

# LICENSE AGENT BULLETIN

JUNE 2009-#474

[WWW.WILDLIFE.STATE.CO.US](http://WWW.WILDLIFE.STATE.CO.US)

LICENSE SERVICES-800-526-9503 (for agents ONLY)

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## **OVER THE COUNTER LICENSES AND OVER THE COUNTER LICENSES WITH A CAP**

Over The Counter Big Game and Fall Turkey licenses and Over The Counter licenses With A Cap will go on sale Tuesday, July 14<sup>th</sup> at 9:00 a.m. this year.

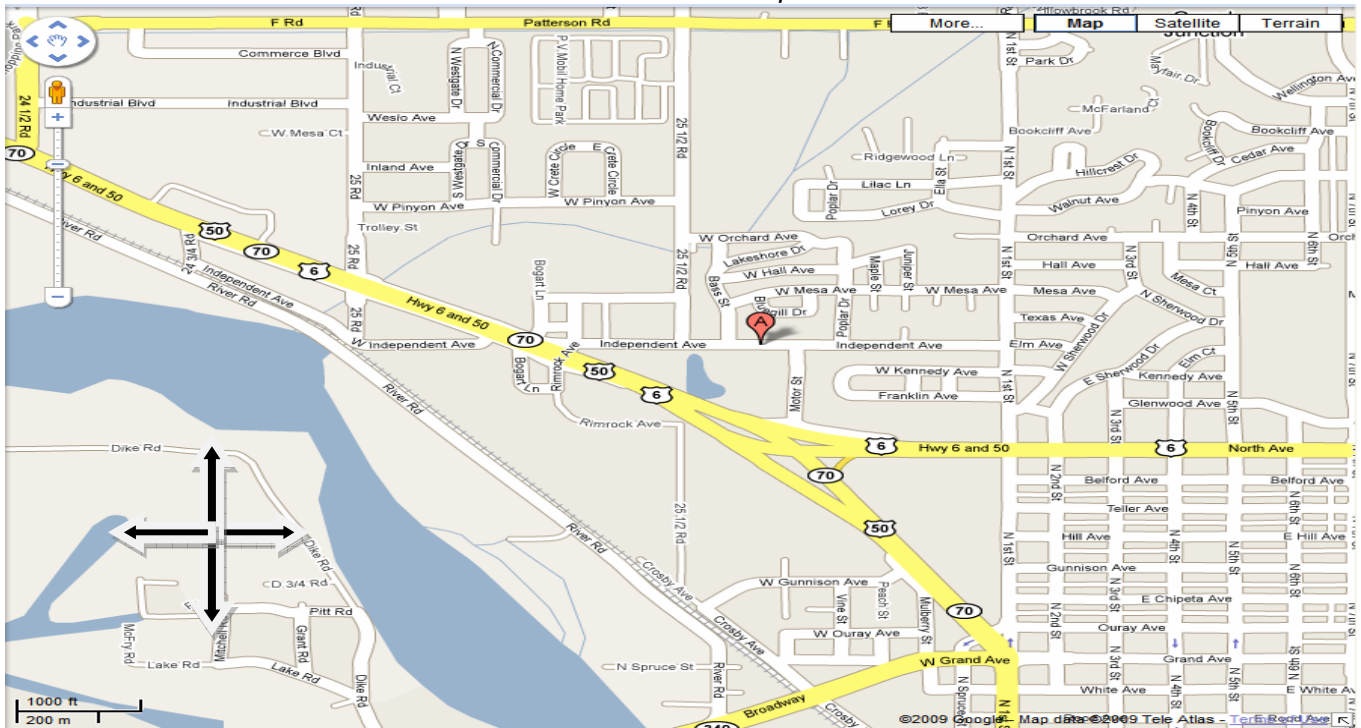
Agents will receive an auto download to their terminals in late June. There should not be any disruption in license sales, however, if your terminal does not say that you have successfully received a download and you are contacted by our license vendor, Active Outdoors (A.O.), please make sure you receive the download prior to July 14 or your agency will not be able to sell big game licenses.

Be prepared for this day! Over the counter with cap licenses are in high demand and your agency may be busy.

## LICENSE AGENT TRAINING-GRAND JUNCTION

License Agent training will be held at the Grand Junction Office, June 8<sup>th</sup> and 9<sup>th</sup>. Agents interested in attending **MUST** call Jovita Burchard at 303-291-7378 or email [Jovita.burchard@state.co.us](mailto:Jovita.burchard@state.co.us) to rsvp space, as seating is limited.

