



OHIO CASINO CONTROL COMMISSION

Checklist for Completing a Skill-Based Amusement Machine (SBAM) Key Employee License Application

When filling out an SBAM key employee license application, you'll be asked to provide information relevant to you and your business. Use this checklist to ensure you have the information readily available when filling out and submitting your license application.

TECHNOLOGY AND FEE PAYMENT

- Access to a computer and the internet.
- A valid, active email address.
- Credit card or checking account information for online payment of \$25 application fee.

You will also need to provide the following information, where/if applicable:

PERSONAL/BACKGROUND INFORMATION

- A public address and mailing address. The public address is considered the physical address of the person or business and should not be a P.O. Box.
- Any convictions, or pleas of guilty or no contest to an offense including date of offense and court information. Does not include minor misdemeanor traffic offenses.
- Any permit, license, or other authorization related to gambling or gaming including issue date, issuing agency, and status.
- Any gambling or gaming-related fines, penalties, or settlement agreements with any regulatory agency including dates and name of regulatory authority involved.
- Any civil legal actions naming the applicant as a defendant involving gaming, gambling, fraud, or deceptive trade practices, including name of court (within the past 10 years only).
- Any bankruptcy filed by or against you in the past 10 years including the date filed and the court it was filed in.

Applications must be submitted via Ohio eLicense Portal at https://elicense.ohio.gov/OH_HomePage

Information on licensing and licensing requirements can be found on the Commission website at <https://casinocontrol.ohio.gov/SkillGames.aspx>

If you have any questions or need assistance, please contact the Skill Games Division at skillgames@casinocontrol.ohio.gov or (614)387-0318.