



**INSTRUCTIONS FOR THOROUGHBRED RACING APPLICANTS**

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

Table with 2 columns: HORSEMEN and NON-HORSEMEN. Rows include categories like OWNER ORIGINAL, TRACK MANAGEMENT, MUTUEL, etc., with associated fees.

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 are 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. Please note that all fees are charged SEPARATELY.

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 Board. The Application for Hearing form can be obtained at each Gaming 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 completed NYS Workers' Compensation Board Form CE-200 (Certificate of Attestation of Exemption). The completed certificate must be completed and printed through WCB Website <http://www.wcb.ny.gov> under the heading "forms". The completed certificate must be submitted to the Gaming Commission along with your application.

5. **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).
6. 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.
7. All applicants must report any arrest, criminal charge or conviction for a violation or crime which occurs after the date of application.
8. Applicants may submit an application to the NYS Gaming Commission office at their nearest open Thoroughbred race track or may mail applications to the Board's main office. Failure to provide the Gaming Commission with a completed application will result in the REFUSAL of your license application.

#### **FINGERPRINT OPTIONS:**

**1) Electronic fingerprint scanning locations:**

**Track offices only**

**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](http://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 \$88.25 will be charged for all applicants required to submit fingerprints.

### **PAYMENT METHOD FOR FINGERPRINTS**

#### **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.

### **9. 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.

**NEW YORK STATE GAMING COMMISSION  
P.O. Box 7500, Schenectady, NY 12301-7500  
Phone: (518) 388-4000 Fax (518) 347-1439**

***Gaming Commission Rules & Regulations and License Forms can be obtained at [www.gaming.ny.gov](http://www.gaming.ny.gov)***