

Venue administrator creation request

Barring and Online Employee Notification System (BOEN)

Gambling provider details

Premises/ Gambling provider name	Licence number (if known)
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User details

Given Names	Surname	
Street address	Suburb	Postcode
Phone	Email	
Date of birth	Preferred method of contact	

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;
 - (a) I will not disclose the password to any other person; and
 - (b) 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;
 - (c) to create and disable accounts for gaming employees of the gambling provider (including the appointment and removal of other venue Administrators);
 - (d) to make notifications to the Liquor and Gambling Commissioner under the Gambling Administration Act 2019; and
 - (e) to make notifications to the Liquor and Gambling Commissioner under the conditions of the Gambling Provider's licence and otherwise under the Gaming Machines Act 1992 (if applicable)

User name

User signature

Date signed

Gambling provider

Authorised representative signature

Date signed

Administration use

User ID	Created by	Date created	Initials
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