

Administrator Creation Request

For use by gambling providers who have been approved or authorised under the *Authorised Betting Operations Act 2000*

When to use this form

This form should be used by gambling providers who have been approved or authorised under the *Authorised Betting Operations Act 2000* when seeking that an employee be provided with administrator access to the Barring and Online Employee Notification (BOEN) system. This level of access is suitable for managers or senior staff members and allows users to access all BOEN functions for the purposes of:

- managing the appointment of staff
- maintaining staff records
- updating barring records.

Gambling provider details

Gambling provider name:

Licence/registration number:

User details

Given names:

Phone:

Surname:

Email:

Street address:

Date of birth:

Suburb:

Preferred method of contact:

Postcode:

Required documents

In support of your application, please provide:

- a copy of photographic identification for the user, such as a current driver's licence or passport.

Declarations and security agreement

I, _____ declare and acknowledge that:

an account will be created (if one does not already exist)

I will be issued with a username and password and:

- I will not disclose the password to any other person
- I will only access BOEN for legitimate work purposes and will treat the information held in BOEN as confidential.

I will access BOEN to carry out the following functions:

- to create and disable accounts for gaming employees of the gambling provider (including the appointment and removal of other administrators)
- to make notifications to the Liquor and Gambling Commissioner (the Commissioner) under the *Gambling Administration Act 2019* (the Act)
- to make notifications to the Commissioner under the conditions of the gambling provider's licence and otherwise under the Act (if applicable).

Username

User signature

Date signed

Gambling provider

Authorised representative signature

Date signed

Administration use

<i>User ID</i>	<i>Created by</i>	<i>Date created</i>	<i>Initials</i>