

APPLICATION FOR A LICENSE TO OPERATE GAMING MACHINES

Section 1: Application Requirements

NOTE: All the definitions and provisions contained in the Regulations are hereby incorporated in this Gaming Machine License Application by reference.

Fee Schedule

- | | |
|---|---|
| • Application for a NEW License: | \$1,000 Application Fee
\$150 per amusement redemption machine |
| • Application for RENEWAL of a License: | \$100 per amusement redemption machine |

Payments are to be made by money order or cashier's check only. Please make all money order and cashier's checks payable to the City of Manor.

Incomplete Applications Shall NOT be Accepted

Incomplete application shall not be accepted. The application process will not begin until you:

- 1) fill out the entire application, including the verification page, and submit it in person to the City;
- 2) provide all the necessary information required by this Application and the Regulations; and
- 3) provide all the required documentation and information listed in Section 4.06.002(b)(2)(B) of the Regulations.

Inspection

Once a complete application has been received along with the required information, an authorized City representative may conduct an inspection of the proposed display location and the amusement redemption machines to ensure compliance with the Regulations. You, the Applicant, must be present in person during these inspections.

Duty to Comply with the Regulations

If you are issued a license to display amusement redemption machines pursuant to the Regulations, you have a duty to comply with all the provisions contained in the Regulations. Any violation of the Regulations can result in suspension or revocation of your license and permit to operate, as applicable.

Section 2: Applicant Information

Applicant Information

Entity Name if not a natural person: _____

If the applicant does business under an assumed name, the trade name by which the applicant does business and a true and correct copy of the registration of the applicant's assumed name filed in the office of the county clerk, bearing the file mark or stamp that evidences its filing in that office.

Each applicant shall sign a waiver authorizing the Chief of Police to request on behalf of the applicant criminal history reports from the Texas Department of Safety, the Texas Comptroller's Office or any appropriate federal agency.

Applicant Contact information

Home Phone: _____

Business Phone: _____

Cell Phone: _____

Email Address: _____

If Applicant is an Individual

If the entity owning or operating the amusement redemption machines is a natural person, provide the name, address, telephone number and driver's license number of the individual:

Full Legal Name: _____

Driver's License Number: _____

Present Address: _____

Telephone number: _____

If Applicant is a Partnership

If the entity owning or operating the amusement redemption machines is a partnership, provide the name, address, telephone number and driver's license number of each of the general and limited partners below. Continue on a separate sheet if needed:

Name	Address	Telephone Number	Driver's license number

If Applicant is a Corporation

If the entity owning or operating the amusement redemption machines is a corporation, provide the name, address, telephone number, and driver's license number of all corporate officers, if any, of the business. Continue on a separate sheet if needed.

Name	Address	Telephone Number	Driver's license number

Owners

Provide the name, address, telephone number and driver's license number of all persons who owns an interest in the game room below. Continue on a separate sheet if needed

Name	Address	Telephone Number	Driver's license number

Has a previous license of the applicant, or, if applicable, a corporate officer of the applicant, has been revoked within two years of filing of the application? _____

Has the applicant has been convicted of any crime directly related to a game room, the date, location, and nature of the offense and the penalty received? _____

Provide the previous occupation(s) of the applicant and, if applicable, all corporate officers and partners of the applicant within the preceding five years. Continue on a separate sheet if necessary. _____

Business Information

Name of establishment: _____

Street address: _____

If applicant is not the owner of the premises, the applicant shall furnish the name, address, and telephone number of the property owner:

Property Owner Name: _____

Address: _____

Telephone Number: _____

If the applicant is not the operator of the business, provide the name, address, and telephone number of the operator of the premises to be licensed;

Name: _____

Address: _____

Telephone Number: _____

Provide the name, address, and telephone number of an emergency contact person who can be reached after hours.

Name: _____

Address: _____

Telephone Number: _____

Attach a floor plan of the amusement redemption machine game room interior depicting the layout of the amusement redemption machine game room interior specifically including, but not limited to, the location of all amusement redemption machines, coin-operated machines or devices, the manager's station(s), restroom facilities, kitchen and bar facilities, if any, and all areas to which patrons will not be permitted.

