

## **FORM GC-11NP INSTRUCTIONS**

This form is used to identify each gaming form that an employee is authorized to complete and/or sign. It also identifies the keys that an employee of the gaming establishment is allowed to check out and any combination locks they have access to.

Each employee of the gaming establishment must have a Gaming Signature Card on file. Signature cards for individuals that no longer work in gaming must be retained in a separate file maintained by the Gaming Manager.

Anytime a gaming employee changes titles and/or duties, a new Gaming Signature Card must be completed.

# STATE OF NEW MEXICO

## GAMING CONTROL BOARD



### GC-11NP GAMING SIGNATURE CARD

LICENSEE NAME		LICENSE #
Employee Name (Legal Name on Gaming License)		Employee ID #
Employee Signature		Employee Initials
Position/Job Title (Per NMGCB Application)		
Forms Authorized to Sign (Circle <u>ALL</u> Forms that are Applicable)		
GC-01NP	GC-07NP	GC-13NP
GC-02NP	GC-08NP	GC-14NP
GC-03NP	GC-09NP	GC-15NP
GC-04NP	GC-10NP	GC-16NP
GC-05NP	GC-11NP	GC-17NP
GC-06NP	GC-12NP	GC-18NP
		GC-19NP
		GC-20NP
		GC-21NP
		GC-22NP
		GC-23NP
		GC-24NP
		GC-25NP
		GC-26NP
		GC-27NP
		GC-28NP
		GC-29
		GC-30NP
		GC-31NP
Other _____		
Other _____		
Keys Authorized to Check Out/Issued		
Combination Locks Authorized to Access		
Accounting Lockbox Key/Combination (Circle One)		
Yes / No		
Gaming Manager Signature ( <b>Do Not Pre-Sign</b> )		Date

**Signature Card Requirements:**

1. Position/Job Title must correspond with the gaming license issued;
2. Licensee must apply for Title/Name change through the NMGCB Licensing Division whenever a Title/Name change occurs; and
3. Licensee's signature on gaming forms must match signature on signature card.