

**STATE GAMING AGENCY****TRIBAL KEY EMPLOYEE BACKGROUND INVESTIGATION CHECKLIST**

BGC-TBL 002 (Rev. 05/2015)



State of California  
 Bureau of Gambling Control  
 P. O. Box 168024  
 Sacramento, CA 95816-8024  
 (916) 227-3584 / Fax: (916) 227-2308

The following is a list of all required and additional documentation to be submitted as part of the State Certification Process (Compact section 6.5.6). Please note that incomplete packages may delay this process.

Please do not include FBI Fingerprint results or Personnel/Human Resources documentation (e.g., employee data change form, personnel action form, miscellaneous correspondence, etc.).

**REQUIRED DOCUMENTATION:**

1. Application for Finding of Suitability Tribal Key Employee (BGC-TKE-001).
2. Tribal Key Employee Supplemental Background Investigation Information form (BGC-TBL-001).
3. Tribal Gaming Agency Background investigation report, including Determination of Suitability.
4. Expiration date of current tribal gaming license: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_.  
 Month Day Year
5. Original Fingerprint Cards (two) or one copy of a fully executed LiveScan form (BCII 8016).
6. Signed and dated Authorization to Release Information (BGC-APP-006).
7. Copy of California Driver's License or I.D. Card
8. Military Form DD-214 (*if applicable*).

**ADDITIONAL DOCUMENTATION (requested of the Tribal Gaming Agency, if applicable):**

1. Copy of the Applicant's current tax return. If unavailable, a completed Form 4506-T.
2. If the applicant was born outside the United States, proof of employment eligibility (e.g., front and back copy of Resident Alien Card, Certificate of Naturalization, Passport, or other Immigration and Naturalization Service paperwork)

**Note:** During the investigation by the State Gaming Agency, additional documentation and/or information may be required from the applicant.