

Mail completed application to:  
VDACS  
Office of Charitable &  
Regulatory Programs  
Post Office Box 526  
Richmond, VA 23218



FORM 307  
VDACS FINANCE CODE  
988-02199

**COMMONWEALTH OF VIRGINIA  
DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES  
OFFICE OF CHARITABLE AND REGULATORY PROGRAMS  
TEXAS HOLD'EM POKER TOURNAMENT OPERATOR REGISTRATION APPLICATION**

**GENERAL INSTRUCTIONS**

- A. Use this application if you are a Texas Hold'em Poker Tournament Operator seeking registration.
- B. Complete this application in its entirety. If a response field or question is not applicable, please indicate "N/A".
- C. Please print legibly in black ink or type all responses.
- D. If necessary, please attach relevant documents and/or explanation sheets. In doing so, please identify the corresponding question on each document/sheet.
- E. Ensure the application is dated and signed by an authorized individual of the applicant.
- F. Enclose a \$1,000 application fee payable to: **Treasurer of Virginia**.
- G. You must submit this completed application, application fee, and, if applicable, all relevant documents and/or explanation sheets to the mailing address above.

**SECTION 1  
APPLICANT INFORMATION**

Full Corporate Name of Entity

Doing Business As/Trading As Name

Physical Address

City

State

Zip Code

Country

Telephone Number, including area code

( )

Fax Number, including area code

( )

Website Address

Mailing Address (if different from physical address)

City

State

Zip Code

Country

**SECTION 2  
PRIMARY CONTACT INFORMATION**

Primary Contact Person

Title

Physical Address

City

State

Zip Code

Country

Telephone Number, including area code

( )

Email Address

<b>SECTION 3</b> <b>FEDERAL &amp; STATE REGISTRATION INFORMATION</b>			
<b>3-1.</b>	Type of Applicant's Business Entity (check one)	<input type="checkbox"/> Corporation <input type="checkbox"/> General Partnership <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Limited Partnership <input type="checkbox"/> Other (please specify) _____	<input type="checkbox"/> Limited Liability Company <input type="checkbox"/> Holding Company
<b>3-2.</b>	Federal Employer Identification Number or Social Security Number (if a sole proprietorship)		
<b>3-3.</b>	Is the applicant in 'good standing' with the state, territory, or possession of the United States; the District of Columbia; or any political subdivision thereof of its incorporation or organization? If <u>yes</u> , please attach a copy of the (i) certificate of good standing, issued by the jurisdiction from which the applicant is incorporated or organized in; and (ii) articles of incorporation, bylaws, charter, constitution and other governing/organizing documents. If <u>no</u> , please attach an explanation sheet detailing the reason.		<input type="checkbox"/> Yes - attachment included <input type="checkbox"/> No - explanation sheet included <input type="checkbox"/> N/A
<b>3-4.</b>	If the applicant is not incorporated or organized under Virginia law, then is it registered with the Virginia State Corporation Commission (SCC) indicating its qualification to do business in Virginia? If <u>yes</u> , please attach a copy of the certificate of authority to transact business in Virginia, issued by the SCC. If <u>no</u> , please proceed to answer question 3-5.		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<b>3-5.</b>	If the applicant is not incorporated, organized or registered under Virginia law, then please attach an explanation sheet identifying the reason and qualification to do business in Virginia.		<input type="checkbox"/> Explanation sheet included <input type="checkbox"/> N/A
<b>3-6. Identify the applicant's registered agent in Virginia:</b>			
Name of Registered Agent			
Mailing Address			
City		State	Zip Code
Telephone Number, including area code (      )		Fax Number, including area code (      )	
<b>3-7.</b>	Please provide the following assigned account numbers with both the Virginia Employment Commission and Virginia Department of Taxation (TAX). <u>If the applicant does not have an assigned account number in Virginia, please attach an explanation sheet detailing the reason.</u>		Corporate Identification Number (TAX)
			Sales Tax Number (TAX)
			Withholding Number (TAX)
			Virginia Employment Commission Number
<b>SECTION 4</b> <b>BUSINESS INFORMATION</b>			
<b>4-1.</b>	Please attach a list of all physical locations outside of Virginia that are owned or leased by the applicant and from which the applicant conducts business. For each location, please include the full corporate/subsidiary name, physical address, city, state, zip code, country and a detailed explanation of what takes place at each of these locations.		<input type="checkbox"/> Attachment included <input type="checkbox"/> N/A

