

Gambling Control TAP GOA Live Gaming Permits Guide



Published By:
Gambling Control Division
Department of Justice
State of Montana
January 2024

FREQUENTLY ASKED QUESTIONS

What live gaming permits are available?

Live Keno/Bingo, Live Card Table(s), Small Stakes Tournament, and Large Stakes Tournaments can be added to an existing and active Gambling Operator Account (GOA).

Note: MCA 23-5-119 Appropriate Alcoholic Beverage License for Certain Gambling Activities governs which parts of Title 23, Chapter 5 licensees are allowed to offer.

[23-5-119. Appropriate alcoholic beverage license for certain gambling activities, MCA \(mt.gov\)](#)

How long do these take for the division to process?

Large Stakes Card Tournaments are the only option that need to be proceeded by division personnel. These are required to be submitted at least 5 business days before the event per ARM 23.16.1102.

Live Card Tables, Live Keno/Bingo, and Small Stakes Tournaments are processed automatically after payment is submitted on TAP and you should receive an updated VGM Permit same day.

Can I apply on TAP then mail payment?

Submitting the application on TAP requires payment in order to submit the application. If you would like to pay via check, please find the corresponding form on our forms page for the activity you would like to add and mail the check and completed application in together.

[Forms \(Gambling & Liquor\) - Montana Department of Justice \(dojmt.gov\)](#)

What happens if my payment doesn't go through?

If your permit request is processed automatically by TAP and then payment fails to process, you will be contacted by the division to provide alternative payment.

Who do I contact for help?

You may contact Gambling Control Division at (406) 896-4300 or email gcd@mt.gov to request assistance.

Screenshot Guide

1. Log onto TAP [TransAction Portal \(mt.gov\)](#)
2. Once logged in, choose >More in the Gambling Operator Box you wish to add permits to

[Summary](#) [Action Center](#) [Settings](#) [More...](#)

Gambling Operator TEST ENITY 123 SOMEWHERE RD HELENA MT 59601	ID 7170453-003-GOA Balance \$0.00	> Make a Payment > View Renewals and Payments > View VGM Services > More...
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3. Then select > Card Table, Large/Smalls Takes, Keno/Bingo Permits

The screenshot shows two side-by-side panels. The left panel is titled 'Account Options' and contains three links: 'Request Changes to Account', 'View GOA Renewals Report', and 'Send Us a Message'. The right panel is titled 'Applications and Permits' and contains seven links: 'Submit a Manufacturer/Distributor/Route Operator Application', 'Submit a Form 39', 'Submit a Form 5 - Combined Alcoholic Beverage and Gambling License', 'Submit a Form 37', 'Submit a Card Room Contractor Application', 'Card Table, Large/Small Stakes, Keno/Bingo Permits' (circled in red), 'Submit a Casino Night Application', and 'Submit a Calcutta Pool Application'.

4. Note that the licensee must already have at least 1 Live Card Table already to apply for a Large Stakes Permit and Large Stakes Permits need to be applied for separately from the other 3 options. Large Stakes will automatically be marked No upon selecting Yes to any other option.

Large Stakes Permits must be applied for separately from all other options.

Request Card Table Permit?

Yes

No

Request Small Stakes Card Tournament Permit?

Yes

No

No licensed card tables, you cannot apply for a Large Stakes Permit

Yes

No

Request a Keno or Bingo permit?

Yes

No

Cancel

Save Draft

< Previous

Next >

5. Select Yes to whichever option(s) you would like to add, complete the requested information, then hit Next.

- a. If requesting Live Card Tables, hit Yes, click on the corresponding ONP account that goes with your GOA account to generate the Liquor License Number. Enter the number of tables you wish to license.

Request Card Table Permit? ☒ Yes ☐ No : V12 Staging

Live Card Table Application

Selected Administrative Rule Excerpt

To obtain a complete copy of the rules and statutes, visit our website at www.dojmt.gov

Mont. Code Ann. §23-5-306 (1)(a) A person who has been granted an operator's license under 23-5-177 and a license to sell alcoholic beverages for consumption on the premises may be granted an annual permit for the placement of live card game tables.

Mont. Admin. R.23.16.1201(7) 'Card Table' or 'live card game table' means a table licensed by the department on which no more than one authorized card game is played at a time.

Select associated ONP account from the table below

Account ID	MT Tax ID #	Account Name	License Number
7170453-004-ONP	7170453	TEST ENTITY	05-123-9876-001

Liquor License Number
05-123-9876-001

How many card tables do you wish to license?

