

Lottery Retailer

Form 2 - On-Site Manager Application for Registration

Gaming Policy and
Enforcement Branch

Information, Instructions and Application

Registration
and Certification

WHO MUST COMPLETE THIS APPLICATION?

This application form must be completed by persons, hereinafter referred to as the **On-site Manager**, who have “on-site managerial responsibility” at a retail or hospitality facility where lottery tickets are sold or other types of provincial gaming are provided pursuant to a contract with the British Columbia Lottery Corporation (“BCLC”). The On-site Manager is a person who acts on behalf of the Contract Manager by:

1. Overseeing or coordinating lottery product sales;
2. Managing compliance issues with respect to the sale of lottery products; and
3. Exercising significant decision making authority with respect to the sale of lottery products by the lottery ticket retailer.

INFORMATION ABOUT THE CONTRACT MANAGER

The **Contract Manager** is a person who has managerial responsibility for a Lottery Operations Agreement (“LOA”) contract with the British Columbia Lottery Corporation (“BCLC”) to sell lottery tickets or provide other types of provincial gaming. The person that has signed the LOA on behalf of the lottery retailer is, in all cases, considered to have managerial responsibility for the contract. Where GPEB determines that the Contract Manager may be able to fulfill the responsibilities of the On-site Manager at a retail or hospitality facility, only one application (from the Contract Manager) may be required. **The Contract Manager must complete and submit Form 1 – Contract Manager – Application for Registration.**

ON-SITE MANAGER CHECKLIST

(Submit Application and Attachments by Mail or Courier only – Do Not Fax)

- Application completed in full – *all* questions answered and signed where required.
- One passport photo in colour on a white background; taken within the last 6 months (minimum size 1.5 x 1.5 inches). Any other photo format will not be accepted and will be returned along with your application.
- Photocopy of two pieces of personal identification; one must be valid photo ID such as a driver’s licence, British Columbia ID, or passport for all applicants seeking registration.
- If you are not a Canadian citizen, a copy of your landed immigration papers or work permit.
- A non-refundable application fee of \$45.00 (per application) in money order, company or certified cheque payable to the ‘*Minister of Finance*’. **Personal cheques are not accepted.**

Please note that applicants must be 19 years of age or older. Registration is for a three year period and is not transferable to any other person or employer. Renewals or rehires are required to follow the above instructions. Every question in the application must be answered except where it is indicated that a response may not be necessary. Incomplete or improperly completed forms will be returned.

Please read each question carefully. Submitting the application gives the GPEB authority to investigate your answers. Where there is not enough space for your answers, use a separate sheet of paper and indicate clearly which question is being answered. You must read each page of this application and ensure that your answers on each page are correct. Full disclosure is required, including Young Offender information pursuant to Section 119 (1) (o) of the Youth Criminal Justice Act. Failure to fully disclose is deemed to be sufficient grounds to deny your application.

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NOTE: During the investigation process, you are required to advise GPEB immediately of any changes to the information you have submitted in your application. If it is determined after you have been registered that your answers on this application were not complete or correct, your registration may be cancelled.

This application, and the information being requested, has been reviewed to ensure that the application complies with privacy protection in the Freedom of Information and Protection of Privacy Act (BC).

You may be ineligible for registration if:

- You have been convicted or are subject to pending criminal charges in any country, province, state or territory.
- A successful civil claim has been brought or there is a civil claim pending against you and such claim is based in whole or in part on fraud, theft, misrepresentation or similar conduct.
- Your behavior is considered, on reasonable grounds, to be a detriment to the integrity or lawful conduct or management of gaming.

Background checks will include but are not limited to credit history, criminal record and local indices checks. The Canadian Police Information Centre (CPIC) database records will be queried for the disposition of all charges for which a person has been fingerprinted (Criminal Record) and all outstanding charges currently before the courts. Local indices checks will be conducted through the RCMP PIRS database and any other City, Municipal, Provincial, Federal, State, County, Sheriffs, FBI or other police databases in Canada or the USA that GPEB deems appropriate. These databases record all complaints the respective police departments investigate and include information related to non convictions and charges regardless of disposition. Therefore full disclosure of all criminal and civil proceedings is required and each case will be decided on its own merits. If necessary, an applicant will be required to provide fingerprints to verify whether or not they have a criminal record. You must provide GPEB with the written authorization necessary to allow the police or other public bodies to release relevant information including information relating to the Young Offenders Act to GPEB for the purposes of registration and enforcement of the Gaming Control Act.

The information requested in this application is collected under the authority of the Gaming Control Act (SBC 2002). Copies of the *Gaming Control Act* and the *Gaming Control Regulation* are available at <http://www.hsd.gov.bc.ca/gaming/>

Any questions relating to the collection of personal information may be directed to the Executive Director of Registration and Certification at the address noted below.

