

# Instructions for 2013 Alaska Operator License Application Check List

Failure to complete any portion of this application will result in the delay of your operator license being issued. Use these instructions to make sure all information has been completed and is attached.

## Page 1: Operator License Application

- Enter your federal employer identification number (EIN), operator license number if applicable, and check a box to indicate "type of operator." If you are a permittee or municipality, also enter your permit number.
- Complete all other boxes under Operator Information. If you are a permittee or municipality enter the name of the permittee or municipality in the business name box.

## LOCATION(S) OF ACTIVITY

- Enter the facility name, physical address, city, phone number, and the types of games that will be licensed at the facility. Attach separate sheets as necessary.

## LEGAL QUESTIONS

- Answer the questions by checking the appropriate box. If you check "yes" to either question, you must submit, as an attachment, the person's name, date of birth, social security number, and position of responsibility.

## SIGNATURES & PAYMENT

- If the operator is an individual, then that individual must sign and date the application, and print his or her name. If the operator is a permittee or municipality, the primary member in charge must sign and date the application and print his or her name. The \$500 application fee may be paid online at [www.tax.alaska.gov](http://www.tax.alaska.gov), or you can submit a check payable to the State of Alaska with your application. Payment must be received before your application will be processed.

## Page 2: Operator License Application

- Enter your name and operator license number at the top of page 2.

## CONTRACTED PERMITTEES

- Enter the permit number, name of the organization and type of games to be played for each permittee for whom you will be conducting gaming activities. Attach additional sheets as necessary.

## MANAGERS AND SUPERVISORS

- You must disclose the identity of each person employed in a managerial or supervisory capacity. AS 05.15.122(3). Enter all requested information for each manager and supervisor. Attach additional sheets as necessary.

## Mandatory Attachments:

- Proof of insurance [AS 05.15.122(b)(4), 15 AAC 160.210].
- Bond or security [AS 05.15.122(b)(5), AS 05.15.167, 15 AAC 160.200].
- Copy of lease agreement.
- Copy of signed operator contract for each permittee.

## Reminder

Addenda to contracts must be submitted to and approved by the department before the contract can become effective.

## Operator's License Application

Regulations 15 AAC 160.030(e). An applicant for an operator's license that is not a municipality shall accomplish the notice required under AS 05.15.030(a) by submitting one copy of the application described under AS 05.15.122(b) to the city or borough nearest to each location in which the applicant seeks to conduct an activity permitted under AS 05.15.

## Mail Form 847 To:

TAX DIVISION - GAMING GROUP  
ALASKA DEPARTMENT OF REVENUE  
PO BOX 110420  
JUNEAU AK 99811-0420