



## Instructions

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**Complete this form if you are an individual applying for registration as one of the following:**

### **a) Category 1 Gaming Assistant**

An individual who is employed in the conduct, management or operation of a lottery scheme or in the operation of a gaming site and who, in the opinion of the Registrar of Alcohol and Gaming, exercises a significant level of decision-making authority or has significant supervisory or training responsibilities.

### **b) Category 2 Gaming Assistant**

An individual who is employed in the conduct, management or operation of a lottery scheme or in the operation of a gaming site and who, in the opinion of the Registrar of Alcohol and Gaming, does not exercise a significant level of decision-making authority or have significant supervisory or training responsibilities.

### **Examples:**

The main distinction between a Category 1 Gaming Assistant and a Category 2 Gaming Assistant is the degree or extent of **decision-making authority** and/or **supervisory responsibility** exercised by the individual with respect to the lottery scheme or the operation of the gaming site.

Individuals who supervise or manage game play or other registered gaming assistants; oversee or coordinate lottery product sales; act as a Director/Department Head (or above); manage compliance issues; or have signing authority to make purchases, enter into contracts or offer employment will most likely need to be registered as a Category 1 Gaming Assistant.

Category 1 Gaming Assistants would include, but are not limited to: table game managers, security and surveillance managers and supervisors, casino executives, bingo hall managers and lottery retailer managers.

Category 2 Gaming Assistants would include, but are not limited to: dealers, croupiers, cashiers, bingo callers and slot attendants.

If you are unsure whether to apply as a Category 1 or Category 2 Gaming Assistant, please contact AGCO Customer Service or inquire with your employer.

## Sector

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Applicants must indicate in **Section 2** of the application the sectors in which you are or are planning to work:

- **Commercial Sector** - e.g. casino, slot machine facility
- **Charitable Sector** - e.g. bingo hall, fair and exhibition (e.g. CNE)
- **Lottery Sector** - e.g. Ontario Lottery and Gaming Corporation lotteries

Applicants in the Charitable Sector must also indicate the class of registration for which they are applying (Category 1 Gaming Assistant or Category 2 Gaming Assistant). We require this information as part of our risk assessment and in order to determine the appropriate fee applicable to your registration. If you are already registered and you plan to start working for a new or different employer, you must submit a new offer of employment (see Offer of Employment section below).

Please call AGCO Customer Service if you need help completing this section.

## Offer of Employment

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**Section 3** of the application must be completed by all applicants and signed by their employer.

**Section 5 of the application must be completed by Commercial Sector employers only.** The employer must identify the job functions to be performed by the applicant using the definitions found on page 5 of this guide. If any of these job functions change during the course of the applicant's employment, a new application must be submitted within 30 days.

## Transfers

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**Section 6** is only to be completed if an applicant is transferring from one gaming site (e.g. casino, slot machine facility, bingo hall) to another and/or changing employers. Transfer requests must be submitted within 30 days of leaving your previous employment.

## Personal Disclosure

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The applicant must review and sign the notice and declaration on the back of this application. The applicant must also complete a **Personal Disclosure Form** and attach it to this application for submission to the AGCO.

**Note: A Personal Disclosure Form is not required in the case of a job function change or transfer from a different site or employer unless requested by the Registrar.**

## Attachments

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Where the space provided is insufficient to complete your response, attach a separate sheet of paper identifying your name and label each answer with the appropriate question number and title.

## Registration Fee

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If applicable, registration fees are to be submitted with this application.

The fee schedule and information regarding methods of payment are available on the AGCO website at <http://www.agco.on.ca>.

**Please note that fees are non-refundable.**

## Photographs

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Gaming assistants who are or are planning to work in the Charitable Sector must provide two (2) identical unaltered photos along with this application.

- Photos must show a full frontal view of the face with both edges of the face showing clearly. The face and shoulders must be centred in the photo, squared to the camera, and in focus.
- Photos may be either black and white or colour.
- Photos must be originals, not cropped from any existing photo, and must have been taken within the last 3 months.
- The photos must be passport size and measure 50 mm x 70 mm in size (2 in. wide by 2 3/4 in. high).

