

OKLAHOMA HORSE RACING COMMISSION  
**2017 GAMING EMPLOYEE APPLICATION GUIDELINES – Page 1 of 2**

**Use the most current OHRC form – see page 2**

Current forms can be printed from the OHRC website @ [www.ohrc.org](http://www.ohrc.org)

Please check your application to be sure it is complete before mailing. An incomplete application may be returned to you and cause you to be INELIGIBLE TO PARTICIPATE until the required information/fees are provided. Application fees include both gaming and racing requirements. We can assist you in fingerprinting at the OHRC license offices if necessary.

You are not licensed until a receipt is written by the OHRC, there are no pending items required, and the application has been approved by our Law Enforcement Department. A license badge can then be issued at the racetrack license office for access to the gaming facility. **Please bring photo identification with you (such as a drivers license) to receive your OHRC badge.** Your photo will be taken at that time and printed on your badge.

IMPORTANT: All gaming licenses require background check and Law Enforcement approval prior to licensure. Please check with an OHRC License office if you are unsure of the requirements for the license for which you are applying.

**GENERAL REQUIREMENTS**

1. Answer all questions/sections. If the question/section does not apply to you, state N/A. Omitted information could mean a delay or denial of license.
3. Obtain all required signatures (Authorized Signer) such as your employer at the gaming facility.
4. All applicants must read and sign the compliance statement within the application.
5. All applicants must answer YES or NO to the Worker's Compensation question within the application.
6. All applicants must complete the Affidavit Verifying Lawful Presence in the U.S. within the application. If you will not be in the U.S., please choose the appropriate box within that section.
7. Enclose the proper fee(s) for licensure. Please see fee schedule on page 2 of these guidelines. No credit cards accepted. Please do not mail cash.

**FINGERPRINT REQUIREMENTS**

If you are 70 years of age, or older, please contact the OHRC licensing department for specific requirements.

Otherwise, enclose two (2) completed OHRC fingerprint cards and the \$41 processing fee if you are:

1. A new applicant, never licensed in Oklahoma, **-OR-**
2. A renewing applicant who has skipped three years from the original fingerprint card and fee submission. If previously submitted fingerprint cards have been rejected as unclassifiable for any reason, you may be required to submit additional fingerprint cards, and possible processing fee, in order to complete the necessary fingerprint processing through the FBI.

**CRIMINAL BACKGROUND HISTORY**

All applicants (new and renewal): any criminal history must be reported to the Commission. Failure to do so could result in the denial, refusal, suspension or revocation of license. See OHRC Directive 85-D-1 concerning further details.

**FOR MORE INFORMATION CONTACT THE OHRC AT:**

**Address:** OHRC License Office, One Remington Place – BUILDING B, Oklahoma City, OK 73107

**Phone:** 405-419-4441

**Fax:** 405-427-1371

**Email:** Lisa Hanson, OHRC Licensing Supervisor at [Lhanson@ohrc.org](mailto:Lhanson@ohrc.org)

**Or refer to:** O.S. Title 3A and *Rules of Racetrack Gaming* at: [www.ohrc.org](http://www.ohrc.org)

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LICENSE TYPE	DUE DATE	NOTES	FORM #	TOTAL FEE(S)
<ul style="list-style-type: none"> <li>● <b>Manufacturer Employee</b></li> <li>● <b>Distributor Employee</b></li> <li>● <b>Manufacturer/Distributor Employee</b></li> </ul>	No later than <b>November 15<sup>th</sup></b> of the year prior to licensure.	<ul style="list-style-type: none"> <li>● Applications must be signed by a company representative of authority.</li> <li>● The Gaming Company (brick and mortar) application should be submitted either with, or prior to, any Employee applications.</li> <li>● All Employee applications should be paid for separately from the company application.</li> </ul>	<a href="#">OHRC 228L</a>	<p><b>\$166 (NEW)</b></p> <p><b>\$125 (RENEWAL) + \$41 fingerprint processing fee, when applicable. See * below.</b></p>
<ul style="list-style-type: none"> <li>● <b>Vendor Employee</b></li> </ul>	No later than <b>December 1<sup>st</sup></b> of the year prior to licensure.	<ul style="list-style-type: none"> <li>● Applications must be signed by a company representative of authority.</li> <li>● The gaming company (brick and mortar) application and the Vendor application should be submitted either with, or prior to, the Employee applications.</li> </ul>	<a href="#">OHRC 228L</a>	<p><b>\$166 (NEW)</b></p> <p><b>\$125 (RENEWAL) + \$41 fingerprint processing fee, when applicable. See * below.</b></p>
<ul style="list-style-type: none"> <li>● <b>Key Executive</b></li> </ul>	At the same time the company (brick and mortar) application is submitted.	<ul style="list-style-type: none"> <li>● An executive of a Racetrack Gaming Operator Licensee, Manufacturer, Distributor, Manufacturer/Distributor, Vendor, or Independent Testing Lab who supplies goods and/or services which are used in the actual gaming, gaming monitoring or gaming surveillance, including officers, directors, and other persons having the power to exercise significant influence over decisions concerning any part of the licensed gaming operations of the licensed employer, which for a Racetrack Gaming Operator Licensee, would include but would not be limited to the General Manager, Comptroller, Dir of Finance, Dir of Security, Dir of Electronic Gaming Operations, and Dir of Marketing.</li> </ul>	<a href="#">OHRC 227</a>  <a href="#">OHRC 227R</a>	<p><b>\$341 (NEW)</b></p> <p><b>\$300 (RENEWAL) + \$41 fingerprint processing fee, when applicable. See * below.</b></p>
<ul style="list-style-type: none"> <li>● <b>Gaming (track) Employee</b></li> <li>● <b>Pritchard Sports</b></li> <li>● <b>Hospitality Solutions</b></li> </ul>	When hired.	<ul style="list-style-type: none"> <li>● Applications must be signed by the licensed track Employer/Authorized Signer at the bottom of the applications first page.</li> <li>● A <i>RENEWAL</i> applicant must have been licensed in the previous year. If a year or more has been skipped, the applicant should complete the NEW application (OHRC 228L)</li> </ul>	<a href="#">OHRC 228L</a>  <a href="#">OHRC 306LED</a>	<p><b>\$166 (NEW)</b></p> <p><b>\$125 (RENEWAL) + \$41 fingerprint processing fee, when applicable. See * below.</b></p>

**\*Two fingerprint cards and the \$41 processing fee are required when originally applying, and on every 4<sup>th</sup> year thereafter.**  
**Questions? Please call us @ 405-419-4441 or 405-943-6472**