New York State Gaming Commission Licensing Filing Instructions

Entities required to file:

All entities that are directly providing Mobile Wagering services, their holding companies, parent companies, and any investors owning 5% or more of the operating entity.

Each Entity must send:

- Completed Multi-Jurisdictional Business Form
- Completed and Notarized Mobile Sports Wagering Supplemental Form
- All applicable attachments required per the MJBF and Supplemental
    - o Taxes, Financials, Certificate of Incorporation/Formation Documents, Organizational Chart, Contacts, Licenses, etc.

Individuals required to file:

For each entity that has been filed, the following persons are required to submit application information:

All Officers (including but not limited to: CEO, CFO, CLO, etc.), all Directors (including Independent and Outside Directors), or individuals owning 5% or more of the filed entity.

Each Individual must send:

- Completed Multi-Jurisdictional Personal History Disclosure Form
- Completed Vendor Key Employee Supplemental Form
- 5 years of Taxes/Financials
- A copy of photo ID
- Completed Fingerprint Card and Pre-enrollment form to Identogo per the Fingerprint Instructions

** Any individuals already holding a Commercial Casino Key License or Temporary Commercial Casino Key License issued by the Commission does not need to re-file. In this case, a notice should accompany the application stating which individuals are already licensed by the commission.

If you should have any questions on who is required to file, please submit a copy of the Corporate Structure detailing both Entities and Individuals (Officers/Directors) to the Licensing Bureau for review. You may email this information to: Gaming.dl.Licensing.Enterprise@gaming.ny.gov

When submitting documents prior to submitting the completed RFA response, both an electronic and hardcopy must be provided. Additionally, a redacted electronic copy must be included in the filing. If license applications are submitted in advance of RFA submission, they should be submitted to: Office of the Secretary, N.Y.S. Gaming Commission, 1 Broadway Center, Fifth Floor, Schenectady, NY 12305.

Commercial Fingerprint Information

Fingerprinting must now be paid by pre-enrolling and pre-paying on the Identogo website, located at http://uenroll.identogo.com. See attached for Instructions on this process.

The Fee for fingerprinting is $102.00 (Effective 7/1/2020)

Please use service code **1546QY** for all applicants submitting for an Enterprise Principle License, or Enterprise Technician/Applicant License. You may use the same service code when typing in Agency ID number.

If you would like to schedule a Live-Scan appointment: Please use the "Locate an Enrollment Center" option to find the closest participating Live Scan location to you. Please note that not all IdentoGO locations participate with New York. Some locations may not show up under our service code.

If you are unable to schedule a Live-Scan appointment, please submit fingerprints by mail following the directions below:

Please include (2) fully completed fingerprint cards and the Identogo pre-enrollment confirmation page with bar code you are provided. Please make sure the applicant signs the pre-enrollment page in INK and it is the original copy sent with the print cards.

You may submit these items directly to:

> **IdentoGO**
>
> **Cardscan Department - _NY Program_**
> **340 Seven Springs Way, Suite 250**
> **Brentwood, TN 37027**

We also ask that you indicate to us when your fingerprints were taken, or submitted, so we can better track your results. If you have any questions or would like to check the status of your print submission, please visit the IdentoGO website at http://uenroll.identogo.com and select "Check the Status of your Service" option. You may also call IdentoGO at 1-855-845-7434.

As always, we are here to assist you if you have any additional questions.

Thank you,
Vendor Licensing Staff
NYS Gaming Commission

New York Non-Resident Cardscan

Universal Enrollment Platform Processing Overview

Cardscan processing is available for those applicants residing outside of New York or physically unable to visit an IdentoGo location. In order to complete the process, applicants must complete the following steps.

