

PERSONAL HISTORY DISCLOSURE FORM 2 RENEWAL



UNITED STATES VIRGIN ISLANDS



Virgin Islands Casino Control Commission

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CASINO EMPLOYEE LICENSE APPLICANT CHECKLIST

- ☐ Personal History Disclosure Form 2. Applicant must answer every question completely
- ☐ Statement of Truth, Release of all Claims, and Release Authorization must be notarized

THE FOLLOWING DOCUMENTATION ARE REQUIRED FOR INITIAL APPLICATION

- ☐ Fingerprint card
- ☐ VIPD Background check
- ☐ 2 passport size pictures
- ☐ 2 Government issued I.D. (i.e., V.I. Driver's license, Passport and/or Voter's I.D.)
- ☐ Birth Certificate
- ☐ Naturalization Document or U.S. Passport
- ☐ Offer letter
- ☐ Tax documents (last 3 years)
- ☐ Social Security Card
- ☐ High School Diploma

THE FOLLOWING DOCUMENTATION ARE REQUIRED FOR RENEWAL APPLICATION

- ☐ Personal History Disclosure Form 2 – Renewal. Applicant must answer every question completely
- ☐ Fingerprint card
- ☐ Background check
- ☐ 2 passport size pictures
- ☐ Tax documents (last 3 years)

**RENEWAL
PERSONAL HISTORY DISCLOSURE FORM 2
APPLICATION INSTRUCTIONS**

- 1. You are to complete this application if you are:**
 - a. An applicant for a renewal 3-year casino employee license; or**
 - b. An applicant for a renewal 3-year gaming school employee license; or**
 - c. Directed to do so by the Casino Control Commission (Commission).**
- 2. Read this entire form carefully before answering any of the questions.**
- 3. Answer every question completely and truthfully. DO NOT LEAVE ANY BLANK SPACES. If a question does not apply to you, indicate "Does not apply" in response to that question. If there is nothing to disclose to a particular question, state "None" in response to that question.**
- 4. All entries on this form, except signature, must be typed or block printed in black ink. If your application not legible, it will not be accepted.**
- 5. Initial each page of this form in the space provided after you have checked your answers and are sure they are complete and correct.**
- 6. Sign the License Conditions, Release Authorization and Release of all Claims Forms in the presence of a Notary Public.**
- 7. Attach to this form complete copies of all federal, territorial, state and municipal income tax returns filed by you and your spouse for the last three (3) years.**
- 8. Submit an original and one (1) copy of this entire form to the U.S. Virgin Islands Casino Control Commission.**
- 9. Once filed, you may not withdraw your application without the permission of the U.S. Virgin Islands Casino Control Commission.**
- 10. We recommend that you keep a copy of your completed application for your records.**

**U.S. VIRGIN ISLANDS
CASINO CONTROL COMMISSION
(print or type all answers)
Personal History Disclosure Form 2 Renewal**

OCCUPATION

SIGNATURE OF EMPLOYER

SIGNATURE OF APPLICANT

1. _____

2. _____

NAME: (Last)	(First)		(Middle)	
Mailing Address:	(City)	(State)	(Zip Code)	Daytime Phone No.
Physical Address (Home):	(City)	(State)	(Zip Code)	Evening Phone No.
DATE OF BIRTH:	Maiden Name:	Height	Weight	Social Security #:
ALIASES OR NICKNAMES:		DRIVER'S LICENSE INFORMATION		
		STATE: _____ NUMBER: _____		

1. Have you previously applied to the Virgin Islands Casino Control Commission for any license, permit approval or registration? Yes No. If yes, complete the following chart:

TYPE OF LICENSE, PERMIT, APPROVAL OR REGISTRATION PREVIOUSLY APPLIED FOR	DATE OF APPLICATION	DISPOSITION (GRANTED, PENDING, DENIED)	IF ISSUED, GIVE APPROPRIATE NUMBER(S)

2. Have you lived in the U.S. Virgin Islands continuously for (5) years or more? Yes No

If answer is no, state how long you have lived continuously in the U.S. Virgin Islands: _____

3. Beginning with your current residence(s) and working backwards, provide the following information with respect to each place where you have lived during the past four years.

