

VIDEO LOTTERY GAMING VENDOR

Is defined as any person or business entity who contracts or subcontracts with the commission or a video lottery gaming facility or other provider to supply goods or services related directly or indirectly to video lottery gaming.

Each applicant for a video lottery gaming vendor license will be required to submit the following:

- **GAMING VENDOR** - A completed Video Lottery Gaming Application for Vendor.
- **GAMING VENDOR PRINCIPALS (Key)** - Each gaming vendor principal (defined on page two) is required to submit the following:
 - Video Lottery Gaming Principal Key Application,
 - NYS Gaming Commission Fingerprint Live-Scan Information form or two FBI (blue) fingerprint cards (see page two),
 - NYS Gaming Commission Identity Verification For Video Gaming License Form, and
 - Fingerprint fees (see page two).
- **GAMING VENDOR EMPLOYEE (Non-Key)** – When performing services at a video lottery gaming facility on a routine basis (more than 30 days in any 12-month period), the gaming vendor employee submits:

EITHER:

- NYS Gaming Commission Video Lottery Gaming Vendor Employee License Application,
- NYS Gaming Commission Fingerprint Live-Scan Information form or two FBI (blue) fingerprint cards (see page two),
- NYS Gaming Commission Identity Verification For Video Gaming License form, and
- Fingerprint fees (see page two).

OR: When performing temporary services at a video lottery gaming facility for no more than 30 days in any 12-month period, the gaming vendor employee submits a NYS Gaming Commission Temporary Service Provider Access Request Form. The Access Request Form must be submitted to the gaming facility for signature of the facility manager or designee.

PLEASE NOTE: The individual licensed as a temporary service provider, or gaming Vendor Technician, **MUST** be escorted at all times when visiting restricted areas (e.g. back of house) of the gaming facility.

VIDEO LOTTERY NON-GAMING VENDOR

Is defined as a vendor not directly involved in video lottery gaming and does not serve a gaming function.

- **NON-GAMING VENDORS** and their employees are **NOT** required to file **UNLESS** the non-gaming vendor employees require access to the video lottery gaming facility. If the non-gaming vendor employees require access to the video lottery gaming facility, the non-gaming vendor must submit a:
 - Non-Gaming Vendor Identification Number Request Form (signed by the gaming facility Human Resources Director), and its employee submits the following:
- **NON-GAMING VENDOR EMPLOYEE** – When the non-gaming vendor employee requires access to the video lottery gaming facility on a routine basis for more than 30 days in any 12-month period, the non-gaming vendor employee submits:

EITHER:

- NYS Gaming Commission Video Lottery Gaming Service Employee License Application,
- NYS Gaming Commission Fingerprint Live-Scan Information form or two FBI (blue) fingerprint cards (see page two),
- NYS Gaming Commission Identity Verification For Video Gaming License Form, and
- Fingerprint fees (see page two).

OR: When the non-gaming vendor employee requires access to the video lottery gaming facility for no more than 30 days in any 12-month period, the non-gaming vendor employee submits a NYS Gaming Commission Temporary Service Provider Access Request Form. The access request form must be submitted to the gaming facility for signature of the facility manager or designee.

PLEASE NOTE: The individual licensed as a temporary service provider, **MUST** be escorted at all times when visiting restricted areas (e.g. back of house) of the gaming facility.

PRINCIPALS DEFINED

Principals of a video lottery gaming vendor are defined as:

- I. Each of its officers and directors;
- II. Each of its principal management employees, including any chief executive officer, chief financial officer, chief operating officer, or general manager;
- III. Each of its partners if a partnership, or all members if a limited liability company;
- IV. If a corporation, each of its shareholders who own or control more than 10 percent of the shares of the corporation if all warrants and/or options held by that shareholder were exercised; shareholders who are members of the same family will be considered as one shareholder for purposes of this section;
- V. Each person other than a banking institution, investment broker, or mortgage broker licensed in this state who has provided more than 10 percent of the total financing of the video lottery gaming enterprise. The actual person or person in control of the principal financing entity shall be required to be licensed;
- VI. Notwithstanding the foregoing, non-salaried members of boards of directors or their operational equivalent of non-profit or not-for-profit organizations and public benefit corporations may be excluded from certain portions of the licensing requirements set forth in these regulations at the discretion of the commission. For purposes of this section only, "salary" shall mean monetary compensation for services rendered in excess of a total of \$5,000 annually; and
- VII. Any person or other entity to exert decision making control, financial or otherwise.

FINGERPRINTING PROCESS

The fingerprint fee is **\$89.75**.

Please Note: Vendors who have previously established a billing process need not submit any fingerprint fee with the application since the fee will be billed directly to the Vendor, otherwise, a check for fingerprint fee made payable to the NYS Gaming Commission must be included with the application packet.

If the individual is being fingerprinted at one of the facilities listed below, mail the original application, the NYS Gaming Commission Identity Verification For Video Gaming License form, and a check for fingerprint fee to the NYS Gaming Commission office.

Otherwise, if the individual is NOT being fingerprinted at one of the facilities listed below, then submit to the NYS Gaming Commission the following completed documents: two (2) FBI fingerprint cards (blue), a check for fingerprint fee, the Identity Verification For Video Gaming License form and the completed application.

IMPORTANT NOTICE: The Vendor three-digit company code must be entered into the Local ID# Box during the Live-Scan process – do not use the gaming facility code number.

Video Lottery Gaming Facilities (Live-Scan locations):

- . Batavia Downs Gaming (Batavia)
- . Empire City Casino at Yonkers Raceway (Yonkers)
- . Finger Lakes Gaming & Racetrack (Farmington)
- . Hamburg Gaming at the Fairgrounds or "Hamburg Gaming, Buffalo Raceway at the Fairgrounds" (Hamburg)
- . Monticello Casino & Raceway (Monticello)
- . Resorts World Casino New York City (Jamaica)
- . Saratoga Casino & Raceway (Saratoga Springs)
- . Tioga Downs Casino (Nichols)
- . Vernon Downs Casino & Hotel (Vernon)