



Indigenous Gaming Regulators Inc.

# Renewal Application for On-reserve Charitable Gaming Employee Certificate of Registration

**Information provided in this application is confidential, and may not be copied by the employer prior to submission to IGR.**

## Who Must Complete This Application?

If you are registered as an Event Manager or Charitable Gaming Employee please use this form to apply for renewal of your certificate of registration.

SIGA table games employees normally apply to renew their registrations on-line at their place of employment. However, this form may be used if the on-line system is unavailable.

## General Information

1. IGR must receive your application for renewal of registration by the date indicated on the Renewal of Registration Notice sent to you by IGR in order to have sufficient time to process the application before your current certificate of registration expires. If your certificate of registration expires, you will not be permitted to work in gaming until such time as you receive a valid certificate.
2. Print or type your responses. You must answer every question in this application. Incomplete applications may be returned.
3. A current photo of you, with the following specifications, must be provided with your application. A passport-type photo {maximum size 4.5 cm x 5 cm (1.75 inches x 2 inches)}, signed on the back by your employer is acceptable. Alternatively, your employer may email a digital photo of you (jpg format only) to [registration@igr.ca](mailto:registration@igr.ca), using IGR's *Registration of Gaming Employee Applicant Digital Photo and Identification Submission Form # 9111*. Gaming employers may obtain digital photo submission forms, from IGR. Specifications for photo submissions are as follows: light background, head and shoulders only, front view, without glasses, clear and in colour.
4. Send your completed form to:  
Registration Department  
Indigenous Gaming Regulators Inc  
Suite 400 – 203 Packham Avenue  
Saskatoon, Saskatchewan S7N 4K5
  - Enclose a passport-type photo with this application, unless your employer agrees to email a digital photo of you to IGR.
5. If IGR identifies areas of concern in the review of your application, it will initiate an investigation in order to establish your suitability for renewal of your registration as a gaming employee. Through the investigation, IGR will gather any information it considers necessary, and may request additional information from you. Upon signing the consent portion of this form, you are agreeing that IGR may collect this information.
6. Any personal information that you provide to IGR is confidential. In accordance with *The Freedom of Information and Protection of Privacy Act*, IGR will protect the confidentiality of such information in its possession and control and use the information only for the purpose for which it is collected.
7. You are required to inform IGR within 7 days of any changes to the information you supplied that might affect your registration. Changes you must report include, but not limited to , a change of personal information such as name, address, contact number or citizenship or the occurrence of criminal or civil matters such as new charges, convictions, findings of guilt, civil or bankruptcy proceedings, or if you are banned from a casino.
8. If your renewal application is approved, IGR will mail your certificate of registration (tag) containing your photo, name, job category and registration number to your employer. The tag will be valid for one to three years, unless an earlier date is indicated or the registration is suspended or cancelled. If you lose your tag, you will be charged a \$10 fee to have it replaced.
9. If you have any questions regarding the registration process or any of the information found in this form, please contact the IGR Registration Officer by phone: (306) 477-5700 or 1-877-477-4114 (toll free), fax: (306) 477-5718 or email: [registration@igr.ca](mailto:registration@igr.ca).



Indigenous Gaming Regulators Inc.

## Application Form for Renewal of On-Reserve Charitable Gaming Employee Certificate of Registration

### Part 1 – Personal Information

Legal first, middle and surname:		Name to appear on your tag: (Will be inserted in brackets after your legal first name)
Telephone: (home)	(work/business):	(cell):
Email address:		

Have you moved in the last 3 years?

- No – Proceed to Part 2.  
 Yes – Provide the information requested below.

Mailing address:		
Home street address (if different from mailing address):		
City:	Province:	Postal code:

### Part 2 – Employer and Category Information

Has your gaming employer or category(s) information changed?

- No – Proceed to Part 3.  
 Yes – Provide the information requested below.

Name of employer: (bingo hall or charitable gaming organization)	
Location of employment:	Job title:
Employment category: <input type="checkbox"/> Event Manager: [managers or supervisors of a bingo hall or other charitable gaming site (other than a SIGA casino)] <input type="checkbox"/> Charitable Gaming: [bingo callers, cashiers, administration and finance personnel, and other charitable gaming employees, excluding managers and supervisors] <input type="checkbox"/> Table Games: [dealers, table games supervisors and managers]	

### Part 3 – Employment

1. Since your last application, have you been terminated from a job due to misconduct (such as theft, fraud, etc.)?

- No – Proceed to Part 4.  
 Yes – Provide the information requested in the area provided (attach as an appendix if necessary).