DATES		ADDRESS (No., Street, Apt., City, State, Country & Zip Code)	TELEPHONE NUMBER
FROM: (MO/YR)	TO: (MO/YR)		

4. Circle your current marital status: Single Engaged Married Legally Separated Divorced Widowed

5. Give the name and current address of your present spouse:

6. If you have been separated, annulled or divorced, fill in the information below for each and every action.

Separated, Annulled or Divorced	Date of Such Action	Name and Address of Court and State of Issuance

7. Provide the information listed below with respect to each school, college, graduate or post graduate school, vocational or other employment training program which you have attended within the last four (4) years. Be sure to include participation in certified Territorial casino gaming courses. If applicable and available, attach a copy of your graduation certificate from the gaming school attended.

DATES		NAME AND ADDRESS OF SCHOOL, TRAINING PROGRAM, ETC.	DESCRIPTION OF EDUCATIONAL PROGRAM	LIST ANY DEGREE OR CERTIFICATION ATTAINED
FROM: (MO/YR)	TO: (MO/YR)			

8. Provide the information listed below as to each place in which you have been employed for the past four (4) years. Begin with your present job and work backwards. Give dates of any unemployment between jobs in proper sequence. Include all part-time and full-time employment and any military service. Note by means of an asterisk (*) any gaming-related employment (such as casino gaming, Internet gaming, horse racing or parimutuel operation, lottery, sports betting, etc.)

DATES		NAME, MAILING ADDRESS AND PHONE NUMBER OF EMPLOYER(S). INCLUDE NAME OF IMMEDIATE SUPERVISOR.	TITLE, POSITION HELD AND DESCRIPTION OF DUTIES	REASON FOR LEAVING
FROM:	TO:			
(MO/YR	MO/YR			

9. Within the past four (4) years have you applied in any other jurisdiction for a license, permit or other authorization to participate in a lawful gambling operation (including casino gaming, horse racing, parimutuel operation, lottery, sports betting, etc.?) Yes No. If yes, complete the following chart:

TYPE OF GAMBLING APPROVAL	POSITION SOUGHT OR HELD	DATE OF APPLICATION	NAME AND ADDRESS OF LICENSING AGENCY (INCLUDE COUNTRY, STATE, COUNT OR MUNICIPALITY)	DISPOSITION (GRANTED, DENIED OR PENDING)	IF ISSUED, GIVE APPROPRIATE NUMBERS

10. Within the past four (4) years have you had any license, permit or certificate denied, suspended or revoked by any governmental agency? (Do not include driver's license.) Yes No If yes, complete the following chart:

TYPE OF LICENSE, PERMIT OR CERTIFICATE	NAME & ADDRESS OF GOVERNMENTAL AGENCY	DATE OF DENIAL, SUSPENSION OR REVOCATION	REASON(S) FOR DENIAL, SUSPENSION OR REVOCATION

Question #11 asks about any arrests, charges or offenses you may have committed. Prior to answering this question, carefully review the definitions and instructions which follow. For purposes of this question:

DEFINITIONS

- A. "Arrest" includes any detaining, holding or taking into custody by any police or other law enforcement authorities to answer for the alleged performance of any "offense."
- B. "Charge" includes any indictment, complaint, information, summons, or other notice of the alleged commission of any "offense."
- C. "Offense" includes all crimes, felonies, misdemeanors, disorderly conduct offenses and any other types of offenses.

INSTRUCTIONS

- 1. Answer "YES" and provide all information to the best of your ability EVEN IF:
 - A. You did not commit the offense charged;
 - B. The charges were dismissed
 - C. You completed a Pretrial Intervention Program (PIP) or equivalent diversionary program in any jurisdiction;
 - D. You were not convicted;
 - E. You did not serve any time in prison or jail; or
 - F. The charges or offenses happened a long time ago.