**Photographs must only be submitted by assistants working in the Charitable Sector. Employees in the Commercial Sector will continue to have their photo taken at a local AGCO office (and only in the case of new applications, reinstatements or renewals).**

## Application Checklist

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The following must be mailed or delivered to a local AGCO office (see overleaf for offices and contact details):

- This application form
- **A Personal Disclosure Form**
- Registration fee (if required)
- Any attachments
- 2 x passport size photographs (only required for Charitable Sector)

**Please keep a copy of your forms and any attachments for your records.**

### **Warning:**

It is the responsibility of the applicant to notify the Registrar of Alcohol and Gaming in writing within 5 days of any material changes to the information supplied on this application or any attachment.

The provision of false, incomplete or misleading information, or the omission of information in this application or in the documents submitted with this application, or the failure to notify the Registrar of Alcohol and Gaming of any material changes to this information which occur following this application being filed, may result in the refusal, suspension or revocation of registration.

## AGCO Regional Offices

If you will work in or at:	Send your application to:
Charitable Sector Lottery Sector OLG Head Office (Toronto) OLG Slots at Ajax Downs OLG Slots at Woodbine Racetrack	<b>Alcohol and Gaming Commission of Ontario</b> 90 Sheppard Avenue East, Suite 200 Toronto, Ontario M2N 0A4 Tel: 416.326.8700 / Toll Free: 1 800.522.2876
Caesars Windsor OLG Slots at Dresden Raceway	<b>AGCO Registration and Enforcement Unit</b> 250 Windsor Avenue, 2nd Floor Windsor, Ontario N9A 6V9 Tel: 519.258.6385 / Fax: 519.258.7282
Fallsview Casino Resort Casino Niagara OLG Casino Brantford OLG Slots at Flamboro Downs OLG Slots at Mohawk Racetrack	<b>AGCO Registration and Enforcement Unit</b> Niagara Falls Corporate Centre 4342 Queen Street, 4th Floor Niagara Falls, Ontario L2E 7J7 Tel: 905.374.5955 / Fax: 905.374.5953
Casino Rama OLG Slots at Kawartha Downs OLG Slots at Sudbury Downs OLG Slots at Georgian Downs OLG Slots at Hanover Raceway Great Blue Heron	<b>AGCO Registration and Enforcement Unit</b> P.O. Box 806 Orillia, Ontario L3V 6K7  Courier/In Person: <b>Huron Regional Centre</b> 700 Memorial Avenue, Third Floor, Cottage "C" Orillia, Ontario L3V 6H1 Tel: 705.329.5045 / Fax: 705.329.5050
OLG Casino Point Edward OLG Slots at Western Fair Raceway OLG Slots at Woodstock Raceway OLG Slots at Clinton Raceway OLG Slots at Grand River Raceway	<b>AGCO Registration and Enforcement Unit</b> 150 Dufferin Avenue, Suite 201 London, Ontario N6A 5N6 Tel: 519.675.7746 / Fax: 519.675.7749
OLG Casino Thousand Islands	<b>AGCO Registration and Enforcement Unit</b> 380 County Road 2 Gananoque, Ontario K7G 2V4 Tel: 613.382.6819 / Fax: 613.382.3476
OLG Slots at Rideau Carlton Raceway	<b>AGCO Registration and Enforcement Unit</b> 1547 Merivale Road, Suite 510 Nepean, Ontario K2G 4V3 Tel: 613.274.0114 / Fax: 613.274.7214
OLG Casino Sault Ste Marie OLG Head Office (Sault Ste Marie)	<b>AGCO Registration and Enforcement Unit</b> 740 Great Northern Road, Suite 201 Sault St. Marie, Ontario P6A 5K7 Tel: 705.946.6552 / Fax: 705.946.6557
OLG Casino Thunder Bay	<b>AGCO Registration and Enforcement Unit</b> 189 Red River Road, Suite 206 Thunder Bay, Ontario P7B 1A2 Tel: 807.343.7382 / Fax: 807.343.7524

