



Ohio Administrative Code

Rule 3772-5-02 Key employee license application, license period and provisional license.

Effective: January 1, 2017

(A) An applicant for a key employee license must complete and submit the appropriate form(s) required by the commission and pay an application fee and license fee as described in rule 3772-5-03 of the Administrative Code. The applicant must provide the commission with all information and documents that the commission requests. The application fee may be increased in accordance with paragraph (B) of rule 3772-5-03 of the Administrative Code.

(B) A key employee license expires three years after the date of licensure.

(C) An applicant for a key employee license may request renewal of the license by completing and submitting the appropriate form(s) required by the commission and paying an application fee and license fee as described in rule 3772-5-03 of the Administrative Code no less than one hundred twenty days before the expiration of the license. An applicant for a renewal license must provide the commission with all information and documents that the commission requests. The application fee may be increased in accordance with rule 3772-5-03 of the Administrative Code.

(D) All key employees shall undergo a complete investigation at least once every three years as determined by the commission to determine whether each remains in compliance with Chapter 3772. of the Revised Code and the rules adopted thereunder. The key employee shall bear the costs of any investigation, except that a casino operator that employs the key employee or otherwise requests licensure of the key employee shall pay the investigation costs and that a management company, gaming-related vendor, or holding company otherwise requesting the license on the key employees behalf may pay the investigation costs.

(E) The commission may request any other information that would affect the key employees suitability to maintain a license under Chapter 3772. of the Revised Code or the rules adopted thereunder. The key employee shall provide all information, documents, and materials at the key employees sole expense and cost, except that a casino operator that employs the key employee or otherwise requests licensure of the key employee shall pay the costs and that a management



company, gaming-related vendor, or holding company otherwise requesting the license on the key employees behalf may pay the costs.

(F) An individual may apply for a provisional key employee license only by completing and filing the appropriate form(s) required by the commission, providing the commission with all information and documents that the commission requests, paying an application fee and license fee as described in rule 3772-5-03 of the Administrative Code, and providing a written account of the exigent circumstances requiring the issuance of a provisional license. Exigent circumstances shall include conditions of a casino operator, management company, gaming-related vendor, or holding company that requires the employment of the applicant as a key employee prior to the issuance of a plenary key employee license. Upon submission of a complete application, all applicable fees, and a good showing of exigent circumstances, the commission may issue a provisional license. Provisional licenses shall be valid not longer than three months and may be renewed one time. A provisional licensee may request the renewal of a provisional license by filing a written request with the commission no later than ten days prior to the expiration of the provisional license providing a written account of the exigent circumstances requiring the renewal of the provisional license along with an additional license fee as described in rule 3772-5-03 of the Administrative Code.

(G) Pursuant to division (A)(14) and subject to division (C) of section 3772.16 of the Revised Code, information provided in a multijurisdictional personal history disclosure form, including the Ohio supplement, exhibits, attachments, and updates is confidential and not subject to disclosure as a record under section 149.43 of the Revised Code. The applicant should clearly identify those portions of the application that it deems to be confidential, proprietary commercial information or trade secrets. Applications shall be open to public inspection to the extent permitted by sections 149.43 and 3772.16 of the Revised Code.