<b>4-2. Where are the business and financial records maintained?</b>			
Physical Address			
City	State	Zip Code	
Physical Address			
City	State	Zip Code	
<b>4-3.</b> Please provide all aliases/business names used by the applicant to conduct business, provide approximate time periods during which the aliases/business names were used by the applicant and if applicable, the state, territory, or possession of the United States; District of Columbia; or any political subdivision of incorporation.			
Name	Time Period (month, year)	State of Incorporation	
Name	Time Period (month, year)	State of Incorporation	
Name	Time Period (month, year)	State of Incorporation	
<b>4-4.</b> In the past ten years, has the applicant been party to any bankruptcy, receivership or similar proceeding affecting its business? If <u>yes</u> , please attach an explanation sheet detailing the facts and circumstances concerning this matter.			<input type="checkbox"/> Yes - explanation sheet included <input type="checkbox"/> No
<b>4-5.</b> In the past ten years, has the applicant been party to any material acquisition, reorganization, merger, consolidation, readjustment or succession of its business? If <u>yes</u> , please attach an explanation sheet detailing the facts and circumstances concerning this matter.			<input type="checkbox"/> Yes - explanation sheet included <input type="checkbox"/> No
<b>4-6.</b> Please attach a list identifying the applicant's major funding, financial sources and major financial liabilities of \$50,000 or more.			<input type="checkbox"/> Attachment included <input type="checkbox"/> N/A
<b>4-7.</b> Is the applicant compliant with the Commonwealth's tax laws?			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<b>4-8.</b> Please attach a signed copy of the applicant's state and federal tax returns for the previous three years.			<input type="checkbox"/> Attachment included <input type="checkbox"/> N/A
<b>4-9.</b> Please attach a signed copy of the 'Authority to Release Information Form,' which is located at the end of this application.			<input type="checkbox"/> Attachment included
<b>4-10.</b> Please attached a copy of written internal control policies and procedures that includes segregation of duties, cash security, and cash controls based on generally accepted standards.			<input type="checkbox"/> Attachment included
<b>4-11.</b> Please attach a list of all qualified organizations on whose behalf the applicant intends to administer a poker tournament, the locations at which the applicant intends to administer a poker tournament; and any other information deemed necessary by the department.			<input type="checkbox"/> Attachment included
<b>4-12.</b> Please provide a copy of each written contract with a qualified organization. Please note that any new contracts entered into by the operator with a qualified organization, must be forwarded to the department within three (3) business days.			<input type="checkbox"/> Attachment included

<p><b>4-13.</b> Did the applicant or any of its officers, directors, employees, agents, or owners receive a judgment or decision by a court of competent jurisdiction, or enter into any settlement or another agreement pertaining to allegations it breached its contract to administer Texas Hold'em poker tournament on behalf of an organization? If <u>yes</u>, please attach an explanation sheet detailing the facts and circumstances concerning this matter.</p>	<p><input type="checkbox"/> Yes - explanation sheet included  <input type="checkbox"/> No</p>
<p><b>4-14.</b> Please attach a copy of the detailed invoice, which will be provided to the qualified organization for each day it administers one or more poker tournament on behalf of the qualified organization. The invoice shall include the following: (i) name, address, and the organization number (i.e. OCRP number) of the qualified organization; (ii) date and location of the poker tournament; and (iii) all information needed to calculate the fee owed to the operator, including gross receipts, net receipts, and prize disbursement.</p>	<p><input type="checkbox"/> Attachment included</p>
<p><b>4-15.</b> Has the applicant prepared or submitted a charitable gaming permit application or financial report on behalf of any qualified organization? If <u>yes</u>, please attach an explanation sheet detailing the facts and circumstances concerning this matter.</p>	<p><input type="checkbox"/> Yes - explanation sheet included  <input type="checkbox"/> No</p>
<p><b>4-16.</b> Please attach the surety bond from a surety company entitled to do business in Virginia. As required by 11VAC15-50-40(K) of the Texas Hold'em Poker Tournament Regulations, the surety bond must be payable to the department and be in an amount deemed necessary by the department to secure the faithful discharge of the duties of the operator to the organization(s) for whom the operator administers poker tournaments and to participants and players in its poker tournaments, including payment of expenses and prizes payable. Notwithstanding the foregoing, the amount of the surety bond shall be not less than \$200 and not more than the typical prize payable in any given poker tournament administered by the operator during the period for which the surety bond applies. Please note, if the operator increases its typical prize during the course of its registration, then it must ensure that its bond amount meets this requirements on an ongoing basis.</p>	<p>Please complete the following:</p> <ul style="list-style-type: none"> <li>• Operator's anticipated gross receipts for the year: _____</li> <li>• Operator's anticipated expenses, including prizes for the year: _____</li> <li>• Operator's typical prize: _____</li> </ul> <p><input type="checkbox"/> Surety Bond included</p>
<p style="text-align: center;"><b>SECTION 5 PERSONNEL INFORMATION</b></p>	
<p><b>5-1.</b> Please attach a current organizational chart for the applicant.</p>	<p><input type="checkbox"/> Attachment included</p>
<p><b>5-2.</b> Does the applicant have a contract or agreement (formal or informal) with any external organization or individual concerning the managing, conducting, operating or administering poker games or tournaments? If <u>yes</u>, please attach an explanation sheet identifying the organization and/or individual and the nature of its role along with copies of any contract, agreement, or understanding.</p>	<p><input type="checkbox"/> Yes - explanation sheet and attachment included  <input type="checkbox"/> No</p>