Name of former employer	Address of employer	Reason for termination	Date of termination (mm/yyyy)

### Part 4 – Gaming History

1. Since your last application, have you applied to a gaming agency in Saskatchewan or any other province, any state or country for a gaming permit, licence, certificate of registration or other similar qualification?

- No – Proceed to the next question.  
 Yes – Provide the information requested below (attach as an appendix if necessary).

Type of Qualification	Name and address of jurisdiction	Date of approval (mm/yyyy)	Conditions/Stipulations

2. Since your last application, have you had a gaming permit, licence, certificate or similar qualification refused, suspended, revoked or withdrawn?

- No – Proceed to Part 5.  
 Yes – Provide the information requested below (attach as an appendix if necessary).

Type of Qualification	Name and address of jurisdiction	Date (mm/yyyy)	Reason

### Part 5 – Conflict of Interest

1. Do you or any of your relatives have a financial or ownership interest in any gaming activity or enterprise?

- No – Proceed to the next question.  
 Yes – Provide the information requested below (attach as an appendix if necessary).

Name	Relationship to you	Type of financial or ownership interest

2. Since your last application, have any of your immediate family members (parents, spouse/partner, children and siblings) obtained employment at the same gaming location at which you are currently working?

- No – Proceed to Part 6.
- Yes – Provide the information requested below (attach as an appendix if necessary).

Name	Relationship to you	Position(s) they hold

**Part 6 – Criminal History**

The following questions pertain to your criminal history. A criminal history may include criminal investigations, interviews, detentions, arrests and charges that may or may not have resulted in a conviction, as well as warrants related to criminal matters. Any statements regarding a criminal history will be verified through a criminal record check by IGR.

Answer ‘yes’ to the questions if, since your last application:

- i) you were investigated, interviewed, detained, arrested or charged in any jurisdiction/province/country
- ii) you were charged and convicted of a criminal offence, including drinking and driving offences;
- iii) the charges were dismissed or subsequently downgraded to a lesser charge;
- iv) the charges were stayed;
- v) you received a conditional discharge;
- vi) you completed an alternative measures or other similar program;
- vii) you were charged but not convicted; or
- viii) you have any charges or warrants outstanding or pending in any jurisdiction/province/country.

Answer ‘no’ to the questions if:

- i) you received a pardon under *The Criminal Records Act* (Canada) or similar legislation, or if any records relating to a charge or conviction have been expunged or otherwise officially sealed by a court or government agency;
- ii) since your last application you have not been investigated, arrested, detained, interviewed, charged or convicted of an offence; or
- iii) to your knowledge, you do not have any charges or warrants outstanding or pending in any jurisdiction.

Since your last application, have you been investigated, arrested, detained, interviewed, charged or convicted of an offence (such as criminal, drug, gaming, customs, income tax or any offence related to any government assistance program) in any jurisdiction/province/country?

- Yes – Provide the information requested below.
- No – Proceed to the next question.

If ‘yes’, provide the date and place of investigation, detention, charge or conviction, the description of the offence(s), the circumstances surrounding each incident, the disposition of sentence and the name of investigating police agency or enforcement body. Attach as an appendix if necessary.

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To your knowledge, do you have any charges or warrants outstanding or pending in any jurisdiction?

- Yes – Provide the information requested below.
- No – Proceed to Part 7.

If ‘yes’, provide the date and place of the investigation, charge, the description of the offence(s), the circumstances surrounding the incident, and the name of investigating police agency. Attach as an appendix if necessary.

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## Part 7– Civil Proceedings

Since your last application, have you been a defendant in a civil suit based in whole or in part on fraud, deceit, misrepresentation, breach of trust or similar conduct?

Yes – Provide the information requested below.

No – Proceed to Part 8.

If 'yes', provide a description of the lawsuit, date of lawsuit, outcome of lawsuit, name and address of court, court file number and the names of other parties named in the lawsuit. Attach as an appendix if necessary.

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## Part 8 – Bankruptcy

Since your last application, have you made an assignment into bankruptcy, been petitioned into bankruptcy or filed a proposal under the *Bankruptcy and Insolvency Act*?

Yes – Provide the information requested below.

