

Jerry St. Pe'  
Chairman

Nolen Canon  
Commissioner

John M. Hairston  
Commissioner



Larry Gregory  
Executive Director

**MISSISSIPPI GAMING COMMISSION**

Post Office Box 23577  
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(601) 576-3800

**To:** Licensee Work Permit Coordinators  
**From:** Eddie Williams, Deputy Executive Director  
**Subject:** Lost, Stolen or Mutilated Gaming Work Permits  
**Date:** February 3, 2011

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In an effort to more efficiently process lost, stolen or mutilated Gaming Work Permits the procedure will be as follows effective February 7, 2011:

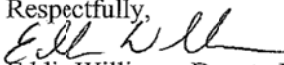
Work Permit Coordinators of a licensee shall prepare and submit a separate fee log and check made payable to the Mississippi Gaming Commission (MGC) for those gaming employees that have a lost, stolen or mutilated Gaming Work Permit. The original fee log and check shall be submitted at the end of each month to the Accounting Division of the MGC, 620 North Street, Jackson, MS 39202 with a copy of the fee log forwarded to the field offices via the email address set up for your district.

The permittee and employer should complete the Gaming Work Permit Replacement Form (available at [www.mgc.state.ms.us](http://www.mgc.state.ms.us)) and submit a copy to the MGC field office along with a copy of the check anytime Monday through Friday 8:00 am to 5:00 pm. The MGC field office will print a new permit for the gaming employee at that time. The MGC field office will retain all copies of Gaming Work Permit Replacement Forms until the end of the month when the completed Lost, Stolen or Mutilated Fee Log is received by the licensee. At the end of the month the Licensee Work Permit Coordinators will scan and email the Replacement Forms and Fee Log to their point of contact established in the Work Permit Division in Jackson.

In the event that a gaming employee received a replacement permit and is not listed on the Fee Log, the local MGC offices will contact the Licensee Work Permit Coordinator to have the gaming employee placed on the next month's fee log.

Please utilize the attached Fee Log for Lost, Stolen or Mutilated permits ONLY.

If you have any questions regarding this process please do not hesitate to contact me or your local field office.

Respectfully,  
  
Eddie Williams, Deputy Director  
(601) 576-3846