

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, 3rd Floor, P.O. Box 7500,
354 Broadway,
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, 3rd
Floor, P.O. Box 7500, 354 Broadway
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.