



NEVADA GAMING CONTROL BOARD GAMING COMMISSION

Nevada Gaming Control Board
Investigations Division
Attention: Registration Services
7 State of Nevada Way
Las Vegas, NV 89119
(702) 486-2260
RegistrationServices@gcb.nv.gov

HOSTING CENTER **RENEWAL** REGISTRATION INSTRUCTIONS

Business Name: _____

Complete and return this checklist with your application, arranging the forms in the order listed below. A complete application will include the applicable documents/items listed below and any additional documents/items that may be necessary and/or required by NGC Regulation 4.200 and 5.240. All forms are available on our website at gaming.nv.gov or by clicking the hyperlinks below.

The following forms and items must be submitted, along with the fee, to the address listed above.

Business/Entity complete the following:

- [Form 1R](#) Application for Registration: to be filed for the business/entity, including sole proprietorship.
- Provide an ownership and organizational chart.
- Copy of Nevada State Business License or Sole Proprietor Exemption from the Nevada Secretary of State.
 - If using a fictitious firm name (DBA), provide a copy of the filed FFN from the county.
- Consult the [Fee Schedule](#) for the application fee and investigation fee to submit with this application.

Individual(s) listed on Form 1R (page 2) complete the following:

- [Form 1R ADDENDUM](#) Addendum to Application for Registration: to be completed by each individual listed on Form 1R.
- [Form 4RR](#) Personal History Record RENEWAL: to be filed by each individual listed on Form 1R.
- International applicants must submit a Certificate of Non-Criminal Conviction.
- [Form 18R](#) Request to Release Information: to be filed by each individual listed on Form 1R. If the applicant is married, the applicant's spouse must also sign this form.
- [Form 28A](#) Fingerprint Civil Applicant Waiver: to be filed by each individual listed on Form 1R.
- Fingerprints:** Once the application is received, an email will be sent to the email address listed on the application with instructions for obtaining fingerprints electronically or by hard card. **NOTE:** Fingerprints must be submitted within 10 days of receiving the email. Any delay in submission will result in a delay in the application being processed.

Note: Applications are not deemed complete for filing until all required items have been submitted to the address listed above.