The Gaming License Process
What to Expect from the Pechanga Gaming Commission

Authority

The Pechanga Gaming Commission (“Commission”) is the regulatory body for the Pechanga Indian Reservation and is responsible for licensing all employees of the Pechanga Resort & Casino (“PRC”). The Commission is charged with conducting background investigations for gaming license applicants and with granting or denying licenses based on those findings. The Commission is also empowered to suspend or revoke any gaming license if a licensee is not in compliance with applicable laws and regulations. Denial or revocation of a gaming license disqualifies the individual from employment at the Pechanga Resort & Casino. Possession of a gaming license is a privilege and not a right.

Pre-Screening Process & Preparing for the Licensing Interview

You must qualify for and maintain a Gaming License issued by the Commission to be employed by the PRC. The information received by the Commission is confidential. All applicants are required to pass the pre-screening process before the gaming license interview will occur.

1) Class A applicants will be fingerprinted. Once the Director of Licensing has reviewed the fingerprint results and determined them to meet the suitability requirements of the Commission’s licensing standards, a Licensing department staff member will contact the applicant to schedule an interview with a Licensing Consultant.

2) All applicants must submit to a credit check, which may disqualify the applicant from obtaining a gaming license. Each credit report is reviewed on a case-by-case basis. Please contact the Pechanga Gaming Commission Licensing department at (951) 693-1821 if you have concerns regarding your credit.

3) Once the applicant has passed the fingerprinting and/or credit pre-screening, the next step will be for the applicant to appear before a Licensing Consultant to review the gaming license application packet. Below is a list of documents that applicants will be required to bring to the Commission at the time of the licensing interview:

   a) Valid government/state issued driver’s license or identification card (photo copies are not acceptable).

   b) Social Security Card (must be signed; photo copies or laminated cards are not acceptable).

   c) Military ID or US Passport, if applicable.

   d) Current Permanent Resident Card or Valid Employment Authorization Card, if applicable.

   e) Naturalization Certificate (original, signed document), if applicable.

   f) Form DD-214 (if served in the United States Military).

   g) NOTE: Names on all identifying documents must match and should reflect the applicant’s legal name.

   h) Applicants must provide an original three (3) year DMV print-out that was printed no more than ten (10) days before the date of the licensing interview. APPLICANT’S SHOULD NOT GET A TEN YEAR REPORT!

      i. If the Department of Motor Vehicles (“DMV”) in the applicant’s home state offers online driving records, they are acceptable; however, it must be a certified current record issued by the DMV from the state in which the applicant holds a driver’s license or ID. *Note: California’s online DMV print out is not a certified record and therefore is not acceptable.

      ii. The Commission cannot accept a printed online DMV record if the document does not clearly state that it is a certified record/copy.

      iii. The Commission cannot accept DMV records that are generated or printed by any company other than the DMV, including the Automobile Club (AAA), insurance companies, etc.

      iv. Failure to provide this report at the time of your licensing interview will result in your interview being rescheduled.

      v. Any unpaid, active traffic violations will prevent your application from being processed. The Commission requires proof of payment of the outstanding violation(s) before your application can be processed. Providing a current payment arrangement with the court is also acceptable.
**Instructions for Completing the Gaming License Application**

Please complete the entire application. Type or use **black ink only**. Please **print** all answers **legibly** and do not write in cursive. Failure to do so may cause delays and/or denial of your application. Sloppy or illegible applications will not be accepted.

1) Please **do not** use abbreviations anywhere in the application; abbreviating states is acceptable, for example: CA for California.

2) All fields must be completed or where not applicable, marked “N/A.”

3) If needed, you may attach additional documents or explanation sheets. Clearly identify which question is being answered. Additional pages must be initialed in the lower right hand corner.

4) **Do not sign or date any of the documents in the packet.** Signatures **must** be witnessed by a Licensing Consultant during the interview.

5) An application is not deemed complete until the Commission receives all information required or requested. Failure to provide required and/or requested information at the time of your licensing interview will result in your appointment being rescheduled.

**What is Expected to be Completed on the Gaming License Application**

Read the questions carefully and answer honestly. Omitting information, providing false information or failure to disclose may result in the denial of your gaming license. Explanations of required information for the major subsections of the gaming license application are as follows:

1) **Employment History:** Provide complete addresses (building number, street name, city, state, & zip code), phone numbers, and first and last name of supervisors for every employer for whom you have worked over the last fifteen (15) years for a Class A license, or five (5) years for a Class B or Hotel license.
   
   a. Include the **months and years** (from – to) for each period of employment. Do not leave gaps. This section should also include dates of unemployment, volunteer work, or time as a student. **Begin with your current employment situation and work your way back the required number of years based upon the type of license for which you are applying.** Attach a separate sheet if necessary.

