n or are y	ou now on parole/p	probation to any court?		[] YES	[] NO
С	. Have you ever rece (If so, give details of List all cases with	on additi	onal information sh	nal act(s)? eet attached to this appl	ication.	[] YES	[] NO
D				plaint ever been returned which you were named		[] YES	[] NO
E	. Have you ever beer grand jury, board o			stify before a federal, st	ate or county	[] YES	[] NO
F.	Have you ever had If yes, when?	a civil o	r criminal record ex	punged by a court order	?	[] YES	[] NO
	(If yes, furnish deta	DATE nils on ad	CITY ditional information	COUNTY n sheet.)	ST	ATE	
	Date of Arrest	Age	Charge	Location – City an	d State	Disposition	Arresting Agency
		1					

lame	Rela	tionship	Charge		Location		Date
a corporation, ever be (Other than divorces) If Yes, give details be Plaintiff/Defendant	_	st all cases withou	t exception, i	ncluding bank	ruptcies:	D:.	acition
Plaintiff/Defendant		Court and Case	Number	City, Coun	ty, State	Disp	osition
dences:							
all residences you have	ve had fo	or the last 10 years	starting with	the most curr	ent:		
Month & Year (From	-To)	Street and Num	ber	City		State	;

9.

Applicant's Initial	
1.1	

10. Employment:

Beginning with your current employment, list your work history, all businesses with which you have been involved, and/or all periods of employment over the last 10 years. Also, list all corporations, partnerships or any other business ventures with which you have been associated as an officer, director, stockholder, or related capacity.

		T				
Month & Year (From-To)		Name/Mailing Ad	dress of Employer/Business	Reason For Leaving		
Title	Dogowins	ion of Duties	Name of Supervisor	Gaming Present [] YES [] NO		
Tiue	Descript	ion of Duties	Name of Supervisor	<u> </u>		
				Phone No. of Supervisor		
			L	L		
Month & Year (From	n-To)	Name/Mailing Ad	dress of Employer/Business	Reason For Leaving		
			1 ,			
Title	Descript	tion of Duties	Name of Supervisor	Gaming Present [] YES [] NO		
				Phone No. of Supervisor		
M 41 0 M /F	т)	NT /NT '1' A 1	1 CF 1 /D - '	D E L		
Month & Year (From	1-10)	Name/Mailing Ad	dress of Employer/Business	Reason For Leaving		
Title	Descript	tion of Duties	Name of Supervisor	Gaming Present [] YES [] NO		
1100	Bescript	non of Builes	rame of Supervisor	Phone No. of Supervisor		
				Thene iver of supervisor		
			•	•		
Month & Year (From	n-To)	Name/Mailing Ad	dress of Employer/Business	Reason For Leaving		
ent d	- ·					
Title	Descript	tion of Duties	Name of Supervisor	Gaming Present [] YES [] NO		
				Phone No. of Supervisor		
Month & Year (From	n-To)	Name/Mailing Ad	dress of Employer/Business	Reason For Leaving		
Within the Total (Tron	1 10)	Transfirming Fra	eress of Employer Business	Treason For Deaving		
Title	Descript	tion of Duties	Name of Supervisor	Gaming Present [] YES [] NO		
				Phone No. of Supervisor		
				1		

11	Characte	r Refere	nces

List three character references who have known you five years or more. Do not include relatives, present employer, or employees.

		T			1	
	Name and Where Employed	Street	City	State/Zip	Phone No.	Years Known
	Name:	Home:				
	Employer:	Business:				
	Name and Where Employed	Street	City	State/Zip	Phone No.	Years Known
	Name:	Home:	<u> </u>	1		
	Employer:	Business:				
		•			•	
	N 1871 E 1 1	I Ct	G.,	Ct + /7:	DI N	N II
	Name and Where Employed Name:	Street Home:	City	State/Zip	Phone No.	Years Known
	Name.	nome.				
	Emmlorrani	Business:				
	Employer:	busiliess.				
12. Ha	ave you ever held a privileged or	professional	license in any sta	te, including but	not limited to the	following:
	lease Circle)	•	·			C
т.	D 15 (D 1	G 1				D .
L1	quor Real Estate Broker o	r Salesman	Accountant	Lawy	/er	Doctor
Ins	surance Racing Commission		Lottery Commi	ssion Secu	rities Dealer	Gaming
	C		J			C
Ot	her					
Г]YES []NO					
L	1120 []110					
If	yes, state where, years held and	nature of any	disciplinary actio	ns taken against	you:	
_						
_						
13. Ha	ave you ever held a financial into	erest in a gam	bling venture, inc	luding but not lii	nited to, a race trac	ck, dog track, race horse
	dog, lottery, casino, bookmakin					[] NO

