City of Tulsa
License Center
175 E. 2nd St, Ste. 255
Tulsa, OK 74103
(918) 596-7640

How to apply for a Recreation Center Operator's Permit

1. Complete attached application. The application must be signed at the top of the first page by the owner of the recreation center as proof of employment of the applicant. The application must also be notarized before it will be accepted. *Incomplete applications will NOT be accepted*.

2. Business Licensing requires a copy of each applicant's driver's license or other state issued ID *and* a copy of the Social Security card. *If the Social Security card has the work restriction language, another qualifying document will be required.*

3. Application must be submitted with a non-refundable application fee of Twenty Dollars ($20.00).

4. Upon Business License acceptance, the application will be forwarded to the Chief of Police of the City of Tulsa for investigation.

5. When the application is returned to Business Licensing from the Chief of Police, the applicant will be contacted by telephone and notified as to whether the application was approved or denied. If approved, the applicant will be advised on the procedure for obtaining his permit. It will be necessary for approved applicants to return to Business Licensing to pay the permit fee and have their ID card made.

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Recreation Center Operator's Permit Application

Name of Licensed Recreation Center: _____

Complete Address: _____

Signature of Owner: _____ Date: _____

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List complete addresses for the last five years.

(Begin with most recent)

Address	City, State, Zip	From	To

Background Criminal Check Information

Have you, within the last ten years, been **Arrested, Charged, Indicted, Pled Guilty, Pled Nolo Contendre, Convicted or On Probation? YES NO**

If you answered "yes", list below in complete detail the dates, charges, place of arrest and disposition of charges. (Failure to make a full disclosure will result in a denial of the application or a revocation of the license if information requested was not given.)

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Do you hold a Federal Gambling Tax Stamp? YES NO

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