

# FAQs about renewing your casino gaming employee license.

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**Q:** When do I have to submit my application for a renewal Casino Gaming Employee License?

**A:** A renewal application must be submitted no less than 120 days prior to the expiration date of your current Casino Gaming Employee License (OAC3772-8-02), but can be submitted to your employer's HR department any time once you receive your renewal notification in the mail.

**Q:** What is the cost to renew my Casino Gaming Employee License?

**A:** The fees to renew a Casino Gaming Employee License are as follows:

- A nonrefundable application fee of \$100.00;
- In the event that the cost incurred by the Commission in the course of investigating an applicant's background exceed the upfront application fee set forth above, the Commission may, upon written notice, charge an additional fee to cover the actual costs of the investigation;
- A \$47.25 fee to obtain a Bureau of Criminal Investigation (BCI) and FBI criminal background check;
- Upon the Commission's approval of a renewal application for a Casino Gaming Employee License, a nonrefundable \$50.00 license fee.
- A \$3.50 eLicense transaction fee.

*Note: If you are employed by an Ohio casino at the time of renewal, Ohio law requires your employer to pay the fees associated with the renewal of your license on your behalf. However, depending upon company policies that are wholly outside the control of the Commission, your employer may choose to seek reimbursement from you for the payments made to the Commission on your behalf.*

**Q:** How long will my renewed Casino Gaming Employee License last?

**A:** Like your initial Casino Gaming Employee License, a renewed Casino Gaming Employee License expires three years after the date of licensure.

**Q:** Where can I get a renewal Casino Gaming Employee License application?

**A:** The Casino Gaming Employee License application can be accessed [here](#). Please note that it is same application that you submitted for your initial Casino Gaming Employee License.

**Q:** Once I have completed the renewal application, what's next?

**A:** If you are employed by an Ohio Casino at the time, the completed renewal application needs to be submitted to your employer's HR department for their review to ensure completeness. An appointment will then be scheduled for you to have your fingerprints and photograph taken. Any questions about the application should be directed to the Ohio Casino Control Commission and any questions about the appointment should be directed to your employer's HR department.

If you have not been offered employment with or are not currently employed by an Ohio Casino, please contact the Commission's Division of Licensing & Investigations at (614) 387- 5688 regarding the submission of your application, the taking of your fingerprints and photography and payment of applicable fees.

