

# RACING APPLICATION INSTRUCTIONS

Return to:  
Massachusetts Gaming Commission  
Division of Racing / Licensing  
c/o Plainridge Racecourse  
301 Washington Street  
Plainville, MA 02762  
Phone Number: (508) 643-2500 – Ext. 109  
Fax Number: (508) 643-9624

## NOTICE TO APPLICANT

Read instructions before completing this application.

When filling out this application, complete the form in its entirety. The application must be completed in blue/black ink or be typewritten. Delay or the return of the application will result if incomplete. You will need to submit a signed and notarized application to the Division of Racing / Licensing. All forms are available for download on the Commission website ([www.massgaming.com](http://www.massgaming.com)). All racing related laws and regulations are also available at these websites.

Once the application is completed, submit the application and all required documents to the above address. This application and all other forms for occupational licenses are also available on the website at

[www.massgaming.com](http://www.massgaming.com)

Should you have any questions or need additional information, please feel free to contact the Division of Racing / Licensing at Plainridge Racecourse (508) 643-2500, extension 109.

**This guide is provided to assist the applicant in understanding the application and to answer commonly asked questions related to requirements for licensure. The information contained in this guide is meant to assist in the completion of the application but is not meant to be a substitute for careful examination of the application and any laws and regulations.**

- **Who do I talk to about my application?**

All questions should be directed to the Division of Racing / Licensing. At the time your application is reviewed, you will speak with or be contacted by the Division of Racing / Licensing and informed if additional information is needed or if the application is not complete.

- **How do I go about filling out the application?**

Read each question carefully prior to answering. Answer every question completely and be sure not to leave any blank spaces. If a question does not apply to you, indicate "Does Not Apply" in response to that question. If there is nothing to disclose in response to a particular question, state "None" in response to that question. You need to provide a response to every question.

If you need additional space to answer any question(s) supply the required information on an attachment page and clearly identify which question(s) you are answering. All requested attachments that apply to the applicant must be labeled with the specific attachment numbers and be attached in order to the back of the application.

We recommend you retain a complete copy of the application for your own records.

- **What is needed for a background investigation?**

Along with a completed application, you will be required to be fingerprinted which allows the Commission to initiate a criminal record checks to determine your suitability for the license you are applying for. You will need to contact the Division of Racing / Licensing of the location, time and date so that you may be fingerprinted and your photo taken.

- **What documents are needed for Identity?**

You will be required to establish your identity in accordance with 205 CMR 134.14(1), when you are being fingerprinted and having your photo taken. To establish your identity, you must present the original document(s) listed below:

1. A current and valid United States passport; OR a Certificate of United States Citizenship, or a certificate of Naturalization issued by the United States Department of Homeland Security; Citizenship and Immigration Services (USCIS); OR a current and valid identification card issued by the USCIS containing a photograph or fingerprints and identifying information such as name, date of birth, sex, height, color of eyes and address; or
2. A certified copy of a birth certificate issued by a state, county or municipal authority in the United States bearing an official seal, **AND any one of the following authentic documents:**
  - ✓ A current and valid driver's license containing a photograph or identifying information such as name, date of birth, sex, height, color of eyes and address; or
  - ✓ A current and valid identification card issued to persons who serve in the United States military or their dependents by the United States Department of Defense containing a photograph or identifying information such as name, date of birth, sex, height, color of eyes and address; or
  - ✓ A current and valid student identification card containing a photograph, an expiration date, the seal or logo of the issuing institution, and the signature of the card holder; or
  - ✓ A current and valid identification card issued by a Federal, state or local government agency containing a photograph or identifying information such as name, dates of birth, sex, height, color of eyes and address.
3. A current and valid foreign passport with an employment authorization issued by the USCIS, **AND any one of the following authentic documents:**
  - ✓ A current and valid driver's license containing a photograph or identifying information such as name, date of birth, sex, height, color of eyes and address; or
  - ✓ A current and valid identification card issued to persons who serve in the United States military or their dependents by the United States Department of Defense containing a photograph or identifying information such as name, date of birth, sex, height, color of eyes and address; or
  - ✓ A current and valid student identification card containing a photograph, an expiration date, the seal or logo of the issuing institution, and the signature of the card holder; or
  - ✓ Current and valid identification cards issued by a Federal, state or local government agency containing a photograph or identifying information such as name, date of birth, sex, height, color of eyes and address.

**NOTE:** Any person whose current legal name is different from the name on his or her certified birth certificate (for example, maiden name) must show legal proof of the name change. Such proof includes a certified marriage or civil union certificate, divorce decree or court order linking the new name with the previous name, provided that, a divorce decree may be used as authority to resume using a previous name only if it contains the new name and permits a return to use of the previous name.

Should you be unable to understand this form fully in English, it is your responsibility to acquire adequate means of translation.

Si usted no puede entender este formulario completamente en Ingles, es su responsabilidad de obtener los metodos necesarios de traduccion.