

**New Hampshire Lottery Commission  
Racing & Chartable Gaming Division**

14 Integra Drive, Concord, NH 03301

Telephone (603) 271-3391 Fax (603) 271-1160

<http://www.racing.nh.gov>



**Supplemental Application Form D**

**1. TYPE OF APPLICATION**

- Admissions Manager     Admissions Employee     Director of Maintenance     Maintenance Employee
- Veterinary Assistant     Trainer Assistant     Course Maintenance Employee
- Mutuel Manager     Mutuel Dept Employee     Other Racing Employee Not Otherwise Specified

If applying as "Other Racing Employee Not Otherwise Specified", describe the job duties you will be performing:

**2. CONTACT INFORMATION**

Name of applicant (as it appears on your occupational license application):

_____		_____		_____	
Full Name		Phone Number		E-mail Address	
_____		_____		_____	
Street Address		City/Town		State	Zip

**3. RECOMMENDATION FOR LICENSURE**

The following must be completed by the person, corporation or association licensed under RSA 284:15 recommending the applicant for occupational licensure. In the case of the Veterinary/Trainer Assistant, this must be the licensed individual who will be responsible for supervising the applicant.

_____		_____		_____		_____	
Printed Name		Title		Phone Number		E-mail Address	
_____		_____		_____		_____	
Street Address		City/Town		State		Zip	

Provide a brief description of the nature/extent of the person's knowledge of the applicant, and why they believe the applicant is suitable for the type of occupational license being requested:

I hereby recommend the applicant for licensure

_____		_____	
Signature of the person or duly authorized representative listed above		Date	

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### 4. ATTESTATION

I certify that I am qualified and able to perform the duties of the position of the occupational license being applied for, as set forth in the rules and regulations of the Commission.

I further certify, under penalty of unsworn falsification pursuant to RSA 641:3, that the information provided on this application, including supplemental forms and any supporting materials, is true, accurate and complete and that there are no willful misrepresentations in or falsifications of the information provided herein.

\_\_\_\_\_

Applicant's Signature

\_\_\_\_\_

Date of Signature

### INSTRUCTIONS

#### A. SUPPORTING MATERIALS

The following supporting materials must be submitted with your Supplemental Application:

- If applying as an Admissions or Maintenance Employee and are under the age of 18, written permission from at least one parent or legal guardian.

#### B. PAYMENT OF LICENSING FEE

Include the following license fee payment with the application:

Occupational License	Fees for all but NH Agricultural Fair	Fees for NH Agricultural Fairs
Admissions manager	\$40.00	\$20.00
Admissions employee	\$10.00	\$5.00
Director of maintenance	\$40.00	\$20.00
Maintenance employee	\$10.00	\$5.00
Veterinary assistant	\$25.00	\$12.50
Mutuel manager	\$40.00	\$20.00
Mutuel department employee	\$20.00	\$10.00
Other Racing Employee Not Otherwise Specified	\$20.00	\$10.00

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### C. SUBMITTING THE APPLICATION

Submit the completed application, including all required documents and the licensing fee, to the office of the commission located at the racing premises or to:

NH Lottery Commission, Racing and Charitable Gaming Division, 14 Integra Drive, Concord, NH 03301

Applications must be received at least 120 days prior to engaging in any activities for which the license is required

### D. KEEP ALL INFORMATION UP-TO-DATE

If at any time during the term of a license, the information provided by a licensee on the application, supplemental application, or supporting materials becomes inaccurate, the licensee must, immediately upon the information becoming inaccurate, submit a written correction to the racing secretary and the judge appointed by the Commission, at the racing premises at which the application being corrected was filed.

### E. WHERE TO CALL WITH QUESTIONS

Questions? Call the Racing and Charitable Gaming Division at 603-271-3391. Ask for Licensing.