Oklahoma Horse Racing Commission (OHRC) Occupational Licensing Checklist

Based on the Oklahoma Horse Racing Act (3A O.S. § 204.2), Title 325 of the Oklahoma Administrative Code (OAC), and the official OHRC Fee Schedule.

Section 1: General Licensure Requirements (All Positions)

Every applicant for an OHRC occupational license must satisfy the following core administrative requirements prior to badge issuance:

- □ **Completed Official Application Form:** Full submission and signing of the official OHRC occupational license application.
- □ **Verification of Legal Identity & Age:** Valid government-issued photo ID displaying full legal name, date of birth, and current residence address.
- □ **Disclosure of Prior Licensing History:** Declaration of all past occupational licenses held and any prior license denials, suspensions, or revocations in Oklahoma or other racing jurisdictions.
- □ **Criminal History Disclosure:** Full written disclosure of any prior criminal record, including felony convictions, gambling law violations, or drug/Controlled Dangerous Substance (CDS) offenses.
- □ **Payment of Required Licensing Fee:** Payment of applicable fee based on category (Group A: $100 Annual / $300 3-Year; Group B: $90 Annual; Category-Annual: $50).

Section 2: Fingerprint & Criminal History Record Check

Statutory Reference: 3A O.S. § 204.2(E) & OAC 325:80-13-1

- □ **Mandatory Fingerprint Submission:** All new applicants (and periodic renewal applicants as determined by the Commission) must submit a complete set of fingerprints.
- □ **Authorized Supervision:** Fingerprints must be taken under the direct supervision of and certified by OHRC licensing staff, sworn law enforcement officers, or authorized background agencies.
- □ **Fee Allocation & Processing:** Fingerprint processing fees are collected at the time of application and deposited into the OSBI Revolving Fund for OSBI and FBI checks.
- □ **Statutory Disqualification Review:** Applicants are screened against statutory grounds for refusal of license (felony convictions, gambling law violations, or CDS offenses).

Section 3: Official OHRC Fee Schedule Summary

Primary License Categories

License Category	Duration	Fee	Applicable Occupations
Group A	Annual / 3-Year	$100 / $300	Owner, Trainer, Owner/Trainer, Veterinarian, Blacksmith, Jockey
Group B	Annual Only	$90	Apprentice Jockey, Assistant Trainer, Owner/Assistant Trainer, Jockey Agent, Authorized Agent, Racing Official, Track Management, Bloodstock Agent, Backside Vendor
Category	Annual Only	$50	Groom / Exercise Rider / Pony Rider, Vet Assistant (inc. Equine Massage Therapist), Horse Industry Rep, Assistant Racing Official, Outrider, Security, Vendor Employee, Fair Meet Facility Employees

Miscellaneous Fees & Administrative Forms

Administrative Item	Fee	Administrative Item	Fee
Authorized Agent Agreement	$25	Bill of Sale	$10
Jockey Agent Agreement	$25	Lease Authorization	$25
Multiple Ownership Registration	$50	Horseman Representative	$75
Spouse Pass	$25	Rulebooks	$10
Replacement Badge	$15	Change of Status	$10

Section 4: Position-Specific License Checklists

1. Apprentice Jockey

- **Fee:** $90 (Annual) | **Badge Color:** White
- **Age Requirement:** 16 years of age or older (under 18 requires parent/guardian signature).
- **Required Signatures:** Applicant, Steward.
- **Additional Requirements:** Meets Jockey qualifications; ridden <40 winners or <2 years licensed. Current physical & SCAT test within 12 months.

2. Assistant Trainer

- **Fee:** $90 (Annual) | **Badge Color:** White
- **Age Requirement:** 18 years of age or older.
- **Required Signatures:** Applicant, Employer, Steward.
- **Additional Requirements:** Employed by OHRC-licensed Trainer. Badge includes employer name. Employer must have Workers' Compensation on file. Stewards may require written/oral/practical exam.

3. Authorized Agent

- **Fee:** $90 (Annual) | **Badge Color:** White
- **Age Requirement:** 18 years of age or older.
- **Required Signatures:** Applicant, Steward.
- **Additional Requirements:** Requires filing OHRC Form 120L (Authorized Agent Agreement - $25 agreement fee). Appointed by written, notarized affidavit.

4. Blacksmith

- **Fee:** $100 (Annual) / $300 (3-Year) | **Badge Color:** White
- **Age Requirement:** 18 years of age or older.
- **Required Signatures:** Applicant, Steward.
- **Additional Requirements:** Document credentials. New applicants require 3 letters of recommendation from licensed Trainers.

5. Blacksmith Assistant

- **Fee:** $50 (Annual) | **Badge Color:** White
- **Age Requirement:** 18 years of age or older.
- **Required Signatures:** Applicant, Employer, Steward.
- **Additional Requirements:** Employed and supervised by licensed Blacksmith. Badge includes employer name.

6. Bloodstock Agent

- **Fee:** $90 (Annual) | **Badge Color:** White
- **Age Requirement:** 18 years of age or older.
- **Required Signatures:** Applicant, Steward.
- **Additional Requirements:** Buying, selling, or transporting horses within enclosure. Badge includes organization represented.

7. Exercise Rider

- **Fee:** $50 (Annual) | **Badge Color:** White
- **Age Requirement:** 16 years of age or older (under 18 requires parent/guardian signature).
- **Required Signatures:** Applicant, Steward, Outrider (if new), Employer.
- **Additional Requirements:** Schooling races only. Badge includes employer name. Employer must have Workers' Compensation on file.