Further information may be obtained from:

Mailing Address:

Gaming Policy and Enforcement Branch
Registration and Certification (Lottery)
PO Box 9202 Stn Prov Govt
Victoria BC V8W 9J1
Telephone (250) 356-0663 / Facsimile (250) 356-0782

Courier/Location Address:

Gaming Policy and Enforcement Branch
Registration and Certification (Lottery)
3rd Floor 910 Government Street
Victoria BC V8W 1X3

PLEASE KEEP A COPY OF YOUR APPLICATION AND ALL SUBMITTED DOCUMENTS FOR YOUR RECORDS.



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CONFIDENTIAL WHEN COMPLETED

Gaming Policy and Enforcement Branch

Lottery Retailer Registration Application

Registration and Certification

Section I – Type of application

Input boxes for New application, Renewal, and previous registration #

Section II – Business Information:

BCLC Retailer Number: _____

Lottery Retailer Legal Name: _____ (i.e.: corporate name)

Common Name Identified to the Public: _____ (i.e.: doing business as, on store signs)

Building / Mall Name: _____

Location Address: _____ / _____ / _____ / _____ (Street, City, Province, Postal Code)

Telephone: Work () _____ Fax () _____ Email: _____

Business address: _____ / _____ / _____ / _____ (If different from Location Address) (Street, City, Province, Postal Code)

Mailing address: _____ / _____ / _____ / _____ (If different from Business Address) (Street, City, Province, Postal Code)

(NOTE: If you are the Site-Manager for multiple sites please provide the above requested information for all sites. Use a separate sheet of paper if required.)

Section III – Contract Manager Information

_____ / _____ / _____ (Surname, Legal First Name, Legal Middle Name(s))

Home address: _____ / _____ / _____ / _____ (Street, City, Province, Postal Code)

Telephone: Home () _____ Work () _____ Other () _____



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Section IV – Personal Information about the applicant:

_____/_____/_____ / _____ / _____ / _____
 Surname Legal First Name Legal Middle Name(s)

Home address: _____ / _____ / _____ / _____
 Street City Province Postal Code

Home Mailing address: _____ / _____ / _____ / _____
 (If different from above) PO Box, etc. City Province Postal Code

Telephone: Home () _____ Work () _____ Other () _____

Date of Birth: ____/____/____ Place of Birth: _____
 Year Month Day City/Province/ Country

Social Insurance Number: _____ Gender: M F Maiden Name: _____

Are you a Canadian Citizen? Yes No If **NO**, you must supply landed immigrant or work permit documents.

Security Question: For the purposes of facilitating telephone contact between GPEB and the applicant, please provide a Security Question and Answer. (e.g: Question: *What is the name of your pet?* / Answer: *Rover*)

Question: _____ Answer: _____

CONSENT TO RELEASE OF PERSONAL INFORMATION

I, _____ (print your name in full) hereby authorize:

1. The Gaming Policy and Enforcement Branch (GPEB) to investigate my suitability, or continuing suitability, for Registration in the gaming industry pursuant to Part 7 and 8 of the *Gaming Control Act* and Gaming Control Regulation. I understand that GPEB is required to protect the confidentiality and privacy of personal information provided, in accordance with *The Freedom of Information and Protection of Privacy Act* (British Columbia).
2. Any City, Municipal, or Provincial Police department or public body including GPEB, pursuant to Section 33 of the *Freedom of Information and Protection of Privacy Act* (British Columbia), and the Royal Canadian Mounted Police pursuant to Section 8 (1) of the *Privacy Act of Canada*, to release any and all personal information and records, (including convictions, non convictions and charges regardless of disposition) retained by them in their files, including PIRS, CPIC, PRIME or any other local indices and databases, and necessary for GPEB to perform registration and enforcement responsibilities under the *Gaming Control Act*.
3. Pursuant to Section 6 (2) (a) of the *Personal Information Protection Act* (British Columbia), any organization, including BCLC, to disclose my personal information to GPEB in order for GPEB to conduct a background investigation in accordance with the *Gaming Control Act*.
4. GPEB to act upon this consent to the extent necessary to verify and approve any subsequent electronic applications submitted in my name for the renewal and continuance of my registration as a gaming worker.

Signature of Applicant: _____

Gaming Policy and Enforcement Branch Use Only

Application complete <input type="checkbox"/>	Photo <input type="checkbox"/>	Equifax <input type="checkbox"/>	Fee enclosed <input type="checkbox"/>
CPIC <input type="checkbox"/>	CNI <input type="checkbox"/>	Interpol <input type="checkbox"/>	PIRS- ED1 <input type="checkbox"/> ED2 <input type="checkbox"/>
OLS <input type="checkbox"/>	Other _____		
Checks conducted by: _____ (Investigator Name)		Date: _____	
Approved: x	Denied: x	Date of Approval: _____	Approved by: _____

File # GAMW: _____ Application # _____ Reg # _____ Receipt # _____ LOA # _____



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1. If not renewing, have you ever been employed by the gaming sector in BC?
 YES NO If **YES**, what company

2. List employment background for the last five (5) years. Include current employer.
 (Use separate sheet if necessary)

Employer	MM/YY From – To	Full business address	Occupation / Title	Reason for termination

3. List all residences for the last five (5) years. Include current address.
 Use a separate sheet if necessary.

Dates	Street Address	City	Province

DISCLOSURE – Full disclosure of all incidents and offences is required, including Young Offender information pursuant to Section 119(1)(o) of the *Youth Criminal Justice Act*. Failure to fully disclose all incidents and offences is deemed sufficient grounds to deny your application.

