



October 2012

Dear Operator:

Enclosed is the 2013 Operator License Application packet and a department Operating Contract for your use.

### Application Processing

Applications will be processed in the order the division receives them. Please ensure that you read your application thoroughly and provide all of the information requested. Failure to provide all of the information requested or to answer all of the questions will delay the processing of your application. Please allow one month for the division to process your application after the date we receive your completed application form with all attachments.

Please remember to attach a \$500 application fee to the front of the application form. This payment can be in the form of a check or money order made payable to the State of Alaska. Applications without the fee attached will not be processed until the license application fee has been received.

### Signature Requirements

Please note that, to comply with regulation, there is a statement above the signature block that allows the department to review any criminal history in accordance with 15 AAC 160.934. By signing the application, you authorize the department to conduct a criminal history check.

### Operator Contracts

Alaska Statute 05.15.115 requires the department to approve or disapprove all contracts between permittees and operators. **Approval of a contract by the department under AS 05.15.115 constitutes approval as to the form required under AS 05.15.115 and 15 AAC 160.220 only.** In order to facilitate contract approval, the department developed a model Operating Contract for use by permittees and operators.

The department's Operating Contract has been reviewed by the Attorney General's office for compliance with Alaska Statutes, regulations, and general contract law. Use of this Operating Contract expedites approval, and we encourage you to use it. However, use of this Operating Contract is not mandatory.

Approval of contracts is subject to the limitations of Alaska Gaming Statutes and Regulations. Operator/permittee contracts do not take precedence over statutory or regulatory provisions. If a contract is in violation of a statute or regulation, the statute or regulation takes precedence, even if the contract has been signed by both parties and approved by the division.

**The department will not approve any contract that extends beyond the end of calendar year 2013.**

### **Notice to City or Borough**

You must submit **one** copy of your operator license application to the city or borough nearest to each of your gaming locations. We no longer require that you send us a copy of the application that was submitted to the city or borough.

A **Temporary License** will be mailed to all renewal applicants who have paid their fees and submitted an application that is complete in all substantial respects by December 15, 2012. Applications postmarked on December 15, 2012, will be considered to have been received on that date. **A Temporary Operator License expires at midnight on February 15, 2013. An operator may not conduct gaming in 2013 unless:**

- (1) A 2013 Operator License or 2013 Temporary Operator License has been issued and posted at the gaming location, and
- (2) The 2013 permits or temporary permits of the permittees for whom the operator is conducting gaming have been posted at the gaming location.

Thank you for your consideration. We appreciate your timely submission and will process your application as quickly as possible.

Sincerely,



Jeff Prather  
Gaming Unit Supervisor

Enclosures