All gaming work permit forms are available in fillable format on the Mississippi Gaming Commission (MGC) website http://www.msgamingcommission.com/. All application packets for gaming work permits completed by hand must be **legible.** Casino applicants will complete and submit their application packages through the appropriate casino Human Resources or Employment Departments.

PERMIT APPLICATION PROCESS

All documents in the application package will now be scanned and emailed to workpermits@mgc.ms.gov. Initial applications must be received at least **one (1) week** before the applicant's scheduled processing date or **sixty (60) days** for renewal applications. Outside Vendors are requested to include a cover letter on company letterhead listing a company point of contact.

A work permit application package submitted to the MGC consists of four forms – 1) The Application, 2) Request to Release Information Form, 3) Disqualification Notice, and 4) Acknowledgement of Criminal History.

A) Completing the application for a gaming work permit:

1) Header – Complete the application header by entering the date, employer, and job title then place a check mark in the box that best describes the type of permit sought.
2) Section 1 – The applicant will enter the appropriate biographical information on the lines provided.
3) Section 2 – The applicant will enter the last five (5) years of employment history. Periods of unemployment shall be listed if within the five (5) year period.
4) Sections 3 – The applicant shall answer "yes" or "no" to questions A through K concerning their criminal history. Any "yes" responses must be explained in the comments section or in the supplement page provided in the application package. **Applicants are required to list all misdemeanor or felony** charges, including expunged, remanded, dropped or dismissed charges.
5) The applicant and employer representative must sign and date the bottom of page 2.

B) Request to Release Information.

1) The applicant shall legibly print their name on the "From" line.
2) After reading the form, the applicant shall complete the authorization by entering the city, state, and date. The form is signed then notarized.

C) Applicant Disqualification Notice

1) The applicant shall read this form as part of the application process
2) After reading the form, the applicant shall sign and date the bottom of the form.

D) Acknowledgement of Criminal History Instructions

1) Applicant shall sign and date this form.
2) Employer shall sign and date this form.

NOTE: If the applicant lists a misdemeanor or felony charge on the application, a certified court abstract must be provided from the appropriate Court of jurisdiction.

The forms listed above must be completed in their entirety. Failure to complete the forms will delay or prevent the applicant from receiving their MGC work permit. Prior to submitting the application packets, it is strongly recommended a company representative thoroughly review the paperwork to ensure all items have been completed correctly. Incomplete or improperly completed forms will be returned to the company representative and the applicant will not be processed.

Fingerprints and photographs will be taken at the field offices on a scheduled basis. Each of the three MGC Enforcement Districts has provided the casino licensees and gaming schools in their district with a processing schedule. Non-casino employees will be advised when to go to the field offices. To be processed, the applicant must produce some form of government issued identification containing a photograph. Other forms of identification may also be requested.

The processing fee shall be submitted in accordance with the instructions for completing the MGC Fee Log. Please ensure a point of contact and contact number is provided on the fee log. The company check and original fee log (scan a copy of the fee log and email to workpermits@mgc.ms.gov) should be submitted to the following address:

Private courier service (ie. DHL, FedEx, UPS):
Mississippi Gaming Commission
Office of Admin/Finance
620 North Street
Jackson, MS 39202

U. S. Postal Service:
Mississippi Gaming Commission
Office of Admin/Finance
P. O. Box 23577
Jackson, MS 39225-2357

The permit **will not** be issued until a criminal background investigation has been completed. This process can take as long as 48-hours. The applicant will be informed of a time and date to receive their work permit.

PERMIT MAINTENANCE

If an employee leaves employment after receiving a gaming work permit from the MGC, the company is required to submit a Notice of Termination Form within 72-hours of termination of employment by scanning and emailing the form to workpermits@mgc.ms.gov .

Requests for Transfers or Reactivations are to be completed and scanned to workpermits@mgc.ms.gov.

Questions concerning work permit matters should be directed to the Jackson office/Work Permit Division (601) 576-3800.

PRINT

MISSISSIPPI GAMING COMMISSION
APPLICATION FOR
GAMING WORK PERMIT

MGC Date Stamp

INSTRUCTIONS: Please read the form completely and fill in ALL blank spaces. PRINT LEGIBLY

Date _____ ☐ **Original Application** ☐ **Renewal**

Employer _____ **Job Title** _____

Department _____

Permit Type (Check the box below for the type of permit you are applying for.)