If Yes, state when and where and give names and locations of the business(es) in which you were involved and the names a addresses of all partners:
Have you ever been refused a gaming license or related finding of suitability or been a participant in any group which has been denied a gaming license or related finding of suitability? [] YES [] NO
For selling alcoholic beverage? [] YES [] NO
Reason:
Have you ever been granted a gaming license or been a participant in any group which has been issued a gaming license by any state? [] YES [] NO If Yes, state type of license, name of establishment, location and period such license was held:
Do you have any relatives associated with or employed in the gaming industry (this includes the State Lottery and Racing)? [] YES [] NO
If yes, state name, relation, address, association or employment:

ADDITIONAL INFORMATION

PERSONAL FINANCIAL QUESTIONNAIRE

Na	mme Date _			, 20
Ad	ldress			
Pla	ace of employment:			
	Trade Name			
1.	Have you ever filed bankruptcy? [] YES [] NO If Yes, furnish details on a separate sheet.			
2.	Has your Federal Income Tax Return ever been audited or adjusted?	[] YES	[] NO	
3.	Last Federal Income Tax Return was filed	, 20	for year	at
	City	S	State	
	IT IS NECESSARY FOR YOU TO SUBMIT A COREVENUE SERVICE RETURNS FOR THE PAST APPLICATION.			
4.	Do you own or control any assets or liabilities located outside the Unit	ted States?	[] YES []	NO
5.	Do you control, manage or hold in trust any assets or liabilities for and [] YES [] NO	other person	or entity?	
6.	Annual Income			
	Salary			
	Interest			
	Dividends			
	Other (Describe in Detail)			
7.	Do you own your own home? [] YES [] NO			
	If mortgaged, who with	City	State	Zip
	How much is the mortgage? \$			

8.	Do you rent your home? [] YES [] NO
	If yes, give name, address and phone number of landlord:
	Name:
	Address:
	Phone Number:
9.	Please list three credit references:
	Name:
	Address:
	Phone Number:
	Name:
	Address:
	Phone Number:
	Name:
	Address:
	Phone Number

PERSONAL NET WORTH

AS OF		20	
List all assets, liabilities and net worth on the appropriat Enter the current value as of the date of this statement.	te line below.		
Current Assets:			
Cash on Hand Cash in Banks (Schedule A) Accounts and Notes Receivable			
Investments: Stocks and Bonds Business Investments		<u>—</u>	
Fixed Assets: Real Estate			
Other Assets:			
TOTAL ASSETS		\$	
Current Liabilities: Accounts Payable (Schedule B) Taxes Payable			
Long Term Liabilities: Notes Payable (Schedule B) Mortgages Payable Other Liabilities		<u>—</u>	
TOTAL LIABILITIES:		\$	
NET WORTH:		<u>\$</u>	

TOTAL ASSETS MINUS TOTAL LIABILITIES EQUALS NET WORTH

SCHEDULE "A"

CASH IN BANKS

List below all accounts, foreign and domestic, maintained by you, your spouse or dependent children.

Name and Address of Bank	Name of Persons Appearing on Account	Account No.	Date Opened	Interest Rate	Type of Account	Balance as of (Date)
Of Bulk	rippearing on recount	Trecount 1 to.	Оренец	Tute	riccount	or (Bace)

SCHEDULE "B"

ACCOUNTS AND NOTES PAYABLE

List below all accounts and notes payable held by you, your spouse or dependent children. Indicate by means of an asterisk (*) in the first column, accounts and notes payable held by your spouse and/or dependent children.

Name and Address of Creditor	Date Incurred	Original Amount	Unpaid Balance	Payment/ Period	Interest Rate	Maturity Date	Purpose	Collateral

App]	licant'	s Ir	nitial	

AFFIRMATION OF INFORMATION PROVIDED

I,application, and all of the statements, attacand to the best of my knowledge and belie such a statement knowing the same to be fa	f, are in all things true and correct	t. I understand that any person who signs
This statement is executed with the knowled be deemed sufficient cause for refusal to iss. I am aware that later discovery of an omattachments may be grounds for revocation background investigation necessary to deteas long as I hold a South Dakota Gaming Lassigns, shall be entitled to collect from application, the background investigation of reasonable attorney fees and costs.	sue a gaming license by the South nission or misrepresentation made n of the license and possible crimi ermine my present and continuing cicense. I also agree that the State me all expenses incurred in reco	Dakota Commission on Gaming. Further e in the above application, statements or inal prosecution. I further consent to any suitability and that this consent continues of South Dakota, its agencies officers and very of any debt created by this license
Further, I acknowledge my obligation to SDCL 42-7B-65.	furnish all processes and pleading	gs to which I am a party as required by
<u> </u>	D. (
Signature	Date)
		Applicant's Initial