8. Groom / Hotwalker

- **Fee:** $50 (Annual) | **Badge Color:** White
- **Age Requirement:** 16 years of age or older (under 18 requires parent/guardian signature).
- **Required Signatures:** Applicant, Employer, Steward.
- **Additional Requirements:** Employed by licensed Trainer or Owner. Badge includes employer name. Employer Workers' Comp required.

9. Jockey

- **Fee:** $100 (Annual) / $300 (3-Year) | **Badge Color:** White
- **Age Requirement:** 16 years of age or older (under 18 requires parent/guardian signature).
- **Required Signatures:** Applicant, Steward.
- **Additional Requirements:** Riding weight ≤ 130 lbs. Gate clearance before Stewards. Physical and SCAT test within 12 months.

10. Jockey Agent

- **Fee:** $90 (Annual) | **Badge Color:** White
- **Age Requirement:** 18 years of age or older.
- **Required Signatures:** Applicant, Steward.
- **Additional Requirements:** Requires filing OHRC Form 133L ($25 agreement fee per jockey represented). Max 2 Jockeys + 1 Apprentice (or 3 Jockeys in Thoroughbred meet).

11. Owner

- **Fee:** $100 (Annual) / $300 (3-Year) | **Badge Color:** White
- **Age Requirement:** Any age (under 18 requires parent/guardian signature; restricted to 1-year license).
- **Required Signatures:** Applicant, Steward, Parent/Guardian (if under 18).
- **Additional Requirements:** Sole/part owner or lessee of record. Horse in care of licensed Trainer. Under 16 not fingerprinted.

12. Owner / Assistant Trainer

- **Fee:** $90 (Annual) | **Badge Color:** White
- **Age Requirement:** 18 years of age or older.
- **Required Signatures:** Applicant, Employer, Steward.
- **Additional Requirements:** Qualifications for both Owner and Assistant Trainer. Employer Workers' Comp required.

13. Owner / Trainer

- **Fee:** $100 (Annual) / $300 (3-Year) | **Badge Color:** White
- **Age Requirement:** 18 years of age or older.
- **Required Signatures:** Applicant, Steward.
- **Additional Requirements:** Satisfy all requirements for both Owner and Trainer.

14. Pony Rider

- **Fee:** $50 (Annual) | **Badge Color:** White
- **Age Requirement:** 16 years of age or older (under 18 requires parent/guardian signature).
- **Required Signatures:** Applicant, Steward, Outrider, Employer (if applicable).
- **Additional Requirements:** Satisfactory ponying demonstration before Stewards/outrider.

15. Racing Official (Track)

- **Fee:** $90 (Annual) | **Badge Color:** White
- **Age Requirement:** 18 years of age or older.
- **Required Signatures:** Applicant, Employer, Steward.
- **Additional Requirements:** Track management submits OHRC Form 103 for approval. Fingerprinted every 5th year.

16. Spouse Pass

- **Fee:** $25 (Pass Fee) | **Badge Color:** Yellow
- **Age Requirement:** N/A
- **Required Signatures:** Spouse, Primary Licensee, Steward.
- **Additional Requirements:** Spouse of licensed Jockey, Owner, Trainer, or Racing Official. Primary licensee assumes full responsibility.

17. Track Management

- **Fee:** $90 (Annual) | **Badge Color:** White/Green
- **Age Requirement:** 18 years of age or older.
- **Required Signatures:** Applicant, Employer.
- **Additional Requirements:** Department heads, Director of Security, Mutuels Manager, Track Manager.

18. Trainer

- **Fee:** $100 (Annual) / $300 (3-Year) | **Badge Color:** White
- **Age Requirement:** 18 years of age or older.
- **Required Signatures:** Applicant, Steward.
- **Additional Requirements:** 1+ horses in training in OK. May require written/oral/practical exam.

19. Backside Vendor

- **Fee:** $90 (Annual) | **Badge Color:** White/Green
- **Age Requirement:** 18 years of age or older.
- **Required Signatures:** Applicant, Racetrack.
- **Additional Requirements:** Responsible party for vendor organization. Vendor Letter from track required.

20. Vendor Employee

- **Fee:** $50 (Annual) | **Badge Color:** White/Green
- **Age Requirement:** 16 years of age or older (under 18 requires parent/guardian signature).
- **Required Signatures:** Applicant, Employer.
- **Additional Requirements:** Employed by licensed Vendor.

21. Veterinarian

- **Fee:** $100 (Annual) / $300 (3-Year) | **Badge Color:** White
- **Age Requirement:** 21 years of age or older.
- **Required Signatures:** Applicant, OHRC Official Veterinarian.
- **Additional Requirements:** Copy of active license from Oklahoma Board of Veterinary Medical Examiners. Cannot be licensed as Owner or other capacity while practicing.

22. Veterinarian Assistant (inc. Equine Massage Therapist)

- **Fee:** $50 (Annual) | **Badge Color:** White
- **Age Requirement:** 16 years of age or older (under 18 requires parent/guardian signature).
- **Required Signatures:** Applicant, OHRC Vet, Steward.
- **Additional Requirements:** Employed by licensed Vet. Massage therapist requires referral and direct supervision by practicing vet.