<p><b>5-3.</b> Has the applicant, or any of the applicant's owners, partners, president or chief executive officer, treasurer or chief financial officer, tournament manager or equivalent positions, as identified in 11VAC15-50-40(B)(3) of the Texas Hold'em Poker Tournament Regulations ever been:</p> <ol style="list-style-type: none"> <li>1. Subjected to any administrative proceeding or investigation by any gaming or tax-related regulatory agency?</li> <li>2. Arrested, detained, charged, indicted, convicted, pleaded guilty or <i>nolo contendere</i>, or forfeited bail concerning any criminal offense under the laws of any jurisdiction, either felony, or misdemeanor involving gambling or financial crime (except traffic infractions)?</li> <li>3. Delinquent or in dispute with a government agency over the payment of any debt or tax within the past ten years?</li> <li>4. Party to any lawsuit (other than divorce proceedings)?</li> <li>5. Currently, a known party to any administrative proceeding, criminal case, investigation or lawsuit (other than divorce proceedings)?</li> </ol> <p>If <b>yes</b>, please attach an explanation sheet detailing the facts and circumstances concerning any of the above matters.</p>	<p><input type="checkbox"/> Yes - explanation sheet included  <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes - explanation sheet included  <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes - explanation sheet included  <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes - explanation sheet included  <input type="checkbox"/> No</p>
<p><b>5-4.</b> Has the applicant or any of its officers, directors, employees, agents, owners, or equivalent positions ever operated without a valid license, permit, certificate, registration, or other similar authority related to gambling in any state, territory, or possession of the United States; the District of Columbia; or any political subdivision thereof? If <b>yes</b>, please attach an explanation sheet 1) identifying the individual and the applicable state, territory, or possession of the United States; the District of Columbia; or any political subdivision; and 2) detailing the facts and circumstances pertaining to this matter.</p>	<p><input type="checkbox"/> Yes - explanation sheet included  <input type="checkbox"/> No</p>
<p><b>5-5.</b> Attach a completed Personal Information Form for each of the individuals indicated below who are involved with the applicant.</p> <ol style="list-style-type: none"> <li>1. If the applicant is a <u>Sole Proprietor</u>, please provide information on the individual owner.</li> <li>2. If the applicant is a <u>General Partnership</u> or <u>Limited Partnership</u>, please provide information on each partner and/or principal as well as a copy of the partnership agreement.</li> <li>3. If the applicant is a <u>Limited Liability Company</u>, please provide information on each member.</li> <li>4. If the applicant is a <u>Corporation</u> or <u>Holding Company</u>, please provide information on each individual or owner having a 10% or greater financial interest (debt or equity), officer or director in the applicant, including the nature of the financial interest instrument, the amount of the interest and the percentage of the interest.</li> <li>5. Any other individual, including the applicant's owners, partners, president or chief executive officer, treasurer or chief financial officer, tournament manager or equivalent positions, as identified in 11VAC15-50-40(B)(3) of the Texas Hold'em Poker Tournament Regulations.</li> </ol>	<p><input type="checkbox"/> Attachment included</p>