2. Answer "NO" IF:

- A. The records relating to the arrest or charges have been expunged or sealed by court order; AND**
- B. You attach a copy of the expungment or sealing order to this application.**

- 11. Within the past four (4) years, have you been arrested or charged with any crime or offense (other than a traffic violation) in this Territory or anywhere else? Yes No If yes, complete the following chart:**

NATURE OF CHARGE OR ARREST	DATE OF CHARGE OR ARREST	NAME AND ADDRESS OF LAW ENFORCEMENT AGENCY OR COURT INVOLVED	DISPOSITION (CONVICTED, ACQUITTED, DISMISSED, PENDING, PARDONED, ETC.)	SENTENCE

- 12. Within the past four (4) years, have you been called to testify before, been the subject of an investigation conducted by, or requested to take a polygraph exam by any governmental agency, court, committee, grand jury or investigatory body (municipal, state, territory, county, provincial, federal, national, etc.) other than in response to a traffic summons? Yes No If yes, complete the following chart:**

NAME AND ADDRESS OF COURT OR OTHER AGENCY	NATURE OF PROCEEDINGS OR INVESTIGATION	WAS TESTIMONY GIVEN	DATE ON WHICH TESTIMONY WAS GIVEN	APPROXIMATE TIME PERIOD OF INVESTIGATION

13. a) Within the past four (4) years have you been a party to a lawsuit? (Include matrimonial matters, negligence matters, auto accident matters, contract matters, collection matters, debt matters, etc.) Yes No
- b) Within the past four (4) years have you had any financial liens filed against you? (include federal tax liens, employment judgments, defaulted student loans, etc.) Yes No
- If yes to either question, complete the following chart:

DATE FILED	JURISDICTION	DOCKET NUMBER	OTHER PARTIES TO SUIT	NATURE OF SUIT	DISPOSITION	DATE OF DISPOSITION

14. During the past four (4) years, have you or your spouse held a ten percent (10%) or more ownership interest in or been a director, officer or principal employee of any corporation, partnership, sole proprietorship, or other business entity that has held a foreign bank account or that has had the authority to control disbursements from a foreign bank account? Yes No . Indicate if self or spouse.

15. Within the past four (4) years, have you held an ownership interest in any business (es)? (Do not include publicly traded corporations in which you owned stock.) Yes No

If yes, beginning with the most recent and working backwards, provide the following information with regard to all business(es) in which you have held an ownership interest.

DATES		NAME(S) AND ADDRESS(ES) OF BUSINESS(ES)	CURRENT STATUS OF BUSINESS(ES)	% OF INTEREST HELD BY YOU	NAME(S) OF OTHER OWNER(S)
FROM: (MO/YR	TO: (MO/YR				

16. Within the past four (4) years have you personally been adjudicated bankrupt or filed a petition for any type of bankruptcy or insolvency under any bankruptcy insolvency law? Yes No
If yes, attach a copy of the bankruptcy petition and discharge, if granted. If yes, also complete the following chart:

DATE FILED	DOCKET NUMBER	NAME & ADDRESS OF COURT	NAME AND ADDRESS OF TRUSTEE

17. Within the past four (4) years has any business entity in which you held 10% or greater ownership (other than ownership of stock in a publicly traded corporation) or in which you served as an officer or director been adjudicated bankrupt or filed a petition for any type of bankruptcy or insolvency under any bankruptcy or insolvency law? Yes No If yes, complete the following chart:

DATE FILED	DOCKET NUMBER	NAME & ADDRESS OF COURT	NAME & ADDRESS OF FILING PARTY	NAME & ADDRESS OF TRUSTEE

18. Within the past four (4) years have your wages, earnings, or other income been subject to garnishment, attachment, charging order, voluntary wage execution or the like? Yes No
If yes, complete the following chart:

DATE FILED	DOCKET NUMBER	NAME & ADDRESS OF COURT	NATURE OF OBLIGATION	AMOUNT OF OBLIGATION	NAME & ADDRESS OF HOLDER OF OBLIGATION

19. Do you have any bank accounts or safe deposit boxes in your name? Yes ☐ No ☐
 Do you have access to the funds in any other bank accounts or safe deposit boxes? Yes ☐ No ☐

If yes to either question, complete the following chart:

NAME & ADDRESS OF BANK	NAME(S) IN WHICH ACCOUNT(S) OR SAFE DEPOSIT BOX(ES) HELD	TYPE OF ACCOUNT, (SAVINGS, CHECKING, SAFE DEPOSIT, ETC.)	ACCOUNT NO. OR SAFE DEPOSIT BOX NO.

