

## Application for liquor and gaming individual employees

Office of Liquor and Gaming Regulation

 This application can be submitted online at [www.olgr.qld.gov.au](http://www.olgr.qld.gov.au)

You may apply for, or renew, one or more of the following approval or licence types using this form:

- liquor approved manager (*Liquor Act 1992*)
- gaming nominee (*Gaming Machine Act 1991*)
- gaming repairer (*Gaming Machine Act 1991*)
- key monitoring employee (*Gaming Machine Act 1991*)
- wagering key person (*Wagering Act 1998*)
- keno employee (*Keno Act 1996*)
- lottery key person (*Lotteries Act 1997*)

### Office use only

Date received \_\_\_\_\_

Receipt no \_\_\_\_\_

Amount received \_\_\_\_\_

Person ID \_\_\_\_\_

This form is effective from November 2012.

#### Instructions

Please complete in BLOCK letters.

Complete form in full to avoid delays in processing your application.

Applications must be accompanied by the prescribed fee (see Part F) and supporting documentation (see Part A).

For assistance in completing this form, visit [www.olgr.qld.gov.au](http://www.olgr.qld.gov.au) or contact the Office of Liquor and Gaming Regulation (OLGR) on **13 QGOV (13 74 68)**.

#### Privacy statement

The Office of Liquor and Gaming Regulation is collecting your personal information in order to assess the suitability of the applicant in accordance with the *Liquor Act 1992*, *Gaming Machine Act 1991*, *Keno Act 1996*, *Lotteries Act 1997* and *Wagering Act 1998*. It is the department's usual practice to disclose this information to relevant government agencies to ascertain financial and criminal history of the applicant.

#### Warning

False or misleading statements may attract a financial penalty or imprisonment and may lead to immediate cancellation of licence.

Before your application is determined, the Queensland Office of Liquor and Gaming Regulation (OLGR) will undertake various investigations and enquiries into your suitability for an approval or licence. This may include your fingerprints being taken and checks with law enforcement agencies.

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## Part A – What are you applying for?

- Tick one or more of the following application types.
- Familiarise yourself with the documentation you need to attach when lodging your application. Failure to submit all the required documentation will result in processing delays.

### Renewal applications

Renewal applications must be lodged before the expiry date of your current approval or licence.

If your approval or licence has already expired, you must meet all the requirements of a new application; this means that you must tick the ‘new’ box in Part A and submit all the documentation required for new applications. On approval of your application, you will be issued with a new licence number that will replace your expired licence number.

What are you applying for?	New or Renewal (please tick box)	What you must supply with your application							
		1. ID documentation	2. Photographs	3. RSA certificate	4. RMLV certificate	5. Gaming nominee course certificate	6. Nomination of gaming nominee form	7. Letter of intent of employment	8. Affidavit
Liquor approved manager	New <input type="checkbox"/>	✓	✓	✓	✓				
	Renewal <input type="checkbox"/>	✓	✓	✓	✓				
Gaming nominee	New <input type="checkbox"/>	✓	✓			✓	✓		
	Renewal <input type="checkbox"/>	✓	✓						
Gaming repairer	New <input type="checkbox"/>	✓	✓					✓	✓
	Renewal <input type="checkbox"/>	✓	✓						✓
Key monitoring employee	New <input type="checkbox"/>	✓	✓					✓	
	Renewal <input type="checkbox"/>	✓	✓						
Wagering key person	New <input type="checkbox"/>	✓	✓					✓	
Keno employee	New <input type="checkbox"/>	✓	✓					✓	
Lottery key person	New <input type="checkbox"/>	✓	✓					✓	

**Note:** Wagering key person, keno employee and lottery key person licence applicants are required to have their fingerprints taken by an OLGR officer prior to their application being determined by the Chief Executive. You will be contacted to arrange for a suitable time to be fingerprinted.

# Documentation requirements



Please refer to Part A to identify the documentation you need to supply when lodging your application. An explanation of each document is provided below.

