



**Office of the City Clerk  
5005 Minnetonka Blvd  
St. Louis Park, MN 55416  
(952) 928-2840**

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**APPLICATION/INVESTIGATION FORM  
PREMISES PERMIT FOR LAWFUL GAMBLING**

Dear Premises Permit Applicant,

Thank you for your interest in a Premises Permit for lawful gambling in St. Louis Park. All City application materials must be completed and received before your application can be processed. Upon receipt of your completed application, the Police Department will conduct an investigation. Dependent upon the outcome of that investigation, the city council will take action to approve or deny the Premises Permit.

State Statute allows the City 60 days from the date a completed application is received to approve or deny your Premises Permit. You will be notified as soon as possible regarding the date your application will be considered by our city council.

Administration and regulation of lawful gambling is funded through a tax on proceeds derived from that activity in St. Louis Park. Therefore, no application or investigation fee is required to be submitted with this application.

Enclosed you will find various forms which you will need to complete. A checklist of all materials you must provide with your application and a copy of our lawful gambling ordinance is also included.

If you have questions about our ordinance, these forms or the City's process for consideration of your application, please feel free to contact me.

Sincerely,

*Melissa Kennedy*

City Clerk

Enclosure

**CITY OF ST. LOUIS PARK  
PREMISES PERMIT FOR LAWFUL GAMBLING**

**CHECKLIST OF REQUIRED APPLICATION MATERIALS**

**The following materials must be submitted to the City Clerk for consideration of your Premises Permit application:**

- City of St. Louis Park application and investigation form
- State Gambling Control Board Premises Permit Application LG214
  - LG215 Lease for MN Lawful Gambling Activity (if premise is leased)
- Copy of LG202 - organization's most recently completed Internal Controls Worksheet
- Full name and address of all members of the organization's governing board
- Full name and date of birth for all employees engaged in selling gambling chances
- Full name and address of all organizations, consultants or accountants secured in an on-going capacity to assist in the gambling operation
- Full name and date of birth of all employees who will be assigned work duties related to the lawful gambling operations of the licensed organization.
- Information Advisory and Authorization for Release of Information form completed by the Gambling Manager and each Officer.

**CITY OF ST. LOUIS PARK**

**INFORMATION ADVISORY AND AUTHORIZATION FOR RELEASE OF  
INFORMATION TO SUPPORT LICENSE OR PERMIT APPLICATION**

**(To be completed by Gambling Manager)**

In connection with your application for a license/permit, you are being requested to provide information regarding your criminal and/or financial background which may be classified as public or private data under the Minnesota Data Practices Act.

The purpose of the information requested in the application is to provide background for the investigation of license/permit applicants required by City Ordinance. Providing the information will assist the police department in preparing an investigative report for the city council's review. The investigative report is given to the city council and is used when granting or denying the license/permit. All information provided in that report becomes part of the public record and is available to any interested individual.

If approved, all information provided by the applicant as part of the application becomes public and is available to any interested individual. If not approved, only the name and address of the applicant and the investigative report provided to council for consideration becomes public.

You have the right to refuse to supply the requested information. If you do so, this fact may be reported to the city council and may result in the denial of your license/permit.

A criminal charge, arrest, or conviction will not bar an applicant from obtaining a license/permit with the City of St. Louis Park unless the conviction is directly related to the matter for which the license/permit is sought, according to Minnesota Statute §364.03. However, failure to reveal the requested criminal information will be considered falsification of the application and may be used as grounds for the denial of the license/permit.

\* \* \* \* \*

*"I acknowledge being informed and receiving a copy of the above advisory and agree to provide the requested information. I further authorize the release to the City of St. Louis Park of any information about my business and financial affairs which may be requested from any firm relative to my financial background. I also authorize the City of St. Louis Park to investigate the information provided in my application and to contact the persons named on the application. I understand that incorrect or incomplete information provided by me in my application may be considered falsification of the application and may be used as grounds for the denial of the license/permit."*

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Signature of Applicant

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Date

**CITY OF ST. LOUIS PARK**

**INFORMATION ADVISORY AND AUTHORIZATION FOR RELEASE OF  
INFORMATION TO SUPPORT LICENSE OR PERMIT APPLICATION**

**(To be completed by Gambling Officers)**

In connection with your application for a license/permit, you are being requested to provide information regarding your criminal and/or financial background which may be classified as public or private data under the Minnesota Data Practices Act.

The purpose of the information requested in the application is to provide background for the investigation of license/permit applicants required by City Ordinance. Providing the information will assist the police department in preparing an investigative report for the city council's review. The investigative report is given to the city council and is used when granting or denying the license/permit. All information provided in that report becomes part of the public record and is available to any interested individual.

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Signature of Applicant

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Date

**Organization Information**

**Organization Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**City, State, Zip** \_\_\_\_\_

**Phone** \_\_\_\_\_

**Fax** \_\_\_\_\_

**Dates of Fiscal Year** \_\_\_\_\_

**Officer Information**

<b>Title</b>	<b>First, Middle, Last Name</b>	<b>DOB</b>	<b>Phone</b>	<b>Full Address</b>
<b>CEO</b>				
<b>Treasurer</b>				
<b>Gambling Manager</b>				

**Gambling Operations Information**

Has your organization ever before been licensed to conduct charitable gambling? If so, provide details of time and location.

Does anyone from this organization have ties with gambling suppliers, or the lessor business? If yes, explain.

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Application and Investigation Form**

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Did anyone from the lessor or premises business assist your organization in procuring gambling space? If yes, explain.

What services, specifically, does this organization provide?

If your organization is leasing gambling space, has the premise lessor imposed any conditions regarding gambling equipment, services, or use of profits?

Does your organization or any employee have any interest in the lessor business?

Were any payments made to procure this space outside the lease? If so, explain.

Will employees of the lessor be allowed to participate in gambling on site?

Does the premises lessor require any payments in addition to rent? This would include such items as rubbish removal, janitorial services, utilities, etc. Describe in detail and include a statement from the lessor indicating how these amounts were determined.

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Application and Investigation Form**

Has your gambling manager or any gambling employee, or any member of the licensed organization governing board ever been convicted of a crime or been involved in any violation or activity related to lawful gambling? If so, describe in detail.

Where is your organization purchasing gambling supplies? How did you locate this supplier?

**Name and title of person completing form  
Printed:**

\_\_\_\_\_  
**NAME**

\_\_\_\_\_  
**TITLE**

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**