



**MANUFACTURER – DISTRIBUTOR – ROUTE OPERATOR
ASSOCIATED GAMBLING BUSINESS
LICENSE APPLICATION**

For the purposes of this application, **Gambling Control Division**
is referred to as **GCD**

Gambling Control Division
615 South 27th St., Suite A
Billings, MT 59101

FOR ADDITIONAL ASSISTANCE, PLEASE CALL (406) 896-4300

Our website:

www.dojmt.gov/gaming

Apply or manage account online:

<https://www.tap.dor.mt.gov>

SECTION I PURPOSE & FEES

New Gambling License Application

An ownership interest in a licensed gambling operation may not transfer an interest in the operation to a stranger to the license until a new gambling license application reflecting the proposed transfer is submitted to the department and the department approves the transfer.

FOR OFFICE USE ONLY:

Gambling License No: _____

Check Number: _____

Gambling Fee Paid: \$ _____

Refund: \$ _____

Check the appropriate boxes to designate the purpose of this application:

- | | |
|---|---|
| <input type="checkbox"/> Electronic Live Bingo/Keno Equipment Manufacturer
<input type="checkbox"/> Video Gambling Machine Manufacturer
<input type="checkbox"/> Video Gambling Machine Distributor
<input type="checkbox"/> Video Gambling Machine Route Operator | <input type="checkbox"/> Gambling Devices Not Legal in Montana
<input type="checkbox"/> Associated Gambling Business
<input type="checkbox"/> Accounting System Vendor
<input type="checkbox"/> Sports Tab Game Seller |
|---|---|

License Type:	License Fee:	Processing Fee:	Total Fees:
A. Manufacturer, Distributor, Route Operator, or Electronic Live Bingo/Keno Equipment	\$1,000.00	\$1,000.00	\$2,000.00
B. Associated Gambling Business	\$100.00	\$1,000.00	\$1,100.00
C. Accounting System Vendor	\$100.00	\$1,000.00	\$1,100.00
D. Sports Tab Game Seller	\$100.00	\$400.00	\$500.00
E. Fingerprint Processing Fee per Individual	\$0.00	\$30.00	\$

Note: Processing fees cover the actual cost of determining whether an applicant qualifies for licensure. Processing fees may be waived if an applicant already holds a MDR license. Based on the actual cost incurred by the GCD in processing the license, the division will refund any overpayment of the fee or collect an amount sufficient to reimburse the division for any underpayment of actual costs. The Division will provide the applicant with an itemized accounting of expenses. Fingerprint cards and processing fees are required for individuals who have not already submitted them to the division within the last 5 years, or if new criminal history has occurred since last submission.

Staple Payment Here
Payable to **GAMBLING
CONTROL DIVISION**

SECTION II
GENERAL INFORMATION

Name of Entity or Person Applying _____

(Sole Proprietor/Partnerships/Corp/LLC/LLP e.g. Rick's Bar LLC)

Business Name/DBA _____

Physical Address _____

Street, Suite No

City

State

Zip

Mailing Address _____

Street, Suite No

City

State

Zip

Business Phone () _____ Cell Phone () _____

Fax () _____ FEIN _____

N/A *(if sole proprietor who will not require hired staff)*

Email _____

ATTORNEY INFORMATION

Check this box and complete below information if you wish to have all correspondence sent to the attorney who submitted this application on your behalf

Attorney Name _____ Business Phone () _____

Mailing Address _____
Street, Suite No *City* *State* *Zip*

Email Address _____

SECTION III
OWNERSHIP & MANAGEMENT INFORMATION

The applicant is a: *(See information checklist for documents required for each ownership type)*

Ownership Type:

- Individual(s)/Sole Proprietor(s)
- General Partnership
- Limited Partnership
- Limited Liability Company
- Limited Liability Partnership
- C Corporation
- Subchapter S Corporation
- Publicly Held Corporation

**Are any individuals and/or partners
Joint Tenants with Rights of Survivorship (JTROS)?**

No

Yes

Owners, Partners, Members, Officers & Directors:

List all owners, partners, members, officers and/or directors of entity applying. Please include SSN for individuals and FEIN for entities. *If the owner is an entity, please submit a Business Statement (Form 30) with this application.* Each individual listed below must submit two completed fingerprint cards, personal/criminal history statements and fees. Use additional sheet of paper if necessary. For applicants that use a multiple entity structure, attach a diagram showing all entities and individuals.

