

**Office of Field Audit
Electronic Games of Skill
Checklist and Process of Employee Information
New Hires**

Date: _____

Applicant's Name: _____

- 1. Key Employee _____
 - General Employee _____
- 2. Payment for licensing and background check received _____
- 3. Fingerprint card filed out by employee _____
- 4. Fingerprint process completed _____
- 5. Employee picture taken for folder and badge _____
- 6. Put employee information into system _____
- 7. Create hardcopy file with application _____
- 8. Send file to EGSS for processing _____
- 9. Background checks performed
 - a. Criminal _____
 - b. Financial _____
 - c. Fingerprint check complete _____
- 10. File returned from EGSS _____
- 11. Prepare permanent license _____
- 12. Prepare Permanent File
 - a. Picture _____
 - b. Fingerprint Card _____
 - c. Applications _____
 - d. Financial/Criminal Background Reports _____

Date License Issued _____