

**State of Arkansas**  
**Arkansas Racing Commission**

**Process for**  
**Receipt and Approval of Franchise Holder's Application**  
**To Conduct Electronic Games of Skill Activity in Arkansas**

**1. Submission of Application**

- A. Completed Gaming Application, along with all required attachments, will be submitted no later than ninety (90) days prior to the date that applicant desires to commence "Electronic Games of Skill" activity in Arkansas.
- B. Gaming Application will be submitted to the following parties:
  - 1. One complete copy of the Gaming Application will be submitted to the following parties:
    - a. The Arkansas Racing Commission
    - b. The attorney for the Arkansas Racing Commission
    - c. Designated representative of Gaming Laboratories International.
  - 2. Two (2) complete copies of the Gaming Application will be submitted to the Electronic Games of Skill Section (EGSS) of the Arkansas Department of Finance and Administration.
- C. The Application Fee for the Franchise Holder will be submitted in the form of a cashier's check or company check and will accompany the copy of the Gaming Application that is sent to the Arkansas Racing Commission.
- D. The date that application is received in the office of the Arkansas Racing Commission will be the date known as the "RECEIPT" date.

**2. Review of Franchisee's Gaming Application**

- A. The Electronic Games of Skill Section will start the review process once the Gaming Application is received.
  - 1. A review of the Gaming Application Checklist will be completed to ensure that all questions have been answered and that all attachments are included as required.
  - 2. Missing or incomplete information will be noted and will be just cause for rejection of the Gaming Application.

- a. If Gaming Application is rejected as the result of missing or incomplete information:
      - 1. Report to Arkansas Racing Commission stating reason(s) for rejection
      - 2. Report to applicant stating reason(s) for rejection
    - b. Applicant will have ten (10) days to supply needed information as outlined in the Applicant Rejection Letter.
      - 1. One copy of the additional information is to be submitted to the Arkansas Racing Commission.
      - 2. Two (2) copies of the additional information is to be submitted to the Electronic Games of Skill Section.
    - c. If the applicant fails to supply the additional information within the established timeframes, the application will be rejected.
      - 1. Application process for this applicant will start over from beginning.
      - 2. Additional application fee will be required.
- B. Once all initial information from the Franchise Holder is received, the Gaming Application review process will shall include but shall not be limited to the following steps:
  - 1. Order required financial background checks on the applicant and “key” employees.
  - 2. Order required criminal background checks on the applicant and “key” employees.
  - 3. Review/compare all information obtained from the criminal background check and the financial background check with information submitted in the Gaming Application.
  - 4. Review “associate” information of applicant and “key” employees.
  - 5. Review corporate/subsidiary relationships of applicant and “key” employee.
  - 6. Review/Compare all parts of the application for compliance with Act 1151 of 2005 and the Regulations for Electronic Games of Skills.
  - 7. Perform other reviews as deemed necessary.
- C. The Electronic Games Skill Section will conduct an onsite visit to the gaming facility location for review of the Surveillance and Security Plan of Operation and Internal Control System that has been established for the facility. The EGSS will report to the Commission on the adequacy and appropriateness of each of these items.

### **3. Recommendation – Approval or Rejection of Application**

- A. Once the review is complete, a written report from the Electronic Gaming Section will be prepared and submitted to the Arkansas Racing Commission.
  - 1. The report will include a recommendation for granting or rejecting the application as presented.
  - 2. The report will provide documentation supporting the recommendation for approval or rejection.

### **4. Granting/Denial of License**

- A. After giving due consideration to information supplied by all parties, the Arkansas Racing Commission will announce approval or denial of application for Gaming License.
  - 1. The Commission will notify the applicant in written form of either the acceptance or denial of the application for an Arkansas Gaming License.
  - 2. Announcement of Commission's decision will be made at a regularly scheduled Commission meeting.

### **5. Hearings and Appeal of Commission's Decision**

- A. Applicants that have been denied an Arkansas Gaming License will have rights of appeal as stated in the Arkansas Procedures Act.