Attach a copy of any TABC licenses or applications for licenses to sell beer wine or liquor at the premises at which the amusement redemption machines are proposed to be located, if alcohol is will be sold at the premises.

Provide a list of any and all registered companies, 501(c)(3) or other non-profits or groups profiting or receiving money from the playing of any amusement redemption machine.

Provide the number of amusement redemption machines in the premises to be licensed and the serial number of each amusement redemption machine. _____

Verification Requirement

Please read the following acknowledgments and sign the attached verification. It is a requirement for your Gaming Machine License Application to read this document and sign the attached verification. An Application will not be considered if this requirement is not met.

In making this Application, you, the Applicant are hereby acknowledging the following:

- 1) You have read, fully understand, and agree to comply with the City of Manor Game Room Regulations set forth in Article 4.06, City of Manor Code of Ordinances (hereinafter referred to as the “Regulations”).
- 2) The amusement redemption machines located on the premises set forth in this Application are not and will not be used as gambling devices. Additionally, an affidavit shall be furnished testifying to such affect that all licensed gaming machines on the premises are one hundred percent (100%) skill-based and at no point are chance-based or combination skill and chance-based gaming machines permitted.
- 3) The location and operation of a Game Room or the display of amusement redemption machines will not violate any applicable deed restrictions.
- 4) The Game Room and display of amusement redemption machines will be operated in accordance with all laws.
- 5) You understand making a misleading statement on this Gaming Machine License Application, providing false, fraudulent, or untruthful information on this Gaming Machine License Application, and/or withholding pertinent information on this Gaming Machine License Application will result in denial or revocation of the Gaming Machine License and permit to operate, as applicable, pursuant to the Regulations;
- 6) You swear and affirm that all the information provided in this Gaming Machine Application is true and correct under the penalty of Perjury as defined under Section 37.02 of the Texas Penal Code.

VERIFICATION

STATE OF TEXAS **§**

COUNTY OF TRAVIS §

BEFORE ME, the undersigned Notary Public, on this day personally appeared by me duly sworn, _____, the applicant and the [Owner][Operator] (chose one) of the Game Room or gaming machine display location located at _____, and on his/her oath depose, said that he/she swears that 1) he/she has read the above acknowledgments, fully understands the above acknowledgments, and swears that the above acknowledgments are true and correct as they pertain to this Gaming Machine License Application, 2) the information provided in the Gaming Machine License Application is true and correct, and 3) all pertinent information has been disclosed in making this Gaming Machine License Application.

Name: _____
Title: _____
Company Name: _____

SUBSCRIBED AND SWORN TO BEFORE ME on the _____ day of _____ 202_, to
certify which witness my hand and official seal.

NOTARY PUBLIC IN AND FOR THE STATE OF TEXAS

Affidavit for Game Machines

TO: **City of Manor, Texas**
_____, City Representative (the “City”)

FROM: _____ ("Owner")

SUBJECT: _____ (insert “business location”
and/or “business”)

Before me, the undersigned authority in and for the State of Texas, the undersigned Owner certifies that:

1. My name is _____. I am of sound mind, 18 years of age or older. I am qualified to make this affidavit, and I make this affidavit on my actual personal knowledge.
2. The business location referenced in the Game Machines application (the “Premises”) is in full compliance with all applicable City ordinances and state laws governing the operation of the game machines.
3. The Owner of the Business shall display and operate only 100% skill-based machines on the Premises.
4. The Owner of the Business shall not display, operate, or otherwise allow the use of chance-based machines or combination skill-and-chance based machines on the Premises, as prohibited by applicable law.
5. The Owner of the Business acknowledges that any violation of this Affidavit or misrepresentation of the type of game machines displayed will result in revocation or denial of the game room permit and may subject the Owner to applicable penalties.

WITNESS MY HAND this day of , 2025.

Affiant:

(Owner)

STATE OF TEXAS

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§

COUNTY OF TRAVIS

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SWORN TO AND SUBSCRIBED BEFORE ME, the undersigned authority, by
_____(Owner), on this _____ day of _____, 2025.

