



**NON-RESTRICTED GAMING and ALCOHOL CHECK LIST**

- Las Vegas Business License Application
- Financial Questionnaire and documentation to support sources of funding
- Temporary Request Form (optional)
- Alcohol Ownership Management Acknowledgement Notice

**Corporations**

- Most recent Form 10-K filed with SEC
- Organizational chart of related companies
- List of officers and directors as filed with the Secretary of State

**NOTE: If the ownership structure of the entity applying for the license is made up of other entities (i.e., the member of an LLC is a corporation and another LLC), you are required to supply documents for both LLCs and the corporation as outlined under the entity type**

**Trusts**

- Complete Trust Agreement and Amendments
- List of all Trustees

**Trusts**

- Articles of Organization
- Operating agreement
- List of members and contributions if not included in operating agreement

Location lease agreement or proof of property ownership

File stamped copy of Certificate of Business Fictitious Firm Name (Clark County Clerk, 200 Lewis Ave or 500 S. Grand Central Pkwy)

**If change of ownership on existing business:**

- Purchase & sale agreement or escrow instructions signed by all parties
- Transfer of Business License (if purchasing existing liquor)

List of Restaurants and Bars owned by entity

**Suitability package for each "Principal" as defined by LVMC 6.02.010 (Must be typed or printed in INK or application will not be accepted):**

- Personal History Form or State Gaming Application
- Legible photocopy with original signatures of GCB Person History Record
- State Form 1 (Application for a Nevada Gaming License)
- U.S. Military Discharge Form DD2214 or equivalent if served in another country (if applicable)
- 1 Current photo of head and shoulders (Passport size - approximately 2" X 2" - **Must be less than 6 months old**)
- Driver's license or state issued identification card

If born **IN** the United States or abroad to U.S. citizens provide one of the following:

- Certified copy of Birth Certification
- Copy of Certification of Birth Abroad

If born **OUTSIDE** the United States or abroad to U.S. citizens provide one of the following:

- Naturalization Certification
- Copy of Permanent Resident Card
- Employment Authorization Card

**Other:**

- Initial Processing Fee: \$100.00
- Temporary License Fee: \$500.00 - Optional
- Semi-annual license fees are based on the number of slot machines and games by type (see chart on the instruction sheet) :  
Quarterly Convention Hall Gaming Tax:
  - 1 - 12 machines: \$.25 per machine
  - 13 - 15 machines: \$.75 per machine
  - .5 - 1.5 games: \$3.00 per game
  - 2 - 5 games: \$7.50 per game
  - 6 or more games: \$12.00 per game

**Suitability Fees:**

- \$150.00 per person being investigated
- \$200.00 per privilege license

**Other:**

- Applications are taken by appointment only, Monday through Thursday. **Call 702-229-1840** for appointment  
Your appointment time is scheduled for: \_\_\_\_\_. **Please Note:** if you are more than 15 minutes late, your appointment will be cancelled. You will have to call back to reschedule.
- Special Use Permit may be required. Check with the Planning & Development at 333 N. Rancho Drive, (702) 229-6301 for any zoning concerns. Please call the Planning Department for their fees for the Special Use Permit.**
- Health Permit/Card (560 N. Nellis Blvd.)
- State Business License (555 E. Washington Ave.)
- Proof of NV Sales Tax ID (555 E. Washington Ave.)
- Alcohol Awareness Card
- Employer/Employee Notice
- Listing of number of slot machines and number of games by type
- Work Card

**IMPORTANT: Return this checklist with the original packet PLUS a copy of the original packet. If we make any copies you will be charged \$1 per page. Notary Services are also offered in our office for a fee.**