

ARIZONA DEPARTMENT OF RACING

LICENSE APPLICATION INSTRUCTIONS

An applicant for an Arizona Division of Racing license is required to:

- **Submit a complete application**
- **Submit 2 fingerprint cards** (new applicants – required, returning licensees – every 2 years or as required by ADOR) **The Fingerprint Verification Form must be submitted along with the fingerprint cards if the applicant is mailing in or having the application delivered to the Arizona Department of Gaming.**
 - Fingerprints must be taken by a law enforcement agency or a racing jurisdiction official
 - Fingerprint cards must be completed in **BLACK INK**
 - Fingerprint cards must be signed by the applicant and the official taking the fingerprints
 - Complete ALL areas that do not say “LEAVE BLANK” in the top half of the fingerprint card
 - National Racing Compact license holders do not need to submit fingerprint cards
 - The Department of Gaming does not participate in reciprocity with other racing jurisdictions
- **Provide a Governmental Picture ID** of documentation of citizenship or alien status by submitting any of the documents listed on the back of this page in the section titled Arizona Statement of Citizenship and Alien Status
- **Submit EXACT cash, cashier checks or money order in U.S. dollars only payable to Arizona Department of Gaming**, to cover the licensing fee(s) and fingerprint processing fee. **NO PERSONAL CHECKS WILL BE ACCEPTED.**

LICENSING TIMEFRAMES

The license application review process occurs within timeframes established under the authority of A.R.S. § 41-1073, and detailed in A.A.C. R19-2-106 and R19-2-306.

- Administrative completeness review time-frame – 85 days
 - If the license application is incomplete, the Department will issue a written notice that specifies what information is required and return the license application.
 - A license application is considered withdrawn if the applicant or licensee fails to file a complete license application within 10 days of being notified that the license application is incomplete.
- Substantive review time-frame – 5 days after determining that a license application is administratively complete, the Department determines whether the new applicant or returning licensee meets all substantive requirements. If the requirements are met, the license is issued. If not, the license is denied.
- Overall time-frame - 90 days.

CONTACT INFORMATION

Licensing Questions: Victoria Rogen 602-364-1716 or Vicki Huguenard 602-364-1723

Mail-in Applications: Arizona Department of Gaming
Attention: Licensing - Division of Racing
1110 W. Washington, Suite 450
Phoenix, AZ 85007

See page 3 of the License Application (ADR 201 Rev 7/2015) for License Application Terms and Conditions; Arizona Statement of Citizenship and Alien Status and important provisions relating to an Arizona Racing License.