Number of tables:
2

1st Table - \$250.00
Additional Table(s) - \$500.00 each

☐ Existing Table Permit

- b. If requesting a Small Stakes Card Tournament Permit, hit Yes. Nothing further needed.

Request Small Stakes Card Tournament Permit? ☒ Yes ☐ No

Small Stakes Card Tournament Permit Application

Total Small Stakes Fee: 500.00

Fee: \$500 Annual Permit Fee

23.16.1103 SMALL-STAKES CARD GAME TOURNAMENTS

(1) A licensed operator with a permit to operate at least one live card game table on premises may apply to the department for an annual permit to conduct small-stakes card game tournaments. The application must be submitted on Form 14B, the small-stakes card game tournament permit application which is available from the department, or online via Montana's TransAction Portal. The annual permit fee must accompany submission of the application. The small-stakes card game tournament permit is effective July 1 through June 30.

(2) The only consideration that may be paid to participate in a small-stakes card game tournament is a single entry fee which must be paid before the start of the tournament, and may under no circumstances exceed \$80. No other fees or costs may be assessed to participate in a small-stakes tournament.

(3) Small-stakes card game tournaments may only be conducted on permitted card tables, plus one additional card table used only for small-stakes tournament play. (History: 23-5-115, MCA; IMP 23-5-317, MCA; NEW, 2013 MAR p. 1606, Eff. 10/1/13.)

- c. If requesting a Keno and/or Bingo permit, hit Yes and check which games you'd like to offer. The Exemption Status will automatically populate based on division records. Please contact the division if you believe you should be exempt, and this screen shows you as Not Exempt.

Request a Keno or Bingo permit?

Yes	No
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Live Keno/Bingo Application

To obtain a complete copy of the rules and statutes, visit our website at www.dojmt.gov

Pursuant to Mont. Code Ann. §23-5-407(1) A person who has been granted an operator's license may be granted an annual permit by the department to conduct live bingo or keno games on specified premises. The permit expires June 30 of each year.

[Click here to view selected Montana Code Annotated and Administrative Rule Excerpts](#)

Which games are you licensing?

☒ Keno

☒ Bingo

Exemption Status

☐ Exempt

☒ Not Exempt

\$250.00 License Fee Per Premises

Keno/Bingo Fee:

250.00

If your organization is exempt under 26 U.S.C. 501 (c) (3), (c) (4), (c) (8), OR (c) (19).

You will need to provide a copy of the IRS Exemption.

- d. If applying for Live a Large Stakes Permit, hit Yes and complete all required information. You will see information displayed regarding how many tournaments have already been approved and if the annual permitting fee is required on this submission. Please note that if you are applying for your first tournament permit and additional permits on the same day the system will not yet acknowledge your payment and may indicate additional fees due. You are only required to pay one (1) \$120 annual permit fee for Large Stakes Tournaments per fiscal year (July 1 – June 30). Hit Next > to proceed.

Request a Large Stakes Card Tournament Permit?

Yes	No
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Large Stakes Card Tournament Permit Application & Notification

[Click here to view Large Stakes Card Tournament rules](#)

Tournaments Held:

Regular:	Charitable:
0	0

☒ Annual Permit Fee: \$120.00 (for first application) ☐ Second and Subsequent Tournament Notification(s) No Fee

Applications MUST be received by the Division at least 5 business days prior to start of tournament.

Tournament Info

Establishment Name *
Required

Date(s) of Tournament:

Start Date * Required	End Date * Required
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Type of Card Game to be Played:

<input type="radio"/> Poker *	<input type="radio"/> Panguingue *
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Number of Licensed Tables:
2
.....

Amount of Entry or Reentry Fees Charged
(may not exceed \$1,875):
Required
.....

Number of Tournament Tables: *
Required
.....

Amount of Cash Prizes of Value of Seat in Higher Level Tournament: *
Required
.....

☐ Check this box if there will be rules in addition to the Tournament Director's Rules

Is this a charitable, educational, or recreational nonprofit organization tournament?

Yes
No

Is this a Progressive Tournament? *

Yes
No

Total Large Stakes Fee: 120.00
.....

On the next step, attach a copy of any rules that are not included in the Poker Tournament Director's Association Rules

- Once you have selected the desired requests and completed the required information, hit Next > at the bottom of the page.
- The Fees page will show you the fee breakdown and total amount due. Hit Next > to continue.

