



SAN DIEGO POLICE DEPARTMENT - PERMITS AND LICENSING



CARD ROOM EMPLOYEE INFO SHEET

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. 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: <http://www.sandiego.gov> (Department, City Clerk, Documents, Municipal Code), [SDMC Chapter 3, Article 3, Divisions 1-5, and 39](#).

ALL NEW APPLICATIONS MUST BE SUBMITTED IN PERSON TO THE OFFICE OF THE CITY TREASURER located at 1200 Third Avenue, Suite 100, San Diego, CA 92101. For questions, contact the Business Tax Program at (619) 615-1500.

Note: Regulation and enforcement will continue to be performed by SDPD.

YOU MUST PROVIDE ALL OF THE FOLLOWING WHEN APPLYING FOR THE ABOVE MENTIONED POLICE PERMIT

INCOMPLETE APPLICATION PACKETS WILL NOT BE ACCEPTED

- [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.
- [LIVE SCAN FINGERPRINTS](#) - **Required** for all new applicants. The San Diego Municipal Code states Fingerprints must be taken by a Governmental Agency. Fill out the attached “Request for Live Scan Service” form and bring it with you to a Live Scan agency. See attached list of locations. Return your completed application to the Office of the City Treasurer so your application can be processed. **The completed "Request for Live Scan Service" form is valid for only thirty (30) days from the date your fingerprints were taken. After thirty (30) days you will be required to re-do your Live Scan fingerprints.**
- [STATEMENT OF UNDERSTANDING](#) – Read, initial each line, sign and date.
- [IDENTIFICATION](#) - A current U.S. government issued photo identification card (i.e. Driver’s License or Military I.D., U.S. Passport) is required.
- [FEES](#) – Cash, checks, and credit cards are accepted. Please make checks, money orders, and cashier’s checks payable to the **City Treasurer**.

In addition to the annual PD Regulatory fee, all permits are assessed a non-refundable *Application Fee. The application fee consists of a \$15 investigative fee (background review) for one Owner/Officer and a \$44 application fee for new permits (\$39 at time of renewal).

[PHOTOGRAPHS](#) – Photo ID will be taken at the time of application at the Office of the City Treasurer.

The **Photo ID Fee (\$15.00) is non-refundable.

\$51.00 - Regulatory Permit Fee / Card Room Employee
\$59.00 - *Application Fee
\$15.00 - **Photo ID Fee
\$125.00 - Total



POLICE PERMIT APPLICATION - EMPLOYEE ADDENDUM

SUBMIT FORM IN PERSON AT:
OFFICE OF THE CITY TREASURER
1200 THIRD AVE SUITE 100, SAN DIEGO, CA 92101
(619) 615-1500



PLEASE COMPLETE ALL SECTIONS IF APPLICABLE
(TYPE OR PRINT LEGIBLY)

PERMIT TYPE: _____ BUSINESS TAX CERTIFICATE #: _____
Employer Business Tax Certificate #, if applicable

Applicant's Full Name: _____
Last First Middle

Date of Birth: _____ Driver's License/ID #: _____ State: _____

Residence Address: _____ City, State, Zip Code: _____

Mailing Address: _____ City, State, Zip Code: _____

Business Phone #: _____ Cell Phone #: _____

Business Name: _____ Email Address: _____

Social Security #: _____ Place of Birth: _____
City/State/Country

Eyes: _____ Hair: _____ Height: _____ Weight: _____ Race: _____ Sex: _____

Business Where Applicant Expects to be Employed:

Business Name: _____

Business Address: _____ City, State, Zip Code: _____

1. List **similar** permits or licenses issued by any agency or board, or any city, county, state or federal agency in the past five (5) years.
IF NONE, INITIAL HERE: _____

	TYPE OF LICENSE	LICENSE NUMBER	DATES HELD	CITY AND STATE
1.			From To	
2.			From To	
3.			From To	

FOR OFFICE USE ONLY

App. Date: _____ Corresp. Permit Number: _____ Received by: _____ Live Scan Rec: _____

Records Check: _____ RI01 ok or _____
Initials/ID #

Approving Officer: _____ Date: _____

2. **Have you ever had any permit or license issued by any agency or board, or any city, county, state or federal agency suspended or revoked? (Circle One) *Yes* - *No***

If yes, please complete below:

CITY/STATE	DATE OF SUSPENSION OR REVOCATION	REASON
1.		
2.		
3.		