<b>5-6.</b> Has the applicant or any of its officers, directors, employees, agents, or owners been involved in another operator, which violated any provision of the charitable gaming statutes or another operator, which had its registration denied, suspended, or revoked?	<input type="checkbox"/> Yes - explanation sheet included <input type="checkbox"/> No
<b>5-7.</b> Please attach a list of the identity of the operator's tournament managers, dealers, and other game workers along with copy of a current identification, such as a driver's license or other government issued identification of each.	<input type="checkbox"/> Attachment included
<b>5-8.</b> Please attach a sample of the badge to be worn by the operator's poker tournament manager, charitable host representative, dealer, and other game workers during the administering of the qualified organization's poker tournament. The badge shall include the following: (i) a recent photo of the person; (ii) the first name and last name of the person; (iii) the name of the operator; and (iv) the date the badge was issued to the person.	<input type="checkbox"/> Attachment included
<b>5-9.</b> Is the applicant or any of the following individuals, which are affiliated with the applicant is also affiliated or associated with a qualified organization that is under contract with the operator? 1. Any members, directors, officers, owners, partners, employees, independent contractors, or agents? 2. Any immediate family member of any individual identified in the above question 5.9(1); and 3. Any person residing in the same household of any individual identified in the above question 5-9(1).  If <u>yes</u> , please attach a sheet, which includes the following: 1. Individual's name; 2. Name of the qualified organization; and 3. Title and/or position within the qualified organization.  "Immediate family" is defined as a person's spouse, parent, child, sibling, grandchild, grandparent, mother or father-in-law, or stepchild.	<input type="checkbox"/> Yes - explanation sheet included <input type="checkbox"/> No
<b>SECTION 6</b> <b>LICENSE, PERMIT OR REGISTRATION INFORMATION</b>	
<b>6-1.</b> Does the applicant possess a gaming or gambling license, permit, or registration issued by a licensing authority? If <u>yes</u> , please attach a list including the type of license, the licensing authority, the license number, and the name and telephone number of the appropriate contact person at the issuing authority.	<input type="checkbox"/> Yes - attachment included <input type="checkbox"/> No
<b>6-2.</b> Has the applicant ever had a gaming or gambling license, permit, or registration denied, limited, restricted, not renewed, revoked, suspended, or subject to an administrative proceeding? If <u>yes</u> , please attach an explanation sheet detailing the facts and circumstances concerning the matter, including the name of the licensing authority, the date of each action taken and the reason for the action.	<input type="checkbox"/> Yes - explanation sheet included <input type="checkbox"/> No

<b>6-3.</b> Has the applicant ever served as an operator for any as a poker game or tournament in any state, territory, or possession of the United States; the District of Columbia; or any political subdivision thereof? If <u>yes</u> , please attach a sheet identifying the state, territory, or possession of the United States; the District of Columbia; or any political subdivision thereof and whether the applicant was required to obtain a license, permit, or registration to do so.	<input type="checkbox"/> Yes - explanation sheet included <input type="checkbox"/> No
<b>6-4.</b> Has the applicant or any of its officers, directors, employees, agents, or owners administered poker tournaments for unauthorized persons or entities, such as organizations not permitted by the department pursuant to 11VAC15-50-30 of the Texas Hold'em Poker Tournament Regulations, or otherwise exempted from obtaining or possessing a permit pursuant to § 18.2-340.23 of the <i>Code of Virginia</i> ?	<input type="checkbox"/> Yes - explanation sheet included <input type="checkbox"/> No
<b>6-5.</b> Has the applicant or any of its officers, directors, employees, agents or owners engaged or participated in illegal gambling?	<input type="checkbox"/> Yes - explanation sheet included <input type="checkbox"/> No