NOTARY PUBLIC, STATE OF TEXAS

**Notification and Authorization to Release Criminal
Information for Applicant for Gaming Machine License Application Purposes**

Notification

The City of Manor Gaming Machine display license that I am applying for on behalf of _____ [Entity Name] requires me to consent to a criminal background check as a condition of said license. This check includes the following: Criminal history reference searches for felony and misdemeanor convictions at the county and federal levels of every jurisdiction where I currently reside or where I have resided during the past 7 years; and sex offender registry searches at the county and federal levels in every jurisdiction where I currently reside or where I have resided.

Authorization

I hereby authorize the City of Manor, Texas to conduct the criminal background check described above. In connection with this, I also authorize the use of law enforcement agencies and/or private background check organizations to assist the City of Manor, Texas in collecting this information. _____ has been secured as a third party vendor (consumer reporting agency) to assist the City of Manor, Texas in collecting and verifying information [if applicable].

Applicant Information

Entity Name if not a natural person: _____

If the applicant does business under an assumed name, the trade name by which the applicant does business and a true and correct copy of the registration of the applicant's assumed name filed in the office of the county clerk, bearing the file mark or stamp that evidences its filing in that office.

Each applicant shall sign a waiver authorizing the Chief of Police to request on behalf of the applicant criminal history reports from the Texas Department of Safety, the Texas Comptroller's Office or any appropriate federal agency.

Applicant Contact information

Home Phone: _____

Business Phone: _____

Cell Phone: _____

Email Address: _____

If Applicant is an Individual

If the entity owning or operating the amusement redemption machines is a natural person, provide the name, address, telephone number and driver's license number of the individual:

Full Legal Name: _____

Driver's License Number: _____

Present Address: _____

Telephone number: _____

Date of Birth: _____

Month/Day/Year

Gender: Female _____ Male _____

Social Security Number: _____

Driver's License # _____

State of Driver's License _____

Have you ever been convicted of a criminal *offense or have any pending criminal* charges against you?

*This refers only to felonies and misdemeanors; you do not need to include non-criminal traffic violations or municipal ordinance violations.

Yes _____ (provide detail on next page) No _____

If Applicant is a Partnership

If the entity owning or operating the amusement redemption machines is a partnership, provide the name, address, telephone number and driver's license number of each of the general and limited partners below. Continue on a separate sheet if needed:

Name	Address	Telephone Number	Driver's license number

Additionally, for each person listed above, provide the following information (include additional sheets if necessary)

Date of Birth: _____

Month/Day/Year

Gender: Female _____ Male _____

Social Security Number: _____

Driver's License # _____

State of Driver's License _____

Has any person listed above ever been convicted of a criminal *offense or have any pending criminal* charges against you?

*This refers only to felonies and misdemeanors; you do not need to include non-criminal traffic violations or municipal ordinance violations.

Yes _____ (provide name of individual and pertinent detail on next page) No _____

If Applicant is a Corporation

If the entity owning or operating the amusement redemption machines is a corporation, provide the name, address, telephone number, and driver's license number of all corporate officers, if any, of the business. Continue on a separate sheet if needed.

Name	Address	Telephone Number	Driver's license number

Owners

Provide the name, address, telephone number and driver's license number of all persons who own an interest in the game room or amusement redemption machine display location below. Continue on a separate sheet if needed

Name	Address	Telephone Number	Driver's license number

Additionally, for each person listed above, provide the following information (include additional sheets if necessary)

Date of Birth: _____
Month/Day/Year

Gender: Female _____ Male _____

Social Security Number: _____

Driver's License # _____

State of Driver's License _____

Has any person listed above ever been convicted of a criminal *offense or have any pending criminal* charges against you?

*This refers only to felonies and misdemeanors; you do not need to include non-criminal traffic violations or municipal ordinance violations.

Yes _____ (provide name of individual and pertinent details on next page) No _____

To the best of my knowledge, the information provided in this Notice and Authorization and any attachments thereto is true and complete. I understand that any falsification or omission of information may result in the denial of my Gaming Machine License Application. By signing below, I hereby provide my authorization to the City of Manor, or its authorized designee, to conduct a criminal background check.

Signature

Date

[Include additional signature lines for each person listed in this application, as necessary.]