

## Frequently Asked Questions:

### Q: How long does the licensing process take?

A: It can take up to 12 weeks, or sometimes even longer, depending on various factors. Once your application is submitted, you can check your status on the State of Ohio e-license website listed below.

<https://license.ohio.gov/lookup/default.asp>

### Q: As an employee of an Ohio casino, can I gamble where I work?

A: No, you are prohibited from gambling at the casino where you are employed and at any Ohio casino affiliated with your employer. You may, however, patronize non-employer affiliated Ohio casinos, non-Ohio casinos, and “racinos,” which are regulated by the Ohio Lottery and Racing Commissions, as permitted by your employer.

### Q: Can I ever get licensed if I have a disqualifying offense?

A: No, unless and until your record is expunged or sealed. In determining whether to grant an expungement or sealing request, the court may consider such factors as how much time has lapsed since the offense occurred and the strides you have made in your life since then. Please note that having your record expunged or sealed does not guarantee licensure. Your application must still be thoroughly reviewed.



## OHIO CASINO CONTROL COMMISSION

10 West Broad Street, 6th Floor  
Columbus, Ohio 43215

Phone: 614-387-5858  
Toll-free: 855-800-0058  
Fax: 614-485-1007

Email:

[info@casinocontrol.ohio.gov](mailto:info@casinocontrol.ohio.gov)

Licensing Phone: 614-387-5688  
Licensing Fax: 614-763-2729

**To check the status of your  
License Application  
Or to order a Duplicate License**

**Visit:**

State of Ohio

E-Licensing Website:

<https://license.ohio.gov/lookup/default.asp>

Website:

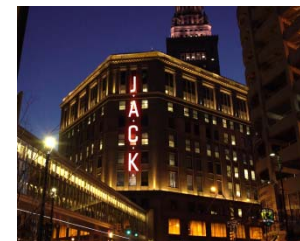
[www.casinocontrol.ohio.gov](http://www.casinocontrol.ohio.gov)



## OHIO CASINO CONTROL COMMISSION

## What You Need to Know about Your Casino Gaming Employee License

**Hollywood  
Casinos in  
Columbus &  
Toledo**



**JACK Casinos  
in Cincinnati  
& Cleveland**



## Information for Casino Gaming Licensees

- You are required to wear your casino gaming license in plain view on your uniform at all times while you are on duty at the casino.
- Remember your license is issued by the Ohio Casino Control Commission, not the casino that employs you. Therefore a casino can't "take away" your license. If you have any questions about your license, contact the Commission.
- Your license can be used for employment at any of the four Ohio casinos located in Cincinnati, Cleveland, Columbus and Toledo. However, if you change casino employers, you must complete and submit a *Duty to Update Information* form.
- Once you receive your license, it is valid for three years. During that time, you are required to update and complete the *Duty to Update Information* form, found on the Commission website, if there are any applicable changes to your personal information.
- To get a replacement copy of your casino gaming license I.D. card, fill out and submit the *Request for a Duplicate License* form on the Commission's website under the Licensing tab. You must also pay a replacement card fee.

## Casino Gaming License Application & Renewal Checklist

- ✓ To be eligible to apply for a casino gaming license you must be at least 21 years old and never convicted of any disqualifying offense (e.g., felony, gambling related crime or any type of theft offense).
- ✓ If you are currently employed by any gaming regulatory body, you are **not eligible** for a casino gaming license.
- ✓ Take the time to read the entire application, answer every question in a truthful manner, providing all requested and required information.
- ✓ Remember to initial and date each page of the application. Make sure the *Statement of Truth* and *Release Authorization* forms are signed and notarized. Be sure all attachments are labeled properly and attached to the application.
- ✓ Be aware, you will be asked to submit to a detailed criminal background check and fingerprinting.
- ✓ If you have any questions regarding the requested information, contact the Ohio Casino Control Commission office and talk with a licensing representative.

[www.casinocontrol.ohio.gov](http://www.casinocontrol.ohio.gov)

## Your Duty to Update

As a license holder you are **required** to update and complete the *Duty to Update Information* form should any of your personal information change such as:

- Change of name, home or email address, or primary phone number.
- Any bankruptcy filing.
- Any arrest, charge, conviction, or plea of guilty or no contest filed against you for any crime or offense occurring in any jurisdiction, excluding minor misdemeanor traffic offenses.
- Any inquiry into, investigation of or action filed against you by any gaming regulatory body or governmental gaming authority.
- Any rejection, suspension, revocation, or denial of any gaming-related application or license and any fine, penalty or settled amount related to any gaming-related license in any jurisdiction.
- Any other information that would affect your suitability, for example: employment termination, or financial liens or judgments filed against you.
- The *Duty to Update Information* form, found on the Commission's website, must be completed, signed and submitted **within 10 days** of any applicable changes.