4. Have you in the last 10 years, in **any** jurisdiction, been

- | | |
|------------------------------|--|
| YES <input type="checkbox"/> | Arrested; |
| YES <input type="checkbox"/> | Stopped or Detained (such as for shoplifting or impaired driving); |
| YES <input type="checkbox"/> | Charged with any criminal offence, whether found guilty or not ; |
| YES <input type="checkbox"/> | Diverted or received Alternate Justice (such as for theft, shoplifting); |
| YES <input type="checkbox"/> | Convicted of any criminal offence, regardless of the sentence; |
| YES <input type="checkbox"/> | Investigated or had a claim made against you by anyone , (based in whole or in part on fraud, deceit, misrepresentation, breach of trust or similar conduct.) |
| NO <input type="checkbox"/> | To all of the above. |

If **YES**, to any of the above give details as indicated below. List all cases **without exception** including those in which you were not charged or convicted.

Date of Arrest/Detention	Age	Charge/Claim	Location (City & Province/State)	Disposition	Arresting Agency

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5. Have you ever been a defendant in any civil action related to fraud, theft, deceit, misrepresentation or similar conduct?
Yes No If **YES**, provide details. Use separate sheet if necessary.

6. Have you been suspended, disqualified, censured or had disciplinary action instituted against you, as a member of a profession or organization?
Yes No If **YES**, provide details. Use separate sheet if necessary.

7. Have you ever had any license or permit issued to you or your place of business for which you received a warning, suspension, revocation, conditions attached, or received any fine or penalty?
Yes No If **YES**, provide details. Use separate sheet if necessary.

8. Have you ever declared bankruptcy or received assistance from a regulatory body or a court because of an outstanding debt?
Yes No If **YES**, provide details. Use separate sheet if necessary.

STATEMENT AND DECLARATION, Province of British Columbia

I certify that all of the information provided by me in this application for registration is true to the best of my knowledge and belief. If necessary, I will provide my fingerprints to verify whether or not I may have a criminal record.

I understand that any false or inaccurate statements made in this application for registration, or failure to disclose is deemed sufficient cause for denial of my application by the Gaming Policy and Enforcement Branch.

I understand that any false or inaccurate statements made in this application for registration which may be revealed subsequent to my employment with the gaming company, could result in the suspension and/or cancellation of my registration.

I certify that I have read and understand the attached conditions of registration.

Signature of Applicant _____ Dated: _____ day of _____, 20 ____

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CONDITIONS OF REGISTRATION

Failure to comply with any of the following conditions may be grounds for the Director of Registration to cancel registration. Registration may not be transferred to any person, and registration is ceased when your employment or position ends.

1. A registrant shall comply with:
 - (a) applicable legislation;
 - (b) lawful policies, orders and directions of the province and its agents;
 - (c) conditions set out in this policy or from time to time established by the Director of Registration; and
 - (d) specific conditions, if any, established by the Director of Registration for the registrant.

2. A registered gaming worker must immediately notify the Director of Registration in writing if:
 - (a) his or her identification card is damaged, lost, misplaced or stolen.
 - (b) the gaming worker changes his or her name.
 - (c) the gaming worker is under criminal investigation or is charged or has charges pending in relation to a criminal matter.
 - (d) a civil suit involving allegations of fraud, theft, deceit, misrepresentation or similar conduct is commenced against the gaming worker.

3. **Special Conditions of Approval for Lottery Retailer and Hospitality Facilities**
 - (a) It is the responsibility of the Contract Manager to ensure that a registered On-site Manager, with responsibility overseeing or co-ordinating lottery product sales; managing compliance issues with respect to the sale of lottery products; and exercising significant decision making authority with respect to the sale of lottery products by the retailer, is employed in a lottery retailer or hospitality facility. (At lottery retailer locations where the Contract Manager is the only person required to be registered by GPEB, the contract manager must carryout all of the responsibilities of the On-site Manager.)
 - (b) GPEB may refuse an application from an applicant if the lottery retailer or hospitality facility has been associated to fraudulent or other illegal activity that is considered to be harmful to the reputation or integrity of gaming.
 - (c) The Contract Manager must immediately notify GPEB in writing if a registered On-site Manager ceases employment or is reassigned. An application for the replacement On-site Manager must be received by GPEB within 30 days.
 - (d) A valid and subsisting Lottery Operations Agreement (LOA) with BCLC must be in effect at each lottery retailer or hospitality facility. Registrants must ensure compliance with all requirements of the LOA. The Contract Manager must notify GPEB immediately if the LOA is amended or terminated.
 - (e) Registrants will be held formally responsible for the actions of their employees.
 - (f) Registrants must notify GPEB without delay of any conduct or activity at or near a retailer or hospitality site that is or may be contrary to the Criminal Code, the Gaming Control Act or the regulations under the Act and relates to the sale or integrity of lottery products.

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