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INVESTIGATION AUTHORIZATION AUTHORIZATION TO RELEASE INFORMATION

(hereafter, the Investigatory Age means it deems appropriate. I he	encies), to conduct reby authorize any p	, hereby authorize ting, the Office of the Attorney General a complete investigation into my perperson or entity contacted by the Investory Agencies. I hereby waive any rig	rsonal background, using what stigatory Agencies to provide a	vestigation, tever legal any and all
gaming license and may be performed the Investigatory Agencies a con- limited to, but to include, interru	ormed at any time the applete and accurate and banking memor	tion, a financial records check will be nat I hold a gaming license. I authorize record of such transactions that may anda, past and present loan application cial records in whatever form and whe	e any financial institution to su have occurred with that institions, financial statements and	urrender to
determine the accuracy of all is information and facts to its sat employees of the State of South on behalf of the applicant, its leg otherwise waive liability as to the	nformation gathere isfaction. Howeve Dakota shall not be gal representatives, a ne State of South D resulting from any	tory Agencies will conduct a complete. The Investigatory Agencies resear, the State of South Dakota, Investe held liable for the receipt, use, or distand assigns, hereby release, waive, distance, disclosure, or publication in antion.	rve the right to investigate a stigatory Agencies, and other ssemination of inaccurate infor scharge, and agree to hold har ther agents or employees of the	all relevant agents or rmation. I mless, and he State of
obtained, or maintained by the In	vestigatory Agenci	es, shall be accessible to law enforcer ory agency of any Indian Tribe, or any	ment agents of this or any othe	
All information gathered as a rest of law enforcement agencies state		tion will be held confidential by the Indd by SDCL 42-7B-58.	vestigatory Agencies, with the	exception
FULL LEGAL NAME:(PLEASE PRINT)	(LAST)	(FIRST)	(MIDDLE)	
SIGNATURE:		DA	ATE	

AUTHORIZATION AND RELEASE

contained in the criminal harecords of arrests which in charges that resulted in a right that resulted in suspended	nistory record files of the may have resulted in a mot guilty finding). I ful imposition of sentence, r SDCL 23A-27-17.	ne Division. I understand to disposition other than a further understand that the interest is the even though I successfully a successfully acknowledge that this to	authorize the Division of Crimin commission any information concerning that the criminal history record files containing of guilty (i.e. dismissed charges, information may contain listings of chargely completed the conditions of said senter type of information may be released, ev A-27-17.	or ges
within its criminal history myself, my spouse, legal harmless the Division of C resulting from the release of	record files to State Gar representatives, heirs, criminal Investigation, in of this information.	ming Commission, I,, and assigns, hereby releits officers and employees,	ag any information concerning me contain , on behalf lease, waive, discharge and agree to he , from all liability for any claim or damage	of old ges
the applicant will have the	opportunity to comple	ete, or challenge the accura	the criminal history records of the FBI a acy of, the information contained in the F an FBI identification record are set forth	ΒI
Dated this	day of		, 20	
(Signature)		_		

VERIFICATION OF FINGERPRINTS

	taken by me.	
NAM	E:	
	(print)	
TITLI	E:	
	(print)	
OFFIC	CE:(print)	

Privacy Act Statement

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

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 authoritie 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, imestigating, 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 civii, 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 atany 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.

<u>Applicant Notification of Procedures for Obtaining an Amendment to an FBI</u> <u>Record</u>

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.ciis.gov.

As of 03/30/2018



Lawrence County Sheriff's Office BRIAN C. DEAN, Sheriff

50 Tatanka Drive Deadwood, South Dakota 57732 Office: (605) 578-2230 Fax: (605) 578-3913

GAMING PACKET INFORMATION SHEET

This sheet must be completed prior to fingerprinting at the Lawrence County Sheriff's Office Fingerprinting is done Tuesday - Thursday between 1:00pm and 3:pm ONLY Please call 578-2230 to make an appointment

PCN (Office Use Only)	Date:			
*******	********	*****	*******	****
Last Name:	First Name:	M	iddle Name:	
Alias:	Maiden N	ame:		
Street Address:				
City:	State:		Zip Code:	
Date of Birth (mm/dd/yyyy): _	Place of	`Birth:		
	Social Security N	Number:		
Citizenship:	Race:	Sex:	Age:	Height:
Weight:	Hair Color:Eye Co	olor:	_Build:	
	Complexion:		Home Phor	ne:
	Cell Phone:			Occupation:
	Employer:			Employer
Address:				
Employer Phone:				
******	******	*****	******	*****
In Case Of Emergency N	Notify:			
Name:				
Address:	City/State	e:	Zip Coo	le:
Relationship:	Phone	ie:		