2) **Residences:** Provide complete addresses (house number and street name) including the city, county, state and zip code for each place of residence over the last fifteen (15) years for a Class A license, or five (5) years for a Class B or Hotel license.
   
   a. Include the **months and years** (from – to) for each place of residence. **Begin with your current residence and work your way back the required number of years based upon the type of license for which you are applying.** Attach a separate sheet if necessary.

3) **References:** Provide five (5) personal references (first and last names), including their current address, current telephone number(s) and length of time known. Each reference will be contacted. Do not include relatives, roommates, anyone residing in the same household, present employers or your employees. Note: This section commonly delays the completion of gaming license background checks, so please ensure that your references are aware that they have been listed and ask that they promptly return calls from Sterling Infosystems/Unisource Screening.

4) **Criminal History:** Read this section of the application very carefully as this is for a full background investigation. Omission of information may result in the denial of your gaming license. **Certified, stamped copies of all court documents are required at the time of your interview.** This includes any arrests or misdemeanor citations, regardless of whether there was a conviction. Any questions regarding the type of documents the Commission requires pertaining to criminal history should be directed to the Pechanga Gaming Commission Licensing department at (951) 693-1821.

5) **Financial History:** If married, include your spouse. Parents and roommates should not be included.
   
   a. If you have filed bankruptcy, please provide the stamped court filing letter or discharge paperwork, whichever applies to your situation.

Your licensing process must be complete in order to start orientation with the Pechanga Resort & Casino. Please be prepared and on time for your interview with the Licensing Consultant. Tardiness and/or incomplete applications will result in rescheduling your interview to the next available date.
Potential Disqualifying Criteria for Licensure (if one or more of the following are found):

1. Felony conviction at any time
2. Theft conviction at any time
3. Misdemeanor conviction at any time involving any of the following:
   a. Forgery
   b. Thievery
   c. Extortion
   d. Conspiracy to defraud
   e. Gambling Activities
   f. Willful failure to make required payments, or filing false reports with governmental agencies
   g. Bribing or unlawfully influencing public officer or employee
   h. Crime involving dishonesty, or moral turpitude\[1\]
   i. Embezzlement
4. Misdemeanor violent crime
5. Registered Sex Offender
6. Current prosecution or pending charges or conviction under appeal for any of the above offenses
7. Materially false or misleading statements or material omissions on license application
8. Previous denial, suspension, or revocation of gaming related license, permit, and certification by a tribal, state, or federal regulatory agency
9. Member or associate of organized crime; association with career offenders or other unsuitable persons
10. On probation for any criminal offense that is deemed unsuitable for employment at PRC by the Commission
11. Unsuitable credit and financial record, indicating inability to manage funds at the discretion of the Commission
12. Unexplained pattern of arrests or record of offenses
13. Any other convicted misdemeanor crimes that the Commission deems as unsuitable to be granted a gaming license, including but not limited to patterns of behavior, i.e. DUI or drug possession convictions.

**ALL exceptions are at the discretion of and must be authorized and approved by the Commission.**

\[1\] Moral Turpitude is defined as 1: an act or behavior that gravely violates the sentiment or accepted standard of the community. 2: a quality of dishonesty or other immorality that is determined by a court to be present in the commission of a criminal offense \(< a \text{ crime involving moral turpitude}\>\)

**Once the Background Investigation is Complete**

The Licensing Consultant who conducted your licensing interview will contact you once the background investigation has been reviewed and approved by the Director of Licensing. At that time, you will be scheduled for a final appointment with the Licensing Consultant to have your photo taken and gaming license (badge) printed. Once that is done, you will be sent to the PRC Career Center in building F to schedule your orientation. Badges will be distributed to new team members during the orientation.

**Please dress professionally for your photo and badge appointment.** The Pechanga Resort & Casino is a 4-Diamond property and your gaming license photo must adhere to that image. Examples of unacceptable attire are: spaghetti straps, strapless dresses or tops, exposed undergarments, graphic t-shirts, visible tattoos, visible piercings, gauges, multiple earrings or earrings larger than a dime, hats, flowers or other large hair accessories, etc.

**Continuing Duty to Provide Information to the Commission**

Any applicant or licensee shall have a continuing duty to provide any materials, assistance or other information required by the Commission, and to fully cooperate in any investigation conducted by or on behalf of the Commission. Any information relevant to the application or to the licensee or applicant’s character or fitness to be involved with the gaming activity or enterprise, shall be delivered to the Commission promptly, with or without a formal request from the Commission. If any information provided on the application changes or becomes inaccurate in any way, the applicant or licensee shall promptly notify the Commission of such inaccuracies. If, subsequent to a formal request to respond for information, evidence, or testimony, and applicant or licensee or any person with a substantial interest in the applicant or licensee, refuses or fails to comply with such a request, the Commission may deny the application or revoke the gaming license.