Full Name _____ Title _____
DOB _____ SSN or FEIN _____ Number of Shares _____
Address _____ Percentage of Ownership _____%

Full Name _____ Title _____
DOB _____ SSN or FEIN _____ Number of Shares _____
Address _____ Percentage of Ownership _____%

Full Name _____ Title _____
DOB _____ SSN or FEIN _____ Number of Shares _____
Address _____ Percentage of Ownership _____%

Full Name _____ Title _____
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Full Name _____ Title _____
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Address _____ Percentage of Ownership _____%

Full Name _____ Title _____
DOB _____ SSN or FEIN _____ Number of Shares _____
Address _____ Percentage of Ownership _____%

Full Name _____ Title _____
DOB _____ SSN or FEIN _____ Number of Shares _____
Address _____ Percentage of Ownership _____%

SECTION IV
FINANCIAL & OWNERSHIP INFORMATION

(Use additional paper if necessary)

1. Do any listed owners have a financial or ownership interest in any other gambling license?

No Yes *(If yes, identify below)*

Individual's Name _____ Business Name _____

Address _____

Individual's Name _____ Business Name _____

Address _____

2. Do any listed owners, through a business or family relationship, share in the profits or liabilities of any other gambling license?

No Yes *(If yes, identify below)*

Individual's Name _____ Business Name _____

Address _____

Individual's Name _____ Business Name _____

Address _____

3. Does anyone besides the listed owners have a financial or ownership interest in, derive any income from or have liabilities associated with the business proposed for licensing? *This list must include, but is not limited to, any person who has a right to share in the profits or has responsibility for a financial obligation associated with the gambling operation (including assignees, landlords, etc.) or to whom any interest or share of profits has been pledged as security for the performance of a contract or sale related to the business proposed for licensing.*

No Yes *(If yes, identify below)*

Individual's Name _____ Business Name _____

Address _____

Individual's Name _____ Business Name _____

Address _____

4. Has the applicant or any listed owner ever been issued a gambling or alcoholic beverages license by any other agency, state, nation or jurisdiction? If so, was that license ever subject to adverse action by the issuing authority? *If yes, describe the nature of the action and its ultimate disposition on an additional sheet of paper.*

No Yes *(If yes, identify below)*

Individual(s) Name _____ Date _____

Type of License _____ License Number _____

State _____ City _____ County _____ Country _____

Individual(s) Name _____ Date _____

Type of License _____ License Number _____

State _____ City _____ County _____ Country _____

5. Has the applicant or any listed owner ever filed for bankruptcy?
 No Yes (If yes, explain current status) _____
6. Attach a copy of the applicant's most recent financial statements reflecting the business operations for which the application is being submitted. If the business is prospective or has been operating for less than one year, a balance sheet and an income statement must be estimated. **Failure to supply adequate financial information will result in delay, denial, or return of this application.** You must include the following:
- a. Balance Sheet listing all assets, liabilities, and owner equity in business
 - b. Income Statement listing amounts and types of income and expenses for the business
7. Are there any persons or business entities that have an option to purchase any share of the business or property?
 No Yes (If yes, complete the following and submit a copy of the agreement)
- Seller _____ Purchaser _____
8. Record Keeping
- a. Who maintains the applicant's financial business records?
 Name _____ Phone () _____
 Address _____
 - b. Who prepares the tax returns, government forms, and reports for the applicant?
 Name _____ Phone () _____
 Address _____
 - c. Where are the financial books and records for the applicant's business kept?
 Address _____ Phone () _____
9. Are there any unsatisfied civil judgements against the applicant or any persons or entities listed as owners at this time?
 No Yes (If yes, explain) _____
10. Has the applicant or any persons or entities listed as owners ever been a party to a lawsuit, either as a plaintiff or defendant? If so, provide a detail of each.
 No Yes (If yes, explain) _____
11. Provide the following information for all of the applicant's operating, investment, or any other business account(s), (i.e., savings and checking accounts).
- Institution Name _____ Phone () _____
 Account Number _____ Address _____
 Signatories _____

