SAN DIEGO POLICE DEPARTMENT - PERMITS AND LICENSING
1400 'E' STREET, MS-735, SAN DIEGO, CA 92101
(619) 531-2250

CARD ROOM WORKER PERMIT APPLICATION

San Diego Municipal Code, Section 33.0101(c), states you must have a valid police permit to engage in a business or occupation designated as police regulated. Applications must be submitted to the **Police Permits and Licensing Unit.** You are responsible for being familiar with and complying with the rules and regulations related to Card Rooms. Copies of the Card Room Ordinance and General Divisions for police regulated activities may be obtained from the City Clerk's office located at 202 C Street, 2nd Floor, Telephone # (619) 533-4000 or via the City's website: www.sannet.gov SDMC Chapter 3, Article 3, Division 39 and Divisions 1-5.

PLEASE PROVIDE ALL OF THE FOLLOWING WHEN APPLYING FOR THE ABOVE MENTIONED POLICE PERMIT, INCOMPLETE APPLICATION PACKETS WILL NOT BE ACCEPTED:

- **APPLICATION** - Police Permit Application. Fill out the application completely. A thirty (30) day investigation period begins at the time the application is submitted. A criminal records check will be made on each applicant.

- **STATEMENT OF UNDERSTANDING** – Read, sign and date.

- **LIVE SCAN FINGERPRINTS** are **required** for all new applicants. Fill out the attached "Request for Live Scan Service" form and bring it with you to the Live Scan agency. (See attached list of locations.) **The completed "Request for Live Scan Service" form is valid for only thirty (30) from the date your fingerprints were taken. After thirty (30) days you will be required to re-do your Live Scan fingerprints.**

- **IDENTIFICATION** - A current U.S. government issued photo identification card (i.e. Driver's License or Military I.D.) is required. Passports are no longer accepted forms of identification for the SDPD Permits and Licensing Unit.

- **PERMIT FEES** – Cash and checks are accepted. Please make checks, money orders and cashier's checks payable to City Treasurer. **NO THIRD PARTY OR OUT OF STATE CHECKS WILL BE ACCEPTED**. The investigation fee covers the cost of investigating and processing the application and is non-refundable.

✳ Permit fee	$ 52.00
✳ Photo fee	$ 15.00
✳ Total	**$67.00**

Contact cardroom@pd.sandiego.gov of you have any questions.