NEW YORK STATE | Gaming Commission

KATHY HOCHUL
Governor

Video Lottery Terminal (VLT) Gaming Facility Enterprise/Vendor Licensing Fingerprint Information

These instructions are specific to New York. Please confirm you are seeking licensure for an Enterprise/Vendor Applicant for a VLT Gaming Facility before proceeding.

The fingerprint fee is **$90.00 (Effective 10/01/2026)**

Please Note: Vendors who have previously established a billing process need not submit any fingerprint fee with the application since the fee will be billed directly to the Vendor, **otherwise, a check for fingerprint fee made payable to the NYS Gaming Commission must be included with the application packet.**

If the individual is being fingerprinted at one of the facilities listed below, mail the original application, the NYS Gaming Commission Identity Verification For Video Gaming License form, and a check for fingerprint fee to the NYS Gaming Commission office.

Otherwise, if the individual is NOT being fingerprinted at one of the facilities listed below, then submit to the NYS Gaming Commission the following completed documents: two (2) FBI fingerprint cards (blue), a check for fingerprint fee, the Identity Verification For Video Gaming License form and he completed application.

New York State Gaming Commission
Attn: Licensing
PO Box 7500
Schenectady, New York 12301-7500

OR

New York State Gaming Commission
Attn: Licensing
354 Broadway
Schenectady, New York 12305-7500

IMPORTANT NOTICE: The Vendor three-digit company code must be entered into the Local ID# Box during the Live-Scan process – do not use the gaming facility code number.

Video Lottery Gaming Facilities (Live-Scan locations):

- Batavia Downs Gaming (Batavia)
- MGM Yonkers Raceway (Yonkers)
- Finger Lakes Gaming & Racetrack (Farmington)
- Buffalo Raceyway at the Fairgrounds or “Hamburg Gaming" (Hamburg)
- Resorts World Hudson Valley (Newburgh)
- Saratoga Casino & Raceway (Saratoga Springs)
- Jakes' 58/Suffolk Video Lottery Facility (Islandia)
- Vernon Downs Casino & Hotel (Vernon)

NYS REQUEST FOR CARD SCAN SERVICES – INFORMATION FORM
(PLEASE PRINT CLEARLY)

USE THIS FORM WHEN FINGERPRINTING OUTSIDE NEW YORK STATE – Please complete this form and submit with two Federal Bureau of Investigation fingerprint cards (blue).

Contributor Agency Section:

ORI: **NY921980Z** Contributor Agency: **NYS Gaming Commission Video Gaming License Division**

Job or License Type (check one):

License Type: ☐ Video Lottery Gaming Employee
☐ Video Lottery Key Employee

Company Name: _____

Facility ID Number: Check One: ☐ **002 Batavia** ☐ **003 Hamburg** ☐ **088 Suffolk/Jake's 58**
☐ **004 Finger Lakes** ☐ **005 Resorts World HV**
☐ **006 Saratoga** ☐ **008 Yonkers**
☐ **023 Vernon**

Applicant Section: ☐ Resubmission ☐ New Submission

Last Name: _____ First: _____ Middle: _____

Alias / Maiden Name(s): _____

Street Address: _____

City, State, & Zip Code: _____

Date of Birth: _____ Age: _____ Sex: ☐ Female ☐ Male Race: _____

Ethnicity: ☐ Hispanic ☐ Non-Hispanic Height: ____ ft. ____ in. Weight: ____ lbs. Skin Tone: _____

Eye Color: _____ Hair Color: _____ State/Country of Birth: _____

City of Birth: _____

Country of Citizenship: _____ Social Security Number: _____

Applicant Affirmation Section:

I hereby affirm that the information contained in the application and the supporting documents are true and do not contain any false statements or omissions of any material information or facts. I understand that the making of false written statements in this application is punishable as a class A misdemeanor under Section 175.30 and/or Section 210.45 of the New York Penal Law.

Applicant Signature: _____ Date: _____

Payment Section:

Fingerprint fee is **$90.00**. Payment options include; personal or business check, certified check, bank check, or money order. If paying with a 3rd party check, clearly print the applicant's name at the top of the check.

☐ Check or money order (payable to "NYS Gaming Commission") Check Number: _____

NYS REQUEST FOR CARD SCAN SERVICES – INFORMATION FORM
(PLEASE PRINT CLEARLY)

ACCEPTED FORMS OF IDENTIFICATION SECTION:

NOTE: Applicant *MUST* present two (2) forms of ID, at least one (1) of which must have a photo (see Column A):

Column A - Valid Photo Identification:

- Unexpired U.S. Passport;
- Permanent Resident Card or Alien Registration Receipt Card (Form I-551);
- Unexpired foreign passport;
- Unexpired Employment Authorization Document that contains a photograph (Form I-766);
- Unexpired driver's license issued by a state or Territory of the U.S. provided it contains a photograph and information including the name, date of birth, gender, height, eye color and address;
- ID card issued by a federal, state, or local government agency or a government agency of a Territory of the U.S., provided it contains a photograph and information such as name, date of birth, gender, height, eye color and address;
- Uniformed Services Identification Card (Form DD-1172-2);
- U.S. Military Identification Card;
- U.S Coastguard Merchant Mariner Card;
- Unexpired Canadian Driver's License;
- Federal Government Personal Identity Card (PIV);
- Department of Defense Common Access Card; or
- School Student ID card with a photograph (when accompanied by an original or certified copy of a birth certificate issued by a state, county, municipal authority or a Territory of the United States, bearing an official seal, a U.S. Social Security Card, or a Student Visa (F1/M1) issued by the U.S. Department of Consular Affairs).

Column B - Acceptable supplementary identification documents include:

- U.S. Military Service Record (Form DD-214);
- Military Dependent's Identification Card;
- Native American tribal document;
- U.S. Tribal or Bureau of Indian Affairs Identification Card;
- U.S. Social Security card;
- Original or certified copy of a birth certificate issued by a state, county, municipal authority or Territory of the United States, bearing an official seal;
- Certification of Birth Abroad issued by the U.S. Department of State;
- Student Visa (F1/M1) issued by the U.S. Bureau of Consular Affairs;
- International Driving Permit;
- Unexpired Foreign Driver's License;
- Unexpired U.S. Visa issued by the U.S. Department of Consular Affairs for travel to or within, or residence within, the United States (Examples: Temporary Worker Visa (B1/B2/H1B/H2B/L1/TN1), Permanent Employment Visa (EB 1-5), Visitor Visa (B2), Cultural Exchange Visa (J1), or Temporary Non-Immigrant Religious Worker Visa (R1);
- U.S. Citizen ID Card (Form I-197);
- Certificate of Citizenship (N-560);
- Replacement of Certificate of Citizenship (N-561);
- Certificate of Naturalization (N-550); or
- Replacement Certificate of Naturalization (N-570).