

**Private Casino Contractors**  
**2009 RENEWAL REQUIREMENTS**  
**Application Deadline – May 19, 2008**

***If these guidelines are not followed, your RENEWAL APPLICATION will not be considered complete. Also, a civil penalty will be assessed if not submitted by deadline date.***

Failure to submit your renewal application to the Office by May 19, 2008 will result in a \$500 civil penalty being assessed by the Office in accordance with LAC §1787.A.6. In addition to any penalty, late submission of your renewal will result in the delay of the issuance of a license and further penalties.

Your company **will not** be allowed to continue conducting gaming related activities in the State of Louisiana after June 30, 2008 until your company has received a printed license for the 2009 licensing year from the Office. Conducting gaming related activities without a license will result in the imposition of a civil penalty.

**Incomplete applications are processed last.**

The correct fee must be submitted with the application. Check should be attached to the application and made out to the Office of Charitable Gaming.

All sections of the application must be completed fully and legibly along with all requested data and attachments.

The application must be signed by the authorized representative of the company and properly notarized. A properly notarized application must be signed and dated on the **same date** as it is notarized.

A **Personal History** and **Financial Statement is required** for any new stockholder owning more than 5% of the company, any new Officers and Directors, or if any significant changes have taken place. If your company's stockholders, Officers, or Directors had no significant changes to their previously submitted personal history or financial statements, they must indicate so on the enclosed **No Change of Personal History or Financial Position** form, sign, and have notarized. Regardless, a new Personal History and Financial Statement must be submitted every third year.

A complete list of all Employees must be submitted to the Office. If your company has any changes in employees or hires any new employees at any time during the license year, the Office must be notified **within 2 days after** hire.

See the application form for additional requirements.

**\*\*\*IMPORTANT NOTICE\*\*\***

It shall be the responsibility of each private casino contractor to ascertain whether an organization has received its charitable gaming license authorizing event(s) prior to advertizing, holding or conducting any gaming related activities. A list of approved licensees can be obtained from our website.

If you have any questions concerning any application information, please contact the Office at 1-800-562-9235 or locally at 225-925-1835. You may also visit our website at [www.ocg.louisiana.gov](http://www.ocg.louisiana.gov).