<b>SECTION 7</b> <b>TEXAS HOLD'EM POKER TOURNAMENT INFORMATION</b>	
<b>7-1.</b> Will the Texas Hold'em poker tournament adhere to requirements under 11VAC15-50-60 (A) of the Texas Hold'em Poker Tournament Regulations, which states the following: 1. Players shall pay a fixed fee for entry into the competition and for a certain amount of poker chips for use in the competition; 2. Players may be allowed to pay an additional fee during set preannounced times of the competition to receive additional poker chips for use in the competition; 3. Players may be seated at one or more tables simultaneously playing Texas Hold'em poker games; 4. Players shall, upon running out of poker chips, be eliminated from the competition; and 5. A set preannounced number of players shall be awarded prizes of value according to how long such players remain in the competition.	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>7-2.</b> Will the Texas Hold'em poker tournament prohibit any individual under the age of 18 from playing or being involved in the tournament?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>7-3.</b> Will the applicant require all of its Tournament Mangers, Dealers, other game workers to wear a badge and the qualified organization's Charitable Host Representative, a badge it issued to them and require them, in the case of the applicant's employees, independent contractors, or agents to carry a current photo identification, such as a driver's license or other government issued identification?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>7-4.</b> Will the Texas Hold'em poker tournament adhere to the rules governing tournaments as established by the Poker Tournament Directors Association?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>7-5.</b> Will the Texas Hold'em poker tournament adhere to the code of conduct and etiquette as established by Robert's Rules of Poker and tournament's house rules?	<input type="checkbox"/> Yes <input type="checkbox"/> No

<p><b>7-6.</b> Is the facility, which will hold the Texas Hold'em poker tournament contain any games authorized by the Virginia Lottery Department, Virginia Racing Commission, skill games or any other games or gambling activities not explicitly authorized by § 18.2-340.15 et seq. of the <i>Code of Virginia</i>?</p>	<p><input type="checkbox"/> Yes  <input type="checkbox"/> No</p>
<p><b>7-7.</b> Is there any loans or payments directly or indirectly by a landlord of the facility used to hold Texas Hold'em poker tournaments to any of the following individuals?</p> <ol style="list-style-type: none"> <li>1. Individuals affiliated with the applicant;</li> <li>2. Any immediate family member of any individual identified in the above question 7-7(1); and</li> <li>3. Any person residing in the same household of any individual identified in the above question 7-7(1).</li> </ol> <p>If <u>yes</u>, please attach a sheet, which includes the following:</p> <ol style="list-style-type: none"> <li>4. Individual's name;</li> <li>5. Name of the landlord for which the individual received a payment or loan;</li> <li>6. Total amount of the loan or payment;</li> <li>7. Date of the loan or payment received;</li> <li>8. Interest rate of the loan; and</li> <li>9. Is the loan forgivable and was it forgiven?</li> </ol> <p>"Immediate family" is defined as a person's spouse, parent, child, sibling, grandchild, grandparent, mother or father-in-law, or stepchild.</p>	<p><input type="checkbox"/> Yes - explanation sheet included  <input type="checkbox"/> No</p>

DISCLAIMERS AND AFFIDAVITS	
<p>By completing this section and affixing my signature, I hereby state that I am authorized to sign this application on behalf of the applicant, and, to the best of my knowledge, information and belief, there has been no misrepresentation or failure to disclose. I am aware that later discovery of an omission or misrepresentation made in this application, or made on any statement, document, or information may be grounds for denial of the applicant's registration.</p> <p>I agree that I will notify the Office of Charitable and Regulatory Programs of any circumstance that necessitates amending any response provided in this application, including, but not limited to, any changes in the applicant's officers, directors, partners, principals, investors or others who would be required to provide information under question 5-5 of this application.</p> <p>I agree that I will abide by the laws and regulations governing charitable gaming in the Commonwealth of Virginia. I acknowledge that I have read and understood the Texas Hold'em Poker Tournament Regulations, 11VAC15-50.</p>	
Signature	Date
Print Name	Title



AUTHORITY TO RELEASE INFORMATION FORM		
<p>I, _____ authorize and grant my consent to permit any law enforcement agency, and any other person, business or agency deemed necessary, to release any information requested by any identified official from the Virginia Department of Agriculture and Consumer Services.</p> <p>This information is for the express purpose of determining my eligibility to register as a Texas Hold'em poker tournament operator issued under the authority of the Virginia Charitable Gaming statutes and regulations.</p>		
Full Corporate Name of Entity		
Doing Business As/Trading As Name		
Signature	Title	Date
NOTARY STATEMENT		
<p>Sworn and subscribed before me this _____ day of _____, 20____ in the (county / city) _____ in the state of _____.</p>		
Notary's Signature	Notary's Printed Name	
Notary's Commission Number	Notary's Commission Expiration Date	