



INSTRUCTIONS FOR COMPLETING FINGERPRINT APPLICATION

Nebraska Revised Statutes, Section 9-1,104, authorizes the Nebraska Department of Revenue's Charitable Gaming Division to require certain license applicants to be fingerprinted for the purpose of checking their criminal history record information maintained by the Identification Division of the Federal Bureau of Investigation. By law, the following applicants are subject to this requirement:

1. Any person applying for a license as a distributor, gaming manager, or manufacturer pursuant to the Nebraska Bingo Act;
2. Any person applying for a license as a distributor, manufacturer, pickle card operator, or sales agent pursuant to the Nebraska Pickle Card Lottery Act; or
3. Any person applying for a license as a lottery operator, manufacturer-distributor, or sales outlet location pursuant to the Nebraska County and City Lottery Act.

If the applicant is a corporation, the persons subject to this requirement include the officers or directors of such corporation and their spouses and any person or entity holding in the aggregate ten percent or more of the debt or equity of the corporation. If any person or entity holding ten percent or more of the debt or equity of the applicant corporation is a corporation, partnership, or limited liability company, every partner of such partnership, every member of such limited liability company, every officer or director of such corporation or partnership, and every person or entity holding ten percent or more of the debt or equity of such corporation, partnership, or limited liability company are also subject to the fingerprinting requirement.

If the applicant is a partnership, the persons subject to this requirement include any partner and his or her spouse and any officer or director of the partnership.

If the applicant is a limited liability company, the persons subject to this requirement include any member and his or her spouse.

If the applicant is a nonprofit organization or nonprofit corporation, the person subject to this requirement is the person designated as the manager by the nonprofit organization or nonprofit corporation.

If the applicant is a sole proprietorship, the person subject to this requirement is the individual owner.

The Department of Revenue, may at its discretion, require that any person or entity directly or indirectly associated with an applicant in a consulting or other capacity which may impair the security, honesty, or integrity of the operation or conduct of the activities for which the application is made, be fingerprinted for criminal background investigation purposes.

EXCEPTIONS TO FINGERPRINTING REQUIREMENTS

The fingerprinting of a spouse may be waived, provided a completed Affidavit by Spouse for Waiver of Fingerprinting is submitted for each such person with the application(s) for license.

A person or entity applying for a license as a pickle card operator, sales agent, gaming manager, lottery operator, or sales outlet location is subject to fingerprinting and a check of their criminal history record information only if such an investigation

was not performed by the Nebraska Liquor Control Commission in conjunction with such person's or entity's application for a liquor license.

Fingerprinting is not required of any debt holder which is a financial institution organized or chartered under the laws of Nebraska, any other state, or the United States relating to banks, savings institutions, trust companies, savings and loan associations, credit unions, industrial loan and investment companies, installment loan licensees, or similar associations organized under the laws of this state and subject to supervision by the Department of Banking and Finance.

SPECIFIC INSTRUCTIONS

1. Two fingerprint cards are required for each person subject to the fingerprinting requirements explained above (one for the State Patrol and one for the FBI - Identification Division). If you need additional fingerprint cards, request them from the Nebraska Department of Revenue's Charitable Gaming Division, telephone (402) 471-5937.
2. Fingerprinting may be done at the offices of any local law enforcement agency or during certain hours at any Nebraska State Patrol Troop Office. **THE CHARITABLE GAMING DIVISION WILL NOT DO FINGERPRINTING.** Please note that you are responsible for any fee charged by a local law enforcement agency to perform the fingerprinting. There is no charge for fingerprinting at any of the Nebraska State Patrol Troop offices.
3. The fingerprints must be prepared on the enclosed blue-colored "applicant" cards. Be sure that all information is complete. **See the sample card on reverse side for proper completion.**
4. Maiden names should be inserted in the "Aliases AKA" block.
5. Fingerprints which are not rolled legibly will be returned by the Nebraska State Patrol.
6. **A processing fee of \$33.00 is required for each person subject to the fingerprinting and criminal history check. Properly completed fingerprint cards and a check payable to the Nebraska State Patrol for the required fees must be submitted to the Nebraska State Patrol Headquarters in Lincoln, Nebraska. A self-addressed envelope is enclosed for this purpose.**

DO NOT SEND CASH.

DO NOT SEND THE FINGERPRINT CARDS TO THE NEBRASKA DEPARTMENT OF REVENUE - ONLY THE LICENSE APPLICATION FORMS.

DO NOT SEND THE LICENSE APPLICATION FORMS TO THE NEBRASKA STATE PATROL - ONLY THE FINGERPRINT CARDS AND \$33.00 FINGERPRINT FEES.

DO NOT COMBINE THE LICENSE FEES AND THE FINGERPRINT FEES IN THE SAME CHECK.

If you have any questions, please contact the Charitable Gaming Division, telephone (402) 471-5937 or Greg Schnasse, Investigation Division Administrator, telephone (402) 471-5941.