3. **List all criminal convictions, excluding infractions. Include pleadings of guilty to a lesser charge in satisfaction of, or as a substitute for, an original charge, and pleadings of *nolo contendere*. Expunged convictions must be listed per California Penal Code section 1203.4(a).**

IF NONE, INITIAL HERE: _____

	CHARGE	DATE CONVICTED	LOCATION OF COURT
1			
2			
3			
4			
5			
6			

*For additional info in any section, please use separate sheet(s).

APPLICANTS: It is the responsibility of the permit holder to renew the permit no later than fifteen (15) calendar days after the expiration date on the permit. Failure to renew on time will result in a penalty fee of \$25.00 plus 10% of the regulatory fee. If a renewal is not completed with all fees and penalties paid within the following calendar month after the due date, the permit expires and business operations, occupations, or activities allowed by the permit must cease. Any outstanding balance (PD or Business Tax fees) may be referred to our Delinquent Accounts Program.

A police permit is required for any person or entity engaged in any occupation or business deemed to be police regulated, as set forth in Chapter 3, Article 3 of the San Diego Municipal Code, <http://www.sandiego.gov/city-clerk/officialdocs/legisdocs/muni.shtml>. Under penalty of perjury, applicant understands and agrees: To abide by all federal, state, and local laws; Applicant consents to inspection by the Chief of Police per SDMC § 33.0103; Applicant is aware the investigation fee is non-refundable per SDMC § 33.0307; Applications must be complete and truthful; Applicant will not willfully make a false statement or fail to report any material fact in the application per SDMC § 11.0401(b); Any changed circumstance which would have been grounds for denial of the application is grounds for denying a renewal application; Failure to disclose any material circumstance, whether or not such circumstance would have been grounds for denial, is grounds for denying a renewal permit.

To review Grounds for Denial, please refer to SDMC §33.0305 of the San Diego Municipal Code or specific industry code sections which may be accessed at the web address referenced above.

APPLICANT'S SIGNATURE

DATE OF APPLICATION

PLEASE BE ADVISED THE INFORMATION YOU PROVIDE ON YOUR APPLICATION MAY BE SUBJECT TO PUBLIC DISCLOSURE PER THE CALIFORNIA PUBLIC RECORDS ACT



San Diego Police Department - Permits and Licensing Unit
1400 'E' Street, MS 735
San Diego, CA 92101
Telephone No.: (619) 531-2250



CARD ROOM WORKER
Statement Of Understanding
Operating Requirements And Regulations

1. Name of Business where you will be working: _____
2. Name of Person who hired you: _____

PLEASE READ CAREFULLY: Card rooms in the City of San Diego are governed and regulated by the State of California's Gaming Regulations, the California Penal Code, and by the San Diego Municipal Code, Sections 33.3901 through 33.3923. 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: [SDMC Chapter 3, Article 3, Division 39 and Divisions 1-5.](#)

Section 33.3911 provides:

It shall be unlawful to operate a card room in violation of any of the following regulations and rules:

- (b) All card games that are lawful in the State of California and approved by the Division of Gambling Control of the State Department of Justice shall be allowed to be played in any card room.
- (d) Not more than nine players shall be permitted at any one card table.
- (f) No minor shall be permitted at any card table, or participate in any game thereat.
- (g) All card rooms shall be closed at 2:00 a.m., and shall remain closed until 9:00 a.m. of every day.
- (h) All card rooms shall be open to police inspection during all hours of operation.