☐ Casino ☐ Gaming School ☐ Manufacturer/Distributor Employee ☐ External Auditor ☐ Vendor

☐ Junket Rep ☐ Secondary Junket Rep ☐ Other: Explain _____

SECTION 1. BIOGRAPHICAL INFORMATION

Social Security Number _____ Work Permit/Badge Number _____

Name: _____
First Name Middle Name Last Name

Have you ever had a Mississippi Gaming Permit issued under any other names? ☐ Yes ☐ No

List any other names you have used, including maiden name: _____

Street Address: _____
Number and Street City State ZIP Code

Mailing Address: _____
Post Office Box City State ZIP Code

Home Telephone Number ( ) _____ ☐Driver License ☐State ID: _____
Number State

Date of Birth: ____ / ____ / ____ Place of Birth _____
Month Day Year City State

Sex _____ Race _____ Height _____ Weight _____ Hair _____ Eyes _____

☐Scars ☐Marks ☐Tattoos Describe: _____

Emergency Contact
(Other than Yourself) Name Relation

( ) _____ _____
Telephone Number Street Address City State Zip Code

Are you a U.S. Citizen? ■ Yes ☐ No If "No," Country of Citizenship: _____

Alien Registration Number _____ Passport Number _____

Email Address _____

Notes:

Mississippi Gaming Commission Use Only

Fee Log Date _____

Check Number _____

PREVIOUS EDITIONS SUPERCEDED

MISSISSIPPI GAMING COMMISSION
APPLICATION FOR
GAMING WORK PERMIT

SECTION 2. EMPLOYMENT HISTORY

List all employment activity, including periods of unemployment for the last five (5) years. Use additional sheets, if necessary.

From	To	Employer	Address, City, State	Job Title

SECTION 3. CRIMINAL HISTORY BACKGROUND

Item		YES	NO
A.	Have you **ever** been arrested, detained, charged, indicted, **or** convicted of **any** crime, either misdemeanor or felony? (For purposes of this application, any person who has ever been found guilty of any criminal charge is deemed to have been convicted, whether the person had a trial, pleaded guilty, pleaded "Nolo Contendere" (No Contest), or was found guilty "in absentia" (in absence) to include UCMJ or Military Disciplinary actions).	☐	☐
B.	Have you ever participated in a deferred sentencing program, non-adjudication program, or other program wherein you entered a plea of guilty to a criminal charge, but the Court withheld acceptance of the guilty plea subject to your successful completion of certain court-imposed conditions?	☐	☐
C.	Have you ever been placed in a Pretrial Intervention Program or Pretrial Diversion Program?	☐	☐
D.	Do you presently have charges pending against you for any crime, either misdemeanor or felony?	☐	☐
E.	Are you presently out on bail, or released from custody on your own recognizance?	☐	☐
F.	Are you presently out on parole or probation (either reporting or non-reporting)?	☐	☐
G.	Have you ever been questioned about your participation in any crime, which is a felony, or your participation in any gambling offense, theft offense, drug offense, or crime of violence, even if only a misdemeanor?	☐	☐
H.	Have you ever been questioned about any violation of the Gaming Control Act or regulations of the Mississippi Gaming Commission or by any Gaming Enforcement Agency?	☐	☐
I.	Have you ever been refused or denied any work permit, license, or related approval to be involved in gaming, racing, pari-mutuel wagering or had any such permit, license, or approval revoked or suspended?	☐	☐
J.	Have you ever been prohibited (86'd) from being present on the premises of any gaming or pari-mutuel wagering establishment?	☐	☐

If you answered "YES" to Questions A, B, or C, you must complete the following section (Use additional Sheets if necessary).

Date	Charge	Arresting Agency	City	State	Disposition

If you answered "YES" to Questions D, E, F, G, H, I or J, you must complete the following section (Use additional Sheets if necessary).

Date	Incident

*** WARNING ***

I, the undersigned applicant, certify that the foregoing information is true and correct. I further acknowledge that failure to make full and true disclosure of all information on this application is cause for denial or revocation of a gaming work permit and may result in criminal prosecution pursuant to Mississippi Code Annotated § 75-76-139.

