

Applying for a Special Employee's Licence to work in a Licensed Gaming Premises - Employer information

Does your employee need a licence?

If your employee will be operating keno and gaming machines they will need a Special Employee's licence to do so.

How do they apply?

The application form is available [online](#) and now allows your employee to:

- Record the details of the venue manager (in the employment detail section); and
- Consent to their application being discussed with the licensed premises gaming licence holder of their employer, an associate of that licence holder or manager of the venue.

How can you assist?

Encourage your employees to record their employer (or prospective employer) details in their application. This will allow the Liquor and Gaming Branch to liaise with you, where authorised, to discuss if there are issues in progressing the application, and what, if anything, you might be able to do to assist. **Please note**, we won't be able to discuss any personal or probity issues regarding applicants.

To prevent unnecessary delays, you could assist your employees with their application by ensuring their identification documents include **100 points** of ID, are certified and witnessed appropriately.

Types of identity documents are worth different points and different combinations of documents can be used to make up 100 points, but must include at least **one primary document**. The combination of the employee's identity documents must include their **full name, date of birth** and a **photo**.

Read more about [approved identification documents](#).

Who can certify the documents for your employee?

Documents must be certified by an acceptable witness (**not** a family member) and include:

- A Commissioner for Declarations;
- A legally qualified medical practitioner;
- A Justice of the Peace, Bail Justice or Notary Public;
- An Authorised Person of the Tasmanian Liquor and Gaming Commission;
- A member of the Police force;
- A pharmacist; or
- A barrister and solicitor of the Supreme Court.

ALL documents to prove identity **must be** certified copies endorsed by an acceptable witness.

How can your employee get their documents certified?

- Your employee must make a copy of all their original documents and take the copies and the original documents to the acceptable witness.
- The acceptable witness will check the copy to ensure it is the same as the original.
- On a copy of a single-page document, the witness **must** write or stamp, *'This is a certified true copy of the original as sighted by me'*.
- On copies of documents with more than one page, the witness **must** write or stamp on the first page *'I certify this and the following [insert number of pages] pages to be a true copy of the original as sighted by me'* and **initial all other pages**.
- The witness must also write or stamp on the copy:
 - their signature;
 - their full name; and
 - their occupation.

For example:

I certify this to be a true and accurate copy of the original document sighted by me on:

Date: _____

Signature: _____

Name: _____

Occupation: (e.g. JP, Pharmacist) _____

LIQUOR AND GAMING CONTACT DETAILS

Telephone: (03) 6166 4040 Facsimile: (03) 6173 0218

GPO Box 1374 HOBART TAS 7001 Australia

Email: gaming@treasury.tas.gov.au Web: www.gaming.tas.gov.au