



**Gaming
Commission**

**Division of
Charitable
Gaming**

Games of Chance and Bingo Distributors and Manufacturers Application Instructions

Any person, partnership, joint venture, corporation, or other business entity seeking to manufacture, sell or distribute games of chance and/or bingo supplies, devices, or equipment to any organization licensed to conduct games of chance and/or bingo, licensed games of chance and/or bingo supplier, or licensed authorized games of chance and/or bingo lessor in New York State, must obtain a supplier's license from the New York State Gaming Commission. Distributors and manufacturers of gaming supplies and equipment are considered suppliers of such.

Licenses are valid for a calendar year. **New** applications may be submitted at any time with an initial application fee of \$25.00, payable to "New York State Gaming Commission." **Renewal** applications must be postmarked on or before December 31st. Annual reports of gross sales and applicable license fees are due on or before January 15th.

If you wish to secure a license, you are required to complete the following forms. While there is no specific order to how these forms may be completed, we recommend you proceed in the order presented. All questions on each form must be completed in full, failure to complete any part will delay the processing of your application.

- **Form 106 - Application for Games of Chance and/or Bingo Supplier's License**
This form must be completed by all types of businesses. Include all applicable attachments.
- **Form 105 - Corporation Statement**
This form must be completed if the applicant is a corporation. If the applicant is a foreign corporation (not incorporated in New York), see enclosed instruction sheet for foreign corporations.
- **Form 104 - Individuals, Partnerships, Associations, Joint Ventures and other Business Entities**
This form must be completed if the applicant is a partnership, association or joint venture.
- **Form 103 - Individual Statement**
This form is to be completed by proprietors, partners identified on Form 104, and corporate officers, directors and shareholders with an interest of 10% or more identified on Form 105. Two current color photos (size 1 ½ x 1 ½) must be included for each person required to complete Form 103. Please label the photos on the reverse side.
- **Form 108 - List of Employees, Agents, Contractors and Representatives**
The names, titles and job duties of all employees, contractors, representatives and agents of the applicant acting on behalf of the company's license in New York must be listed on this form. Must include everyone actively involved with supplying and maintaining games, supplies and equipment within New York (i.e. individuals involved in submitting games for approval to the Commission for sale

in New York, salespersons, order takers, repairpersons, delivery drivers, warehouse workers and anyone else directly involved). Two current color photos (size 1 ½ x 1 ½) must be included for each person listed on Form 108. Label the photos on the reverse side.

- **Fingerprint Cards and Fee**

This is required for anyone completing Form 103. Please view our website for detailed information about this process.

- **NYS Insurance Requirements**

Applicants are required to submit one of two forms to the Gaming Commission:

a. A current NYS Insurance Policy either U-26.3 or C-105.2, **or**

b. A Workers Compensation Insurance Waiver CE-200.

Applicants can complete the CE-200 on-line through www.businessexpress.ny.gov). Instructions are available on the Gaming Commission's website, "**How to Obtain a Certificate of Exemption.**" Immediately upon completion, the applicant can print a copy of the CE-200 to submit with their license application.

Please send your completed application to:

NYS Gaming Commission
Bureau of Licensing, 7th Floor
P.O. Box 7500
Schenectady, New York 12301-7500

Existing licensed suppliers are required to submit the following to the Division of Charitable Gaming at:

NYS Gaming Commission
Division of Charitable Gaming, 6th Floor
P.O. Box 7500
Schenectady, New York 12301-7500

- **Quarterly Sales Report** – make sure that this report is submitted by the end of each quarter. 1st Quarterly Report Due by March 31st, 2nd Quarterly Report due by June 30th, 3rd Quarterly Report due by September 30th and the 4th Quarterly Report due by December 31st.
- **Bell Jar Invoices** – Required to be submitted at the end of each quarter along with the Quarterly Sales Report.
- **EBA Lease Agreements & Reports** – All agreements for the distribution, use, lease or sale of EBAs must be approved by Commission prior to such distribution, use, lease or sale. All EBA agreements must be submitted to the Gaming Commission and the local municipal clerk's office 48 hours prior to the use of such device in New York State. Suppliers must submit shipping reports to the Commission at least 3 days prior to any shipment into New York State.

Additional rules and regulations can be found on the Commission's website www.gaming.ny.gov. If you have any further questions, contact the Bureau of Licensing at (518) 388-4000.