Applicant's Signature Date Employer's Signature Date

PREVIOUS EDITIONS SUPERCEDED

MISSISSIPPI GAMING COMMISSION
APPLICATION FOR
GAMING WORK PERMIT

SECTION 3. CRIMINAL HISTORY BACKGROUND (SUPPLEMENTAL)

If you answered "YES" to Questions A, B, or C, you must thoroughly complete the following section (Make additional copies, if necessary).

DATE _____

Charge _____

Arresting Agency _____

City. County. State _____

Disposition _____

DATE

Charge _____

Arresting Agency _____

City. County, State _____

Disposition _____

DATE _____

Charge _____

Arresting Agency _____

City. County, State _____

Disposition _____

If you answered "YES" to Questions D, E, F, G, H, I, or J, you must thoroughly complete the following section (Make additional copies if necessary).

Date/ Location: _____

Incident: _____

Date/ Location: _____

Incident _____

Date/ Location: _____

Incident: _____

_____

PREVIOUS EDITIONS SUPERCEDED

MISSISSIPPI GAMING COMMISSION
APPLICANT'S REQUEST TO RELEASE INFORMATION

TO: _____
(Agency Holding Requested Information)

FROM: _____
(Applicant's Printed Name)

I hereby authorize and request all persons who have information or documents relating to or concerning the information in my application to the Mississippi Gaming Commission for a work permit to furnish such information, and allow inspection and copying of any such documents, upon request of an authorized agent of the Mississippi Gaming Commission, waiving any privilege which would otherwise protect said information or documents.

I agree to indemnify and hold harmless the person to whom this request is presented and his agents and employees from and against all claims, damages, losses, and expenses, including reasonable attorneys' fees arising out of or by reason of complying with this request.

A reproduction of this request by the Xerox or similar process shall be for all intents and purposes as valid as the original.

This release is good for as long as I am employed, or seeking employment, in a position regulated under the Mississippi Gaming Control Act.

In witness whereof, I have executed this request at _____
City

_____ on the _____ day of _____, _____
State Day Month Year

_____
Applicant's Signature

Subscribed and sworn to before me on the _____ day of _____, _____
Day Month Year

_____
Notary Public Signature

Notary Public in and for the County of _____, State of _____

(Seal)

For Mississippi Gaming Commission Use Only

The above applicant has applied for a Mississippi Gaming Work Permit. Please provide any information you have on file.

Applicant DOB _____ Applicant Social Security Number _____

_____ _____
Request Date Signature of Requesting MGC Agent

MGC District O.R.I Number: _____

MGC ENF Form 3.1.3 Revised: July 21, 2022

PREVIOUS EDITIONS SUPERSEDED

Mississippi Gaming Commission
Work Permit Applicant Disqualification Notice

The following, in accordance with the Mississippi Gaming Control Act and the Mississippi Gaming Commission Regulation, shall be grounds for denial or revocation of a Work Permit issued by the Mississippi Gaming Commission:

1. If the applicant has committed, conspired or attempted to commit a crime which is a felony in Mississippi, or an offense in another state or jurisdiction which would be a felony if committed in Mississippi.
2. If the applicant has committed, conspired or attempted to commit any crime of moral turpitude, embezzlement or larceny, or any violation of any law pertaining to gaming or any crime, which is adverse to the declared policy of the State of Mississippi concerning gaming. This includes, **BUT IS NOT LIMITED TO**, any crime or violation resulting in a:
    a. **Misdemeanor theft conviction** during a three year period immediately prior to the date the work permit application is submitted, except a first time misdemeanor conviction for a bad check.
    b. **Misdemeanor drug conviction** during a three year period immediately prior to the date the work permit application is submitted.
    c. **Misdemeanor gaming or gambling conviction** during a three year period immediately prior to the date the work permit application is submitted.
    d. **Misdemeanor conviction for a crime of violence, including Simple Assault or Domestic Violcnnce** during a three year period immediately prior to the date the work permit application is submitted,

NOTE: AN APPLICANT FOR A GAMING WORK PERMIT MUST DISCLOSE ON THE APPLICATION ALL ARRESTS, CHARGES OR CONVICTIONS HE/SHE HAS EVER HAD, BOTH MISDEMEANOR AND FELONY, WHETHER OR NOT THEY ARE INCLUDED IN THE LIST ABOVE, REGARDLESS OF WHEN THEY OCCURRED.