## Job Function Definitions (Commercial Sector only)

Position	
Executive	The individual has ultimate and overall responsibility for a single department or larger business unit. The applicant is responsible for establishing the strategic direction and organizational goals, policy and procedures for the organization/department.
Department Director	The individual is responsible for the overall plans, staffing, budgeting, operations and the strategic management of a department.
Department Manager	The individual is responsible for supervising one or more staff, and has responsibility for the day-to-day operations of his/her department at any given time (person may in certain cases still be deemed by the Registrar to be a Category 2 Gaming Assistant as a result of limited decision making authority over gaming operations).
Floor/Shift Supervisor	The individual has supervisory and decision-making authority over non-supervisory staff and/or a specific job task or requirement to supervise staff during a specific period of work (person may in certain cases still be deemed by the Registrar to be a Category 2 Gaming Assistant as a result of limited decision making authority over gaming operations).
Non-Supervisory	The individual has no supervisory duties, and is directed and monitored by a supervisor in his/her daily routine.
Access to Gaming Site Assets and Accounts	
Controls Assets and Accounts	The individual has the authority to move, change, disburse, accrue and/or write-off assets and/or add, delete or modify accounts.
Monitors Assets and Accounts	The individual is allowed to authorize the disbursement of assets to staff, clients and/or as part of a business process. The individual has significant discretion to "comp" or approve credit.
Monitors Control of Assets	The individual handles cash, cheques, credit cards and/or debit cards under supervision. The individual may "comp" within an authorized value matrix.
No Control Over Assets	The individual has no ongoing job functions which allow access to the assets of the operator.
Sensitive Areas	
Access to Sensitive Areas	The individual requires access to sensitive areas, such as any area that requires strict access controls to secure the gaming site and/or safeguard gaming integrity or assets. Individuals who work with or service gaming equipment would also be considered to be accessing a "sensitive area".
Authority	
Does the applicant have the authority to bind the operator?	The individual can legally contract on behalf of the operator.
Relationship to Outcome of Game	
Supervises/Manages Game Play	The individual has supervisory and monitoring responsibilities over both game play/procedure and wager payouts/collections.
Facilitates Game Play	The individual has primary contact with the means and method of game play and with players.
Gaming-Related Equipment	
Manufacture/Design	The individual is primarily involved with the manufacture and design of gaming equipment.
Repair/Modify Access	The individual is able to access gaming equipment to effect repairs or modifications with or without supervision.
Supervised Access/Handling	The individual is able to access, move or handle gaming equipment only when supervised.

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**Alcohol and Gaming Commission of Ontario**  
 Licensing and Registration  
 90 SHEPPARD AVE E  
 SUITE 200  
 TORONTO ON M2N 0A4  
 Fax: 416 326-8711  
 Tel: 416 326-8700 or 1 800 522-2876 toll free in Ontario

# Registration as a Category 1 or a Category 2 Gaming Assistant Form

This application may be completed online and printed for submission, or filled out by hand. Please PRINT clearly in INK. You must answer every question in this application. Incomplete or improperly completed applications may be returned.

<b>For Office Use Only</b>	W# _____	R# _____	<input type="checkbox"/> Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Debit <input type="checkbox"/> Credit
	F# _____	V# _____	\$ _____
	<b>Notes</b>		

## 1. Type of Application

<input type="checkbox"/> New	Change of Registration:	<input type="checkbox"/> Transfer from a different site or employer	AGCO File Number
<input type="checkbox"/> Renewal	<input type="checkbox"/> Category 2 to Category 1	<input type="checkbox"/> Change of job function	
<input type="checkbox"/> Reinstatement/Rehire	<input type="checkbox"/> Category 1 to Category 2		

## 2. Sector

Check off all sectors that you work in or are planning to work in

<input type="checkbox"/> Commercial (e.g. casino, slot facility)	<input type="checkbox"/> Charitable (e.g. bingo hall, fair or exhibition [e.g. CNE]) <input type="checkbox"/> Category 1 Gaming Assistant (Manager) <input type="checkbox"/> Category 2 Gaming Assistant (Employee)	<input type="checkbox"/> Lottery (e.g. seller of OLG products)
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## 3. Offer of Employment (All Sectors)

### 3.(a) Applicant (full legal name)

Last Name	First Name	Middle Name(s)
Position/Title/Department		

The applicant must complete a **Personal Disclosure Form** and attach it to this application.

### 3.(b) Employer

Name	AGCO File Number
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If additional space is required, please include a list of other employers (with associated AGCO file numbers) on an attached sheet.