Section 33.3914 provides:

Each card table shall have assigned to it a person whose duty shall be to supervise the game and see to it that it is played strictly in accordance with the terms of this Division and with the provisions of the Penal Code of the State of California. It shall be unlawful for any permittee, manager, employee, or any other person employed by or having any financial interest in any establishment holding a license under the provisions of this Division, to be physically present at any time upon said premises without his or her identification card identifying him or her with the card room. Such identification card is to be prominently displayed on the outermost garment at approximately chest height, and such identification card shall, at all times, be readable, legible, and in good condition.

No employee shall be allowed to commence work or remain upon said licensed premises who does not possess an identification card as issued by the Chief of Police.

I have read and understand the requirements listed above. If I have any questions regarding these requirements or about my employment in a card room, I understand that I may schedule an interview with a Police Code Compliance Officer.

Signature

Printed Name

Date

REQUEST FOR LIVE SCAN SERVICE

BCII 8016 (3/07)

Applicant Submission

ORI: CA0371100 Type of Application: Permits and Licensing
Code assigned by DOJ

Job Title or Type of License, Certification or Permit: _____

Agency Address Set Contributing Agency:

San Diego Police Department 08228
Agency authorized to receive criminal history information Mail Code (five-digit code assigned by DOJ)

P.O. Box 121431- MS 735 _____
Street No. Street or PO Box Contact Name (Mandatory for all school submissions)

San Diego California 92112-1431 (619) 531-2250
City State Zip Code Contact Telephone No.

Name of Applicant: _____
(Please print) Last First MI

Alias: _____ Driver's License No: _____
Last First

Date of Birth: _____ Sex: Male Female Misc. No. BIL - APPLICANT TO PAY
Agency Billing Number

Height: _____ Weight: _____ Misc. Number: _____

Home Address: _____
Street No. Street or PO Box

Eye Color: _____ Hair Color: _____
City, State and Zip Code

Place of Birth: _____

Social Security Number: _____

Your Number: _____
OCA No. (Agency Identifying No.)

Level of Service: DOJ FBI

If resubmission, list Original ATI Number: _____

Employer: (Additional response for agencies specified by statute)

Not Applicable
Employer Name

Street No. _____ Street or PO Box _____ Mail Code (five digit code assigned by DOJ) _____
City _____ State _____ Zip Code _____ ()
Agency Telephone No. (optional)

Live Scan Transaction Completed By: _____
Name of Operator Date

Transmitting Agency _____ ATI No. _____ Amount Collected/Billed _____

Live Scan Fingerprint Information

Municipal Code §33.0304 - Applicant and Employees to Furnish Fingerprints and Photographs

For the purpose of investigation and for regulation of the occupation or business during the time it is licensed, applicants, *responsible persons*, managers, or *employees* may be required to furnish their fingerprints and photographs. ***Fingerprints must be taken by a governmental agency.*** The *Chief of Police* shall forward the fingerprints to the Identification Division of the State of California, Department of Justice, or the Federal Bureau of Investigation, for identity confirmation and criminal histories.

The following are acceptable US Governmental Agencies located in San Diego County:

CHULA VISTA

Chula Vista Police Department
315 Fourth Avenue
Chula Vista, CA 91911
Contact: (619) 409-5954
M - F, 8am-12pm, **Appointments Only**
M - F, 1pm-4pm, **Appointments Only**
www.chulavistapd.org

LA MESA

La Mesa Police Department
8085 University Avenue
La Mesa, CA 91942
Contact: (619) 667-7592
M - F, 9am - 430pm
Appointments/Walk-In
***Hours may vary. Call to confirm.**

SAN DIEGO – LSID X54/ML1

San Diego Community College Police
1536 Frazee Road, 1st Floor
San Diego, CA 92108
Contact: (619) 388-6416
M - Th, 730am-5pm, **Walk-In**
F, 8am - 12pm, **Walk-In**