3. If the applicant failed to disclose, misstated, or otherwise attempted to mislead the Commission with respect to any material fact contained in the applicant for a Work Permit. This includes failing to disclose any and all arrests, charges, and convictions.
4. If the applicant has knowingly failed to comply with the provisions of the Gaming Control Act and/or the Mississippi Gaming Commission regulations
5. If the applicant has been identified in published reports of any federal or state legislative or executive body as being a member or an associate of organized crime, or as being of notorious and unsavory reputation.
6. If the applicant has been placed in, and remains in, the constructive custody of any federal, state or municipal law enforcement authority for a crime which, if convicted, would constitute grounds for a denial or revocation of a Work Permit, This includes being released on bail or released from custody in one's own recognizance, being on parole and/or probation, whether reporting or non-reporting.
7. If the applicant has had a Work Permit revoked , or committed any act that would have been grounds for revocation if the applicant has held a Work Permit at that time.
8. Any other reasonable cause,

NOTICE TO APPLICANT

The application fee submitted with your application is **NON-REFUNDABLE.**

As a Work Permit holder **you must** report any arrest or conviction to the Mississippi Gaming Commission **within ten (10) days** after an arrest or conviction, (Under MG regulation Part 2, Chapter 10 Rule 10.1(d).

IF YOU HAVE ANY QUESTIONS CONCERNING THE ABOVE REGULATIONS CONTACT THE MGC DISTRICT OFFICE IN YOU AREA OR THE MGC WORK PERMITS DIVISION.

_____ _____

Applicant's Signature Date

Major General (R) Al Hopkins
Chairman

Tom Gresham
Commissioner

Fracis C. Lee
Commissioner

Jay McDaniel
Executive Director

MISSISSIPPI GAMING COMMISSION
Post Office Box 23577
Jackson, Mississippi 39225-3577
(601) 576-3800

ACKNOWLEDGEMENT OF CRIMINAL HISTORY INSTRUCTIONS

As an applicant for a Mississippi Gaming Work Permit, I hereby acknowledge that I have completed the Mississippi Gaming Commission "Gaming Work Permit Application" and have provided all information requested in the application truthfully. In completing the questions contained in the "Criminal History Background" section of the application, I hereby agree that I fully understand each and every question or statement contained in this section and have answered each question honestly.

I acknowledge that I must disclose each and every criminal charge, arrest, and conviction (including those that have been expunged) that I have ever had no matter what the final disposition or how old the charge might be. Furthermore, I acknowledge that failure on my part to disclose any information in the application, for whatever reason, will be grounds for denial of my application for a Mississippi Gaming Work Permit. I also understand that I may be subject to criminal prosecution for failure to disclose such information in accordance with §§75-76-139 of the Mississippi Gaming Control Act *(An application for licensing, registration, finding of suitability, work permit or any approved or consent required by this chapter shall make full and true disclosure of all information to the commission, the executive director and any other relevant governmental authority as necessary or appropriate in the public interest or as required in order to carry out the policies of this state relating to licensing and control of the gaming industry.)*

I understand that the "burden of proof" that I am suitable to hold a Mississippi Gaming Work Permit is my responsibility and therefore, I agree that I will provide any and all documentation within 15 business days or my application to obtain a Gaming Work Permit will be terminated in addition to all fees paid.

- A criminal history records check will be obtained from the Federal Bureau of Investigations based upon your fingerprint data. Should you disagree with the information reported by the FBI, you have the right to correct the record. This may be accomplished by going to the following website: www.FBI.gov for information on how to submit a "Record Challenge". You may also submit a written challenge to the: FBI CJIS Division
  ATTN: Correspondence Group
  1000 Custer Hollow Road
  Clarksdale, West Virginia 26306

I hereby agree that I have had the opportunity to consult with a representative of the casino property which I am applying with concerning this application process, and that they have also provided me with the telephone number for the appropriate Mississippi Gaming Commission authority for clarification.

_____ _____
Applicant's Signature Date

_____ _____
Casino Representative's Signature Date