Institution Name _____ Phone () _____

Account Number _____ Address _____

Signatories _____

SECTION V
PROPERTY OWNERSHIP AND PURCHASE/FUNDING INFORMATION

(Use additional paper if necessary)

Does the applicant own the building proposed for licensing?

NO (If no, provide a current or proposed lease, rental, or current or proposed purchase agreement showing the applicant has authority to operate in this location, including any other associated or related documents.)

YES (If yes, provide evidence of ownership, such as tax statement or deed, and any other associated documents. **Note: If applicant owns property under a different entity than the applying entity, a lease is required.**)

Name all persons or entities listed on:

1. Lease Contracts N/A Sub-lease

Lessor _____

Lessee _____

Sub-lessor _____

Sub-lessee _____

2. Purchase Agreements N/A

(Submit copies of all purchase documents, mortgages, security agreements or escrow agreements associated with the business proposed for licensing, and all bills of sale, deeds, or other documents reflecting title transfer of assets purchased.)

Seller _____

Purchaser _____

Terms _____

Seller _____

Purchaser _____

Terms _____

3. Complete the following:

N/A (Check here if no transaction/purchase prices)

- a. Purchase price of real property \$ _____
- b. Purchase price of personal property \$ _____
- c. **Total purchase price** \$ _____
 - i. Earnest money deposit/down payment \$ _____
 - ii. Total amount paid at closing \$ _____
 - iii. Balance due in contractual payments \$ _____

4. Provide the following information for each outstanding loan and/or financial obligation (institutional or non-institutional lender [NIL]) obtained or used for the purpose of operating/purchasing this business. Send signed copies of all loans/agreements/contracts/notes/letter of commitment and all related security agreements, guarantees and trust indentures. Note: NIL (Form 13) must be filed with the application if any lenders are an individual or entity that are not a state or federally regulated financial institution. NIL is also required if financing is a gift. All non-institutional lenders must complete a Personal/Criminal History Statement (Form 10). Two fingerprint cards and fees must be submitted for each individual providing financing. Use additional paper if necessary.

N/A (Check if not applicable)

Creditor's Name _____ Date Acquired _____ Date Due _____

Creditor's Address _____

Loan Amount _____ Loan Number (if applicable) _____

Creditor's Name _____ Date Acquired _____ Date Due _____

Creditor's Address _____

Loan Amount _____ Loan Number (if applicable) _____

5. List additional sources of funding, if applicable (include documentation such as six months of bank/investment account statements for verification):

Source _____ \$ _____

Source _____ \$ _____

6. Does any person or entity other than the applicant own any assets associated with the licensed operation? Note: Ownership of an asset utilized in the licensed business by any person or entity other than the applicant requires a copy of a written lease and identification of the lease relationship in Section IV, Subsection B.

No Yes (If yes, complete the following)

Assets Owned _____ Owner's Name _____

Owner's Address _____

SECTION VI
DECLARATION AND AUTHORIZATION

I, _____, declare under the penalty of false swearing that I am the applicant or duly authorized representative of the entity making this application and that I have examined the application, including any accompanying information, and that the responses provided herein are true, correct and complete. I understand if this application or attachment(s) contains false information, I am subject to the criminal penalties of Montana Code Annotated 45-7-202, 45-7-203 and 45-7-208, and/or revocation of any alcoholic beverage or gambling licenses granted pursuant to this application.