1. Obtain fingerprints on FBI (FD-258) fingerprint card and complete personal information fields on fingerprint card.
2. Pre-enroll for cardscan submission at UEnroll.identogo.com. All processing fees will be collected during the pre-enrollment process. A pre-enrollment confirmation page will be provided once registration is complete.
3. Print and sign the completed pre-enrollment confirmation page, which includes the barcode printed on the top right of the page. Mail the signed pre-enrollment confirmation page and the completed fingerprint card to the mailing address provided by your agency. For mailing address or further instructions, each applicant should contact their employer or agency contacts for those details.
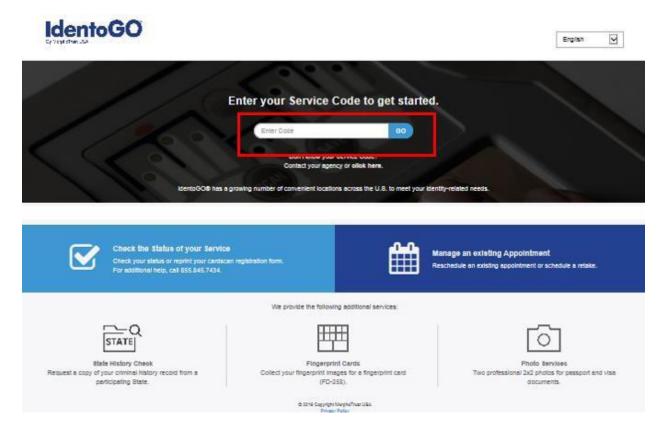
Please review the following pages for more detailed instructions regarding the Universal Enrollment Platform Pre-Enrollment process.

Directions for Pre-enrollment and Payment – Required for ALL Fingerprint Cards

1. Visit http://uenroll.identogo.com and enter your 6-character Service Code assigned to the agency you plan to submit prints for, then click the **GO** button.

If you have **not yet** been provided a Service Code by the requesting agency, follow the link labeled "Don't know your Service Code? Click Here" to select from a list of agency names or use the agency ORI or contact your agency for assistance.
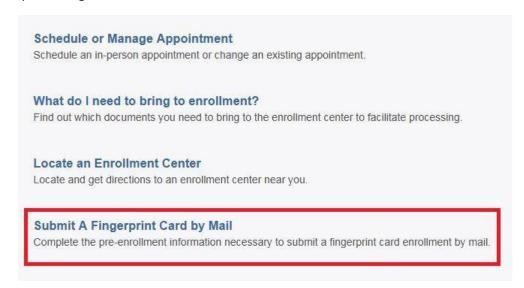

Please note: Not all agency ORI's may be available with this look up tool.

Please check with your agency, contributor, employer, or licensing administrator for specific information about Service Codes.

2. The next screen is where you are going to select that you would like to submit a fingerprint card for processing.

You will need to confirm that you are wanting to proceed with submitting a fingerprint card for processing. Click 'Continue' to proceed to the next page.

3. The next few screens will collect essential information such as name, date of birth, address, etc. You will need to complete all required information.
4. Pay for your service using an Authorization Code or Credit Card. If the Service is Auto-Billed to your Agency, payment will not be required.

5. Once you have submitted your payment, you will be directed to the final registration page. You will need to complete sections 2 and 3 and submit this page along with your fingerprint card for processing. An example of the final

IdentoGO
By MorphoTrust USA

1 (of 4) - REVIEW INFORMATION :

Date:	MM/DD/YYYY
UE ID:	UE ID SAMPLE
Applicant:	SAMPLE APPLICANT
Service:	SERVICE CODE – SERVICE CODE NAME

BARCODE SAMPLE

UE ID SAMPLE

2 (of 4) - SIGN AUTHORIZATION:

I hereby affirm that the information contained in the pre-enrollment and completed fingerprint card are true and do not contain any false statements or omissions of any material information or facts.

X _____   _____
Signature   Date

3 (of 4) - PROVIDE APPLICANT CONTACT INFORMATION:

_____   _____
Print Applicant Name (Last, First, Middle)   Applicant Date of Birth (MM/DD/YYYY)

_____   _____
Phone Number   Email or Phone 2

4 (of 4) - MAIL DOCUMENTS:

Please mail the following documents per your specific agency instructions:

1. This printed and signed document.
2. Completed fingerprint card

NOTE: If your agency requires a Social Security number, please be sure to write the number on the fingerprint card or your fingerprints will not be processed and the packet will be returned.

Contact your agency for mailing instructions.

screen is shown below.

Applicants must obtain mailing addresses for the cardscan submission from their contributor agency.