



OHIO CASINO CONTROL COMMISSION

Checklist for Completing a Type-C Skill-Based Amusement Machine (SBAM) Location License Application

When filling out a Type-C SBAM Location license application, you'll be asked to provide information relevant to your business. Use this checklist to ensure you have the information readily available when filling out and submitting your license application.

TECHNOLOGY AND FEE PAYMENT

- Access to a computer and the internet.
- A valid, active email address.
- Credit card or checking account information for online payment of \$25 application fee.

BUSINESS INFORMATION

- A public address and mailing address. The public address is considered the physical address of the business and should not be a P.O. Box.
- Business registration type (e.g. sole proprietor, partnership, limited liability corporation, corporation, professional association).
- Type of business operation (e.g. truck stop, convenience store, bar/pub, restaurant, skill game room, family entertainment center, etc.)
- Ohio Secretary of State registration number (unless sole proprietor). To obtain your SOS registration number, locate your business filings on the Ohio SOS website at <https://www.sos.state.oh.us/>.
- Federal Employer Identification Number (FEIN). This is a tax ID number issued by the IRS that looks like this: 12-3456789.
- Name, title/position, and date of birth of each key employee as defined in Ohio Administrative Code 3772-50-01(P).
- Name and email address of the person assuming primary responsibility for the license and all activities associated with the license. Only a Key Employee may be a responsible person.
- Name, email address, and phone number of the person the Commission may contact with any questions or administrative matters regarding the license application. The primary contact will also receive official notices from the Commission on behalf of the applicant.
- Name, address, and ownership percentage of any parent, holding, intermediary, subsidiary company, or business affiliate having a 5% or more ownership interest in the applicant.
- Quantity of skill-based amusement machines at location
- Name, address, and phone number of each SBAM Operator that owns/operates games at location.
- A copy of the revenue-sharing agreement between Location and Operator must be uploaded to the license application.

You will also need to provide the following information, if applicable:

BUSINESS BACKGROUND INFORMATION

- Any convictions, or pleas of guilty or no contest to an offense including date of offense and court information. Does not include minor misdemeanor traffic offenses.
- Any permit, license, or other authorization related to gambling or gaming including issue date, issuing agency, and status.
- Any gambling or gaming-related fines, penalties, or settlement agreements with any regulatory agency including dates and name of regulatory authority involved.
- Any seizures or impounds in the past 10 years of gambling or gaming machines by any governmental or law enforcement agency in Ohio, including name of business and address at time of seizure and name of agency involved.
- Any civil legal actions naming the applicant as a defendant involving gaming, gambling, fraud, or deceptive trade practices, including name of court (within the past 10 years only).
- Any bankruptcy filed by or against the business in the past 10 years including the date filed and the court it was filed in.

Applications must be submitted via Ohio eLicense Portal at https://elicense.ohio.gov/OH_HomePage

Information on licensing and licensing requirements can be found on the Commission website at <https://casinocontrol.ohio.gov/SkillGames.aspx>

If you have any questions or need assistance, please contact the Skill Games Division at skillgames@casinocontrol.ohio.gov or (614)387-0318.