STATE OF NEW YORK

Bureau of Licensing

INSTRUCTIONS FOR HARNESS RACING APPLICANTS

1. Read all questions and answer fully. The following license categories must complete the License Application Supplement: OWNERS, TRAINERS, DRIVERS AND VETERINARIANS.

2. Submit two (2) current 2" X 2" passport quality photos. Write your name on the back.

3. **LICENSE FEES**
   The following license fees must be submitted with your application. Remit money order or check drawn on the U.S. Government or a U.S. bank. A check drawn on a bank without a U.S. office is UNACCEPTABLE. Make payable to "NYS Gaming Commission". At this time, credit cards are not an accepted form of payment for license fees.

HORSEMEN		NON-HORSEMEN	
OWNER ORIGINAL	$ 100	TRACK MANAGEMENT	$ 20
OWNER RENEWAL	50	MUTUEL CLERK	10
TRAINER	20	GENERAL SERVICE	10
DRIVER	20	SECURITY/PEACE OFFICER	10
FARRIER	20	TOTE EMPLOYEE	10
VETERINARIAN	20	CLEANING SERVICE	5
		FOOD SERVICE	5
		GROOM	5
		STABLE EMPLOYEE	5

Note: An **Original Owner** is defined as an Owner who was never licensed as an owner before or who has not been licensed as an Owner in New York State at any time in the five (5) years preceding this application.

Please note: All licenses expire on the licensee's birthday.

The Gaming Commission has given consideration to those whose date of birth is **less than** six months from the date of application. In those cases, the license term may be extended to your next birthday by payment of an additional fifty percent fee. This option is available **only** during the initial application period. An applicant who chooses the minimum license coverage period CANNOT extend the term of his or her license by submitting the reduced fee balance at a later date. You would need to file a new application upon the expiration and pay the full price for your license.

There are ANNUAL fees. **RENEWAL** applicants may be eligible for multi-year (2 or 3) licenses. To apply for a multi-year license circle the number of years desired on your application and multiply your annual fee accordingly.

Reciprocity of Disciplinary Actions
Pursuant to Section 912 of the Racing, Pari-Mutuel, Wagering and Breeding Law, the Gaming Commission is required to recognize and enforce all license denials, suspensions and revocations imposed by racing and gambling authorities of other jurisdictions, including states, U.S. territories, and Canadian provinces. A licensee may apply for a hearing and may show cause as to why the penalty should not be enforced in NY. Application for a hearing does not create an automatic right to a hearing or stay. The grant of such hearing or stay is based upon the discretion of the Gaming Commission. The Application for Hearing form can be obtained at each Commission Track Office or by contacting the Main Licensing Office at (518) 388-4000.

4. **WORKERS' COMPENSATION INSURANCE**
   Do you, or will you, hire track, stable or other help in connection with racing at New York State Race Tracks?

   If "YES":
   Employers must submit a Certificate of Workers' Compensation Insurance on a NYS Workers' Compensation Board Form C-105.2 or a NYS State Insurance Fund Form U-26.3. NYS Gaming Commission must be the certificate holder. **Acord forms are not acceptable proof of NYS workers' compensation insurance coverage.**

   If "NO":
   You must submit a NYS Workers' Compensation Board Form CE-200 (Certificate of Attestation of Exemption). The form may be completed and printed through WCB Website www.wcb.state.ny.us under the heading "forms". Then must be submitted to the Gaming Commission along with your application.

5. **Driver Applicants**: must furnish a current (dated within 6 months) **vision certificate** with their application, as required by Rule 4116.2(a)(5), which states that the applicant "has a minimum 20/40 vision to one eye, corrected, according to certification by a licensed optometrist, oculist or ophthalmologist." A photocopy of a USTA membership card indicating adequate visual acuity is also acceptable.

6. **Security Applicants:** must furnish either a copy of their NYS Department of State (DOS) issued Registration Card or a Temporary Registration Card (issued by the employer).

7. No horse will be accepted for entry in races at tracks under the jurisdiction of the NYS Gaming Commission, that is owned by 35 or fewer owners, unless all of the owners are licensed. If owned by more than 35 owners, each person having a three percent or greater interest must be licensed.

8. All applicants must report any arrest, criminal charge or conviction for a violation or crime which occurs after the date of application.

9. Applicants may submit an application to the NYS Gaming Commission office at their nearest open Harness race track or may mail applications to the Gaming Commission's main office. Failure to provide the Gaming Commission with a completed application will result in the REFUSAL of your license application.

10. **FINGERPRINT REQUIREMENTS FOR ALL APPLICANTS**
    All first time applicants applying for an occupational license are required to submit **both** State and Federal fingerprints.

    If you were last licensed more than five (5) years ago you are considered a NEW applicant with respect to fingerprint requirements.

    The New York State Division of Criminal Justice Services (DCJS) announced effective January 2010 only electronic fingerprint submissions will be accepted. The New York State Gaming Commission's Bureau of Licensing in collaboration with the DCJS is pleased to announce the implementation of electronic fingerprinting.

FINGERPRINT OPTIONS:

1) **Electronic fingerprint scanning locations:**

   NYS Gaming Commission main office or track offices.

2) Ink Rolled Submission (card scan)

The Gaming Commission will continue to accept hard copy rolled fingerprint cards. The Gaming Commission will scan all cards received to electronic imaging.

Applicants choosing hard copy rolled print submission must complete and submit two FBI (blue) fingerprint cards with their relevant application.

Submission of hard copy ink rolled fingerprint cards must be accompanied by two forms. (These forms can be found on www.gaming.ny.gov):

1) a "NYS Request for Card Scan Services- Information Form" AND

2) the "Proof of Identification Form and Chart" containing the list of acceptable forms of identification. **IMPORTANT: Fingerprint cards submitted without this completed form will be returned to the applicant and an occupational license will not be issued.**

FINGERPRINT FEE

A processing fee of $91.50 will be charged for all applicants required to submit fingerprints.

PAYMENT METHOD FOR FINGERPRINTS

1) Payment for prints if choosing Ink Rolled Submission (card scan)

Payment for **card scan** fingerprint submission must be **included with your application fee** and made payable to the "NYS Gaming Commission". Payment options include check or money order drawn on the U.S. Government or a U.S. bank.

NEW YORK STATE GAMING COMMISSION
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Gaming Commission Rules & Regulations and License Forms can be obtained at www.gaming.ny.gov