## 1. ID documentation

All applicants must provide at least ONE (1) legible copy of ID from Category A and ONE (1) other copy of ID from either Category A or B. ID provided must be current.

Category A	Category B
Driver licence (must provide copy of front and back of licence if change of address is shown on back)	Australian birth certificate
Australian passport	International birth certificate
International passport	Medicare card
Proof-of-age card issued by an Australian state or territory (including 18+ cards)	Australian debit or credit card (must provide copy of front and back of card showing signature)
	Tertiary education identity card with photo (e.g. student card)
	Government-issued identity card with photo
	Centrelink pension card

## 2. Photograph requirements

Approved manager, gaming nominee, gaming repairer, key monitoring employee, wagering key person, keno employee and lottery key person applicants must submit TWO (2) identical colour passport-sized photographs.

See Part C for photo requirements.

## 3. Responsible service of alcohol (RSA) certificate

Liquor approved manager applicants must submit an OLGR approved RSA training certificate before their application can be determined. A fact sheet providing information on the approved certificate is available at [www.olgr.qld.gov.au](http://www.olgr.qld.gov.au) by searching for 'mandatory RSA training'.

## 4. Responsible management of licensed venue (RMLV) certificate

Liquor approved manager applicants must submit an OLGR approved RMLV training certificate before their application can be determined. A fact sheet providing information on the approved certificate is available at [www.olgr.qld.gov.au](http://www.olgr.qld.gov.au) by searching for 'mandatory RMLV training'.

## 5. Gaming nominee course certificate

Gaming nominee applicants must submit a copy of their gaming nominee course certificate before their application can be determined. Please visit [www.olgr.qld.gov.au](http://www.olgr.qld.gov.au) for further information regarding this course.

## 6. Nomination of gaming nominee form

Gaming nominee applicants must submit a **Form 68** 'Nomination of gaming nominee' completed and signed by the authorised executive officer(s). To download a copy of the form, go to [www.olgr.qld.gov.au](http://www.olgr.qld.gov.au) and search for 'nomination of gaming nominee'.

## 7. Letter of intent of employment

Gaming repairer, key monitoring employee, wagering key person, keno employee and lottery key person applicants must submit a letter of intent of employment from their employer. To download a letter template, go to [www.olgr.qld.gov.au](http://www.olgr.qld.gov.au) and search for 'letter of intent of employment'.

## 8. Affidavit

Gaming repairer applicants must submit an original affidavit with the application disclosing any influential or benefiting parties to a gaming repairer licence. The affidavit must be completed, signed and then certified by a Justice of the Peace or Commissioner of Declarations. To download an affidavit, go to [www.olgr.qld.gov.au](http://www.olgr.qld.gov.au) and search for 'Form 20a affidavit'.

## Part B – Application details

<b>Section 1</b> <b>Applicant details</b>	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Other (please specify): ..... Given names: ..... Surname: ..... Date of birth: <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Applicant must be over 18 years of age Place of birth ..... (Town/State/Country)
<b>Section 2</b> <b>Aliases</b>	If you have ever been known by other name(s), e.g. maiden name, name change (by deed poll or other), please provide full details including reason for change. ..... .....
<b>Section 3</b> <b>Contact details</b>	Daytime phone ..... Mobile ..... Fax ..... Email (acknowledgment of application will be sent to this email address) .....
<b>Section 4</b> <b>Current residential address</b>	Residential address ..... Locality/suburb ..... State <input type="text"/> <input type="text"/> <input type="text"/> Postcode <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
<b>Section 5</b> <b>Current postal address</b>	(Your approval or licence will be sent to this address. Write 'as above' if same as residential address.) Postal address ..... Locality/suburb ..... State <input type="text"/> <input type="text"/> <input type="text"/> Postcode <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
<b>Section 6</b> <b>Existing or previous licence</b>	Have you been previously issued any approvals or licences by the Queensland Office of Liquor and Gaming Regulation? <input type="checkbox"/> Yes — If yes, what is your current licence number ..... <input type="checkbox"/> No
<b>Section 7</b> <b>Current employer</b> <b>(leave section blank if currently unemployed)</b>	Name of current employer ..... Telephone.....