Permit

✓

>

...

...

Permits
Fees
Attachments
Authorization

Summary of Fees Due

Total Small Stakes Fee:	500.00
Total Card Table Fee:	750.00
Keno/Bingo Fee:	250.00
Total Fee	1,500.00

Cancel
Save Draft

< Previous

Next >

8. If any attachments are needed, they will be listed as required on the Attachments page. Hit Add Attachments if anything is listed as required and upload the corresponding document(s). Hit Next > when ready to proceed.

Please attach any relevant documents to assist in the processing of this request.

Add Attachments

Attachments

Type	Name	Description	Size
There are no attachments.			

Cancel **Save Draft** **Previous** **Next**

9. Complete the Authorization section. Hit Next > when ready to proceed. You will be required to enter your TAP password.

I affirm I am authorized to make this application for the applicant and that the answers contained herein are true and complete. If this application or attachments contain false information, I understand I may be subject to the criminal penalties of Mont. Code Ann. 45-7-202, 45-7-203, 45-7-208, and/or revocation of any gambling licenses granted pursuant to this application.

☒ By checking this box, I agree to the above statement

Full Name of Licensee/Authorized Agent *
FIRST LAST

Date
29-Dec-2023

Cancel **Save Draft** **Previous** **Submit**

10. You should be taken to a confirmation page. Please use the Pay Online button to submit payment. You may also print this confirmation for your records.

Confirmation

Your permit has been submitted. Your tracking number is 2-092-590-848.

Please use the "Pay Online" button to submit your payment. Any fees are due before your submission can be processed.

If you have any questions, please contact us at (406) 896-4300 or gcd@mt.gov, or visit us online at <https://dojmt.gov/gaming/>.

Printable View

OK

Pay Online

11. Choose your payment method. Note that if you choose Credit Card you will be taken to our payment vendor's external site. Complete the required payment information and submit. You may be required to enter your TAP password again.
12. You should then be taken to a Confirmation page. You may print this for your records.
13. If you did not hit Pay Online, or were pulled away before completing payment, you should have an Action Center item requiring payment. Click on Action Center then Pay for Permit.

Summary **Action Center** Settings More...

Filter

TEST ENITY
MT Tax # 7170453
123 SOMEWHERE RD
HELENA MT 59601

You have an unread letter
Letters sent to you may contain important information about your accounts.
[View Letters](#)

Gambling Operator
TEST ENITY
123 SOMEWHERE RD
HELENA MT 59601

Unpaid Card Table, Large/Small Stakes, Keno/Bingo Permits - \$1,500.00
You have an unpaid Permit that requires payment before it can be processed. If you have paid this outside of TAP this can be dismissed.
[Pay for Permit](#)

14. Once you have successfully submitted payment, you may now go find the updated VGM Permit/Gambling License letter. You should have a notification under Action Center as shown above in 13. You can also find letters by going to More... then > View Letters in the Correspondence Box

Summary Action Center Settings **More...**

What are you looking for?

Registration Options
Options for registering more accounts.

- > Register for Personal Property Reporting
- > Register for a New Tax Account
- > Register to Upload W2, 1099, or Withholding Files

Submissions
Search for previous submissions.

- > Search Submissions

Correspondence
View/manage letters and messages.

- > **View Letters**
- > View Messages

15. Click on the most recent VGM Permit and a popup box should open with your printable PDF of your VGM Permit/Gambling License.

Letters
TEST ENITY
7170453

Letters older than 12 months can be found using the search.

Inbox Archived Search

Letters Archive All

Sent	Type	Account	Account ID	Period	
29-Dec-2023	VGM Permit	Gambling Operator	7170453-003-GOA	30-Jun-2024	Archive

16. Please ensure that the activities you wish to offer appear on this license and have the license printed and posted conspicuously in your locations before offering these activities

Ex:

**STATE OF MONTANA
DEPARTMENT OF JUSTICE
GAMBLING CONTROL DIVISION
2023-2024 GAMBLING OPERATOR LICENSE
Effective Date December 29, 2023**

License Number: 7170453-003-GOA

Operator: TEST ENITY

DBA: TEST ENITY

Owned By: None listed

Licensed Premises: 123 SOMEWHERE RD HELENA, MT

Location Managers: None listed

LIVE CARD TABLE(S): 2

SMALL STAKES CARD TOURNAMENT: YES

LIVE GAMING: KENO AND BINGO