

Virginia Racing Commission

General Application Instructions

Application

The license application must be filled out in its entirety. Please make sure to answer all questions and sign and date the application. If you answered "yes" to any of the questions, except for the pending charges question, please call the Virginia Racing Commission to see if you are eligible for a license. If you answer "yes" to pending charges, list the dates, location (city and state), and type of offense. You can mail your completed application to the Commission office at the address listed at the top of the application or e-mail it to VRCLicense@vrc.virginia.gov. Please note, if you are a first time applicant, the fingerprint fee must be submitted with the application and in order to have a badge mailed to you, you must e-mail a head-shot photo in JPG format along with your completed application.

Fingerprints

Fingerprints are required for new applicants between 18 and 69 years of age and may be required every five years thereafter depending on the permit type. The fee for fingerprint processing is \$30.

Payment for Fingerprints

VRC accepts cash, checks, or credit cards (Visa, MasterCard, and Discover). Credit card payments may be done by phone by contacting the Commission office at (804) 966-7400 or by completing the Credit Card Verification Form also found on the VRC's website and mailing it along with the completed application to the Commission office at the address listed at the top of the application or e-mailing to VRCLicense@vrc.virginia.gov.