**Section 8**  
**Arrests and detentions**

Have you ever been:

- arrested or summonsed for an offence (including drink driving offences) within the last five years
- or
- issued with a notice to appear in court (regardless of the disposition), anywhere in Australia or overseas within the last five years?

Yes

No

**Part C – Photographs**

**Section 9**

You must provide TWO (2) identical colour passport-size photographs of yourself with your completed application. They must be of the person identified in Section 1 of this application form and:

- a) must not be a scanned copy
- b) must not be more than six (6) months old
- c) must be against a plain light-coloured background (e.g. cream, pale blue or white)
- d) be approximately 35 mm wide x 45 mm high (passport size)
- e) display a full view of head and shoulders without any head covering. However, if you wear a head covering for religious reasons we will accept a photograph of you wearing it, but your facial features must be clearly shown.

If you normally wear glasses, you should do so in the photograph; however tinted glasses are not acceptable.

**Warning:** Unacceptable photos will delay the processing of your application.

Write your name on the back of your photo and paste photo in this box.

Write your name on the back of your photo and paste photo in this box.

If you are applying for a liquor approved manager approval, go to **Part D**.  
For all other applications, go to **Part E**.

## Part D – RSA and RMLV training certification

### Section 10

Do you hold current OLGR approved responsible service of alcohol (RSA) and responsible management of licensed venue (RMLV) training certificates?

- Yes – attach a copy of your certificates with this application.
- No – you must attend OLGR approved RSA and RMLV training courses. For a list of registered training organisations approved to deliver this training, see [www.olgr.qld.gov.au](http://www.olgr.qld.gov.au) and search for ‘RSA and RMLV training’.

**Important:** This application cannot be determined until copies of these certificates are submitted.

## Part E – Declaration

### Section 11

#### Declaration, authorisation and signature of applicant

- I certify the information in this application and any attachments is true and correct.
- I hereby authorise:
- the chief executive under the *Liquor Act 1992*, *Gaming Machine Act 1991*, *Keno Act 1996*, *Lotteries Act 1997* and/or *Wagering Act 1998*, or delegated officer of the chief executive to undertake any necessary investigations or enquiries with state, federal or international police authorities or any other relevant agency
  - for such information to be provided to and held by the chief executive.
- I have personally completed this application form and have supplied all the information indicated herein.

Applicant’s signature .....

Date:   /   /      
D D / M M / Y Y Y Y

Go to **Part F**.

## Part F – Lodgement and fee payment

### Section 12

#### Lodgement details

You may lodge your application by post or in person.

**Post:**

Executive Director  
Office of Liquor and Gaming Regulation  
Locked Bag 180, City East Qld 4002

**In person:**

Upper Plaza  
33 Charlotte Street, Brisbane Qld 4000  
Hours: Mon–Fri 8.30 am – 4.30 pm excluding public holidays

### Section 13

#### Payment

At the time of lodgement, all relevant application fee(s) must be paid for each type of approval or licence sought. All fees are non-refundable. Applications will not proceed until accompanied by the correct fee(s).

Current fees are listed at [www.olgr.qld.gov.au](http://www.olgr.qld.gov.au) or telephone **13 QGOV (13 74 68)**. Payments can be made by cheque, money order or credit card. Cash and EFTPOS will only be accepted if payment is made in person. There is no GST payable on any fee.

**Payment type:**

Money order – make payable to Office of Liquor and Gaming Regulation

Cheque – make payable to Office of Liquor and Gaming Regulation

Credit card – charge my:

Mastercard     VISA

Credit card no.                        

Cardholder's name .....

Amount authorised \$..... (GST not applicable) Expiry date   /

Signature .....

**Note:** If you are applying for more than one approval or licence, ensure you pay the total amount due.