



CHERIE K. BERRY
COMMISSIONER

JONATHAN R. BROOKS
BUREAU CHIEF
ELEVATOR AND AMUSEMENT DEVICE BUREAU

February 21, 2006

MEMO TO: All Amusement Device Companies

RE: Mandatory Process Change

Effective March 1, 2006 this Bureau has mandated that all companies that operate in North Carolina complete an Amusement Device Data Form/Data Collection Form. This provides all company information and equipment owned by your company. This information is required by the Bureau as part of our new amusement device computer program that is currently being designed.

This form can be completed online and submitted directly to our office. Our Web site is www.nclabor.com and the forms section/amusements is where you will find all forms.

This information is critical to our efforts to provide better customer service and streamline our processing procedures. **This updated information must be in our office no later than March 31, 2006. If we do not receive this information, the Bureau will not process any Location Notices sent by that company.**

We thank you for your support in this matter. If you have any questions, please contact our office.

Respectfully,

Thomas M. Chambers
Assistant Bureau Chief

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