20. State when you filed your last Federal Income Tax Return Form 1040, to what Internal Revenue Service Center it was sent and the tax period covered.

Date Filed: _____

Period Covered: _____

IRS Office Location: _____

Attach to the back of this form and label as Exhibit 20 complete copies of all federal, state, territorial and municipal Income Tax Returns filed within the past three (3) years.

STATEMENT OF TRUTH

STATE OF _____)
) SS.
COUNTY OF _____)

I _____, being duly sworn according to law deposes and says:
(*Print Name*)

(Place your initials in appropriate response.)

1. _____ I am the applicant who is submitting this application form.
2. _____ I personally supplied the information contained in this form.
3. _____ I swear/affirm that the information contained in this form is true to the best of my knowledge and belief.
4. _____ I swear/affirm that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to termination and/or punishment.

Date: _____

(SIGNATURE OF APPLICANT)

Interpreter's Name

Interpreter's Signature

Language spoken, if not English

SUBSCRIBED and sworn to before me this

_____ day of _____, 20____.

NOTARY PUBLIC

Commission Expiration Date


Seal

RELEASE OF ALL CLAIMS

The undersigned has filed with the U.S. Virgin Islands Casino Control Commission an application for a license. In consideration of the assurance by the Commission that no vote on said application will be taken except after deliberate, intensive and thorough investigation of the undersigned, including but not limited to background, family, associates and finances, the undersigned does for myself, my heirs, executors, administrators, successors and assigns, hereby release, remise and forever discharge the Government of the U.S. Virgin Islands, its instrumentalities and agents, including the U.S. Virgin Islands Casino Control Commission, its members, agents, and employees, from any and all manner of actions, causes of actions, suites, debts, judgments, executions, claims and demands whatsoever, known or unknown, in law or equity which the undersigned ever had, now has, may have, or claim to have, against any or all of said entities or individuals arising out of or by reason of the processing of the license or the investigations or hearings or other action relating to the undersigned's application for a license.

I, _____ the undersigned, having read this release, execute it
(Print Name)
voluntarily with full knowledge of its significance.

Date: _____

SIGNATURE OF APPLICANT

Date of Birth: _____

Social Security #: _____

SUBSCRIBED and SWORN to before me this

_____ day of _____, 20____

NOTARY PUBLIC

Commission Expiration Date


Seal

RELEASE AUTHORIZATION

To All Courts, Probation Departments, Selective Service Boards, Employers, Educational Institutions, Banks, Financial and Other Such Institutions, And All Governmental Agencies - federal, state and local, without exception, both foreign and domestic.

I _____ have authorized the U. S. Virgin Islands Casino Control Commission
(Print Applicant Name)

and/or The Department of Justice Division of Gaming to conduct a full investigation into my background and activities.

Therefore, you are hereby authorized to release any and all information pertaining to me, documentary or otherwise, as requested by any employee or agent of the U. S. Virgin Islands Casino Control Commission and/or The Department of Justice Division of Gaming, provided that he or she certifies to you that I have an application pending before the U. S. Virgin Islands Casino Control Commission, or that I am presently a licensee, registrant or person required to be qualified under the provisions of the applicable U. S. Virgin Islands Casino Control Commission's Regulations.

This Authorization shall supersede and countermand any prior request or authorization to the contrary.

A photostatic copy of this Authorization will be considered as effective and valid as the original.

Date: _____

(Signature of Applicant)

Date of Birth: _____

Social Security #: _____

SUBSCRIBED and sworn to before me this

_____ day of _____, 20____.

NOTARY PUBLIC

Commission Expiration Date


Seal