



Montana Gambling Control Division

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Card Dealer License Updates

An Administrative Rules hearing was held on January 24, 2019 which affects card dealer licenses. The Gambling Control Division has adopted MAR Notice 23-16-256 and the Administrative Rules are **now effective as of March 16, 2019**. The updates include:

Licensing

- Card Dealer License application packets will no longer be provided by the local Motor Vehicle Division Offices (fingerprint cards can be obtained at your local law enforcement office). The newly updated application (Form 4) is available and can be found on the Gambling Control Division website at <https://dojmt.gov/gaming/forms/>.
- If you do not have access to the internet or are unable to obtain the application online, please contact Gambling Control Division at gcd@mt.gov or (406) 444-1971 to request a hard copy application.
- Any new or renewed licenses issued will expire June 30, 2019 (at the end of the fiscal year) and renewed annually thereafter. This is consistent with all other Gambling Control Division license types.
- ***If you are applying and needing a temporary license issued while your application is being processed, you must set up an appointment to meet in person with a GCD investigator.*** Contact information can be found at <https://dojmt.gov/gaming/contact/>.

Card Dealer License Identification Card

- As a new card dealer applicant, you are required to go to your local Motor Vehicle Division Office to have your Photo and Signature taken.
- The effective changes require that you wear and display your valid card dealer license in a prominent manner while on duty.

Annual Renewals

- Fingerprints submissions will no longer be required annually for renewals but rather in most cases every five (5) years. Photos and Personal History Statements (PHS) will remain on a five (5) year submission cycle. ****If there are any changes to your Personal History during the licensed period, you must submit an updated PHS (Form 10) at the time of renewal.***

Online Access

- Complete your renewal online with ease through TransAction Portal (TAP) now that fingerprints, photos/signature, and PHS only need to be submitted every five (5) years.
- Streamlined processing should create quicker processing times for renewals.
- **Coming Soon:** The updated application (Form 4) can be submitted online through TAP for faster streamlined processing.

If you have any questions, please do not hesitate to contact the Gambling Control Division at (406) 444-1971 or at gcd@mt.gov.