### 3.(c) Certification by Employer

<b>I certify that the applicant named above has been granted an offer of employment.</b>			
Name	Position		
Signature	Date	YYYY	MM DD

#### 4. Canadian Eligibility

Are you legally eligible to work in Canada? <i>You may be required to provide proof (work permit, landed immigrant status, etc.)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
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#### 5. Job Function (Commercial Sector Only)

<b>Job Functions</b>	<input type="checkbox"/> Category 1 Gaming Assistant	<input type="checkbox"/> Category 2 Gaming Assistant
<b>Position</b>	<input type="checkbox"/> Executive <input type="checkbox"/> Department Director <input type="checkbox"/> Department Manager <input type="checkbox"/> Floor/Shift Supervisor <input type="checkbox"/> Non-Supervisory	<input type="checkbox"/> Department Manager <input type="checkbox"/> Floor/Shift Supervisor <input type="checkbox"/> Non-Supervisory
<b>Access to Gaming Site Assets and Accounts</b>	<input type="checkbox"/> Controls Assets and Accounts <input type="checkbox"/> Monitors Assets and Accounts <input type="checkbox"/> Monitored Control of Assets <input type="checkbox"/> No Control over Assets or Accounts	<input type="checkbox"/> Monitors Assets and Accounts <input type="checkbox"/> Monitored Control of Assets <input type="checkbox"/> No Control over Assets or Accounts
<b>Access to Sensitive Areas</b>	Does the individual require access to sensitive areas? <input type="checkbox"/> Yes <input type="checkbox"/> No	Does the individual require access to sensitive areas? <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Authority</b>	Can the individual legally sign contracts on behalf of the operator? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Relationship to Outcome of Game</b>	<input type="checkbox"/> Supervises/Manages Game Play <input type="checkbox"/> Not Applicable	<input type="checkbox"/> Supervises/Manages Game Play <input type="checkbox"/> Facilitates Game Play <input type="checkbox"/> Not Applicable
<b>Gaming-Related Equipment</b>	<input type="checkbox"/> Manufacture/Design <input type="checkbox"/> Repair/Modify Access <input type="checkbox"/> Supervised Access/Handling <input type="checkbox"/> Not Applicable	<input type="checkbox"/> Repair/Modify Access <input type="checkbox"/> Supervised Access/Handling <input type="checkbox"/> Not Applicable

#### 6. Transfer

Applicant is transferring from:

Name of previous employer	AGCO File Number
Title/Position at previous employer	
The last day the applicant worked for employer above YYYY MM DD	Effective start date for new employer YYYY MM DD

**Commercial Sector employees are not permitted to work at the previous gaming site at which they were employed after the effective date of the transfer.**



**NOTIFICATION UNDER FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT Subsection 39(2):**

**NOTICE**

The information on this form is collected pursuant to the *Gaming Control Act, 1992*. The principal purpose for which this information will be used is to consider my suitability or continued suitability for a gaming registration.

**CONSENT**

I consent to the Registrar of Alcohol and Gaming collecting such additional information about me as may be necessary to verify the information provided on this form and to determine my suitability or continued suitability for a gaming registration. I understand that it may be necessary for the Registrar to collect and receive additional information from any source, including some or all of the following domestic and foreign sources: financial institutions, credit bureaus and credit reporting agencies, regional and national banking and loan institutions. I further consent to the disclosure to the Registrar of any information sought including my police or criminal record, if any, and I hereby authorize the Chief of Police or other Officer in Charge to forward all relevant information to the Registrar. I hereby authorize the Ontario Provincial Police (OPP) to release records of criminal convictions and findings of guilt for which a pardon has not been granted, records of discharges which have not been removed from the Canadian Police Information Centre (CPIC) system in accordance with the *Criminal Records Act* and records of outstanding criminal charges of which the OPP is aware to the Registrar.

**ADDITIONAL INFORMATION**

If you have questions about the collection of your personal information on this form, please contact:

**Registrar of Alcohol and Gaming**

90 SHEPPARD AVE E  
SUITE 200  
TORONTO ON M2N 0A4  
Fax: 416 326-8711  
Tel: 416 326-8700 or 1 800 522-2876 toll free in Ontario

**Declaration**

I solemnly declare that I have read over this form and I make this solemn declaration conscientiously believing its contents to be true and knowing that it is of the same force and effect as if made under oath.		
I also understand that this form may not set out all the questions that I may be asked nor constitute all the documentation and/or information that I may be required to supply. I understand that further questions may become necessary and that further documentation and/or information may be required during the application process and that if I do not wish to answer any further questions or supply any further documentation or information that my application will be abandoned.		
Name		
Signature	Date	YYYY MM DD