

# Licensing Checklist - For The Year 2010

**Please check your application to be sure it is complete before mailing!** An incomplete application may be returned to you and may cause you to be **INELIGIBLE TO PARTICIPATE** until the required information is provided. Additional applications are also available online at: [www.ohrc.org](http://www.ohrc.org)

**You are not licensed until a receipt is written by the OHRC.** The date on the license receipt is the official effective date of licensure. A license badge can be issued at the racetrack license office, at a later date if necessary, for access to the racetrack. Please bring your receipt with you.

**IMPORTANT: Some types of licenses require steward approval prior to licensure.** Please check with an OHRC License office if you are unsure of the requirements for the license for which you are applying.

## GENERAL REQUIREMENTS

1. Answer all questions/sections. If the question/section does not apply to you, state none, or not applicable.
2. Owners must name a Trainer who is currently in good standing.
3. **ALL applicants must answer YES or NO to the Worker's Compensation question.**
4. Obtain all required signatures such as your employer at the racetrack, if applicable.
5. All applicants must read and sign the compliance statement.
6. **All applicants must complete the Affidavit Verifying Lawful Presence in the U.S.** If you will not be in the U.S. during your license period, please note this in the margin of the affidavit instead.
7. Enclose the proper fee(s) for licensure. See page two for fee chart. No credit cards accepted. Please do not mail cash.

## FINGERPRINT REQUIREMENTS

*If you are 70 years of age, or older, please contact the OHRC licensing department for specific requirements.*

Otherwise, enclose two (2) completed OHRC fingerprint cards and the \$41 processing fee if you are:

1. A new applicant, never licensed in Oklahoma, **-OR-**
  2. A renewing applicant that *has not submitted* fingerprint cards between December 31, 2006 and the present.
- OR-** *If you qualify* according to the instructions on the OHRC Fingerprint Reciprocity Affidavit, you may submit the Affidavit *instead* of submitting fingerprint cards and the processing fee. *Please read the qualifying instructions on the Affidavit carefully.* An Affidavit must be completed *in full* or will not be accepted. There is no processing fee for reciprocity.

(All applicants are required to be re-fingerprinted/name-checked on every fifth year and pay the required processing fee so that updated information can be received from the OSBI/FBI concerning conviction records, if any. If submitted fingerprint cards have been rejected as unclassifiable for any reason, you may be required to submit additional fingerprint cards, and possible processing fee, in order to complete the necessary fingerprint processing through the FBI.)

## MULTIPLE OWNERSHIP REGISTRATION REQUIREMENTS

A Multiple Ownership Registration form must be completed by its designated MANAGING OWNER who:

1. Conducts race operations involving more than one ownership interest (including husband and wife); or
2. Conducts race operations under a fictitious name (a name other than the name of an individual real person(s) such as stable name, corporation, business or company name, syndicate, estate name, trust name, etc.)

All persons must be individually licensed as OHRC Owners before a Multiple Ownership Registration can be processed/filed. All Multiple Ownership Registrations are filed on an **ANNUAL** basis and expire December 31st of the year filed.

## PLEASE DIRECT ANY INQUIRIES TO THE FOLLOWING LICENSE OFFICES:

OHRC LICENSE OFFICE - 2401 NW 23rd Street, Suite 78, Oklahoma City, OK 73107 - (405) 943-6472

REMINGTON PARK LICENSE OFFICE - PO Box 54440, Oklahoma City, OK 73154 - (405) 419-4441

WILL ROGERS DOWNS LICENSE OFFICE - (918) 283-8889 (Seasonal Office)

# LICENSE FEES

LICENSE TYPE	ONE (1) YEAR	THREE (3) YEAR
Owner ( <i>age 16 &amp; older</i> ) Owner/Trainer Trainer Jockey Apprentice Jockey Veterinarian Blacksmith	\$50.00	\$120.00
Owner ( <i>under age 16</i> ) Owner/Assistant Trainer Assistant Trainer Vendor Racing Official Jockey Agent Authorized Agent Bloodstock Agent Track Management	\$50.00	NOT AVAILABLE
Groom/Hotwalker Pony Rider Exercise Rider Vendor Employee Organization Employee Vendor Employee	\$25.00	NOT AVAILABLE
Multiple Ownership Registration (Partnership, Stable Name, Corporation, Estate, Trust, Husband & Wife, Syndicate, Etc.)	\$10.00	NOT AVAILABLE
Civic Volunteer Fair Meet Organization Employee	\$10.00	NOT AVAILABLE

+ \$41.00 fingerprint processing fee, when applicable.