No – Proceed to Part 9.

If 'yes', provide the date file, reason for bankruptcy, details and date of discharge and the name of the trustee. Attach as an appendix if necessary.

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## Part 9 – Rehabilitation/Recovery

You may wish to disclose any type of counselling, treatment or provisions you have taken since your last application that might reflect favourably on your application to renew your certificate of registration. Examples include drug or alcohol treatment, anger management, personal and/or financial counselling, and self-ban from a gaming establishment.

Yes – Provide the information requested below.

No – Proceed to Part 11

Do not wish to disclose – Proceed to next question.

If 'yes', provide the type of counselling or treatment and the name and address of the counselling agency or treatment centre.

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## Part 10 – Employer Certification

I, \_\_\_\_\_ on behalf of \_\_\_\_\_,  
Name of Employer Representative (Please print) Name of Employer/Licensee (Please print)

1. hereby certify that I am authorized by the Licensee to confirm that it is the intention of the Licensee to continue to employ

\_\_\_\_\_ in the Job and Employment Category entered in Part 2 of this renewal application.  
Name of the Applicant (Please print)

2. (Check one)

- I have entered the following on the back of the enclosed photo of the Applicant:
- Name of applicant (Printed)
  - My Name (Printed)
  - My Signature
  - Date of signing photo (Printed)

OR

- I will submit a digital photo of the Applicant to IGR by email using IGR Form # 9111: Registration of Gaming Employee Applicant Digital Photo and Identification Submission.

\_\_\_\_\_  
Signature of Employer Representative

\_\_\_\_\_  
Date

## Part 11 – Consent to Obtain and Release Information, Declaration of Honesty and Agreement to Abide by the Terms and Condition of Registration

Indigenous Gaming Regulators (IGR) is required to conduct investigations for the purpose of registering prospective and current gaming employees. This information is collected under *The Alcohol and Gaming Regulation Act, 1997*, as amended (the Act). In order to comply with requirements set forth in the Act and *The Gaming Regulations, 2007*, as amended (the Regulations), the following consent form allows IGR representatives to verify or investigate the information provided in this registration application. In accordance with *The Freedom of Information and Protection of Privacy Act*, IGR will protect the confidentiality of such information in its possession and control, and use the information only for the purpose for which it is collected. IGR will retain the personal information on this form only as long as it is necessary to fulfill the purposes for which it was collected.

You are required to abide by the terms and conditions of gaming employee registration in order to obtain and retain a certificate of registration. A copy of the terms and conditions is enclosed with this application form. Please ensure that you have read and understand the terms and conditions before signing this application form.

### I THE APPLICANT HEREBY:

- (a) consent to the direct and indirect collection from any source and to the use by Indigenous Gaming Regulators (IGR) of all personal, financial, business, general, or criminal information or documents that IGR may reasonably require to determine the

prerequisites under the Act and the Regulations to grant and maintain a gaming employee certificate of registration to the applicant, namely whether the applicant:

- (i) is of good character; and
  - (ii) has suitable training or experience;
- (b) consent to the release by IGR of any information authorized to be collected pursuant to clause (a), to any law enforcement agency, other gaming jurisdiction or agency with which IGR has a formal arrangement or agreement;
  - (c) consent to the release to IGR by all persons, including but not limited to all federal, provincial, or municipal licensing bodies and departments, police services, law enforcement agencies, the registrar in bankruptcy, Canada Revenue Agency, credit bureaus, financial institutions, professional and industry associations, former and current employers, of all personal, financial, business, general or criminal information or documents that IGR reasonably determines it requires respecting this application;
  - (d) release all persons referred to in paragraph (c) including their officers, agents and employees, from all liability respecting the release of information to IGR pursuant to paragraph (c);
  - (e) acknowledge and understand that a photocopy of this document will have the same force and effect as the original;
  - (f) understand that the consent is in effect for as long as I hold a certificate of registration and for any registration renewals;
  - (g) certify that the information provided in this application is accurate, correct and true. I understand that if any of the information provided in this application is not accurate, correct and true, IGR may deny my application or may subsequently revoke my gaming registration. I further understand that if any of the information provided in this application is fraudulent, I may be subject to prosecution under the *Criminal Code of Canada*;
  - (h) agree to abide by the terms and conditions of registration; and
  - (i) confirm that I have read and understand the above statements.

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First and last name (Please print)

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Date

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Signature