I further authorize a full review, disclosure and release to any duly authorized officer, agent or employee of the Montana Department of Justice, Gambling Control Division, of any and all records concerning me that the Montana Department of Justice properly determines relate to my qualifications for gambling licensure, whether the records are of a public, private or confidential nature.

Signature _____

Print Full Name _____

Title/Position _____

Date _____

This application must be completed in full and all requested attachments must accompany it.
Delay, denial or the return of the application will result if incomplete.

**Additional information may be required
during the review of your license application.**

SECTION VII CHECKLISTS

Please submit the documentation required for your entity type. Failure to provide all applicable documentation will delay the processing of this application.

NOTE: For applicants that use a multiple entity structure, attach a diagram showing all entities and individuals.

Partnership Agreement Documentation:

- Federal Employer Identification Number verification from the IRS
- For newly formed partnerships, attach a copy of the application/certificate for registration of the partnership filed with the Secretary of State
- For existing partnerships, attach a copy of the renewal of partnership filed with the Secretary of State in the Partnership name
- Verification of the Assumed Business Name as filed with the Secretary of State
- Personal/Criminal History statement(s) (Form 10) for each individual involved in the ownership of the license
- Fingerprint cards and fees for each person (*including officers and directors*) involved in the ownership of the license

Limited Liability Company:

- Federal Employer Identification Number verification from the IRS
- Articles of Organization
- Organization Minutes
- Certificate of Fact or Certificate of Existence
- Verification of the Assumed Business Name as filed with the Secretary of State
- Other member agreements
- Personal/Criminal History statement(s) (Form 10) for each individual involved in the ownership of the license
- Fingerprint cards and fees for each person (*including officers and directors*) involved in the ownership of the license

Corporation:

- Federal Employer Identification Number verification from the IRS
- Articles of Incorporation and Amendments or Addendums thereto
- Bylaws and amendments or addendums thereto
- Certificate of Incorporation
- Certificate of Existence (*for Montana corporations*)
- Authority to do Business in Montana (*for out-of-state corporation*)
- Corporate Minutes and attachments
- Share issuance records
- Share Certificates
- Stock Ledger or Register
- Verification of Assumed Business Name as filed with the Secretary of State
- Personal/Criminal History statement(s) (Form 10) for each individual involved in the ownership of the license
- Fingerprint cards and fees for each person (*including officers and directors*) involved in the ownership of the license

Management Information Checklist:

Employment, Management and Other Agreement(s) and Contract(s). If you are applying as other than a sole proprietor (*i.e., Corp, LLC, Partnership, LLP, and the officers/directors/members/partners are the managers*), duties must be covered in the organization minutes or provide a management agreement.

- Personal/Criminal History Statement(s) (Form 10) on all management personnel
- Two fingerprint cards and fees for each manager

Financial Information Checklist:

- Send signed copies of all loan agreements, contracts, notes and all related security agreements, guarantees and trust indentures. **Note: NIL form (Form 13) must be filed with the application if any lenders or other sources of financing are not state or federally regulated financial institutions, including gifting statements**
- Lease, rent, purchase option and financing agreements or other evidence of ownership of the real property (must provide documentation of any possessory interest in property where the business is operating). Provide any other documentation to verify source of funding for purchase of the real property, if applicable, including terms.
- Financial statement(s) (*i.e., balance sheet and income statement or tax return for the business*)
- Submit copies of all purchase documents and related guarantees, mortgages, or security agreements associated with the business proposed for licensing, all bills of sale, deeds or other documents reflecting title transfer of assets purchased
- Bank signature card and authorization forms for all of the applicant’s operating, investment or any other business accounts. (*e.g., saving and checking accounts*)
- Personal/Criminal History Statement(s)(Form 10) for NIL only
- Two fingerprint cards for each individual or each individual of the entity loaning the money

Please mail complete application, required documents and fees to:

Gambling Control Division
615 South 27th St., Suite A
Billings, MT 59101