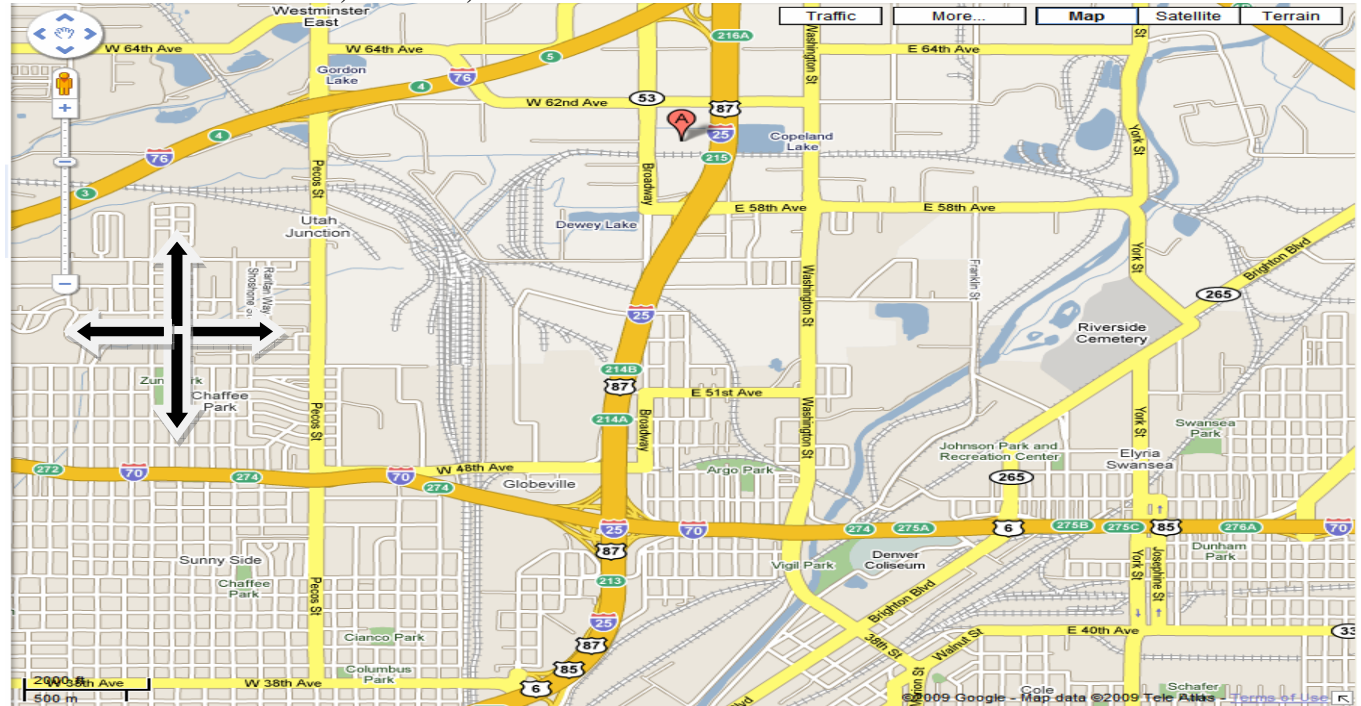
### MAP TO 711 INDEPENDENT AVE. GRAND JUNCTION, CO 81505



## LICENSE AGENT TRAINING- DENVER

In addition, there will be training conducted at the Denver Office June 22<sup>nd</sup> and 23<sup>rd</sup>. Agents interested in attending **MUST** call Jovita Burchard at 303-291-7378 or email [Jovita.burchard@state.co.us](mailto:Jovita.burchard@state.co.us) to rsvp space, as seating is limited.

### MAP TO 6060 BROADWAY, DENVER, CO 80216



## **HABITAT STAMPS FOR SUCCESSFUL BIG GAME APPLICANTS**

Habitat stamps are not automatically charged on any draw applications. Applicants who were successful in drawing a big game license (see big game regulations) and have not complied with the habitat stamp purchase will be sent a postcard instead of their license. The postcard will give the applicant several options on how to obtain their habitat stamp(s), one of those options will be to pick up their habitat stamp and big game license at a license agent.

If the customer has already complied with the habitat requirements the transaction will be flagged as "released" instead of "withheld", for those customers you do not have to issue them another habitat stamp. Remember the requirement is on the first two hunting or fishing licenses purchased by an individual. No persons shall be required to purchase more than two habitat stamps within a calendar year.

Here are the proper procedures on issuing habitat stamps for draw applicants and for issuing the customer their big game license:

### Step 1:

- Run a customer inquiry, purchase history from your terminal to obtain transaction numbers for the big game license and to verify habitat stamps needed. (see page 13 of your TLS users guide for information on how to process customer inquiries)
- Look for transactions that say "withheld"

### Step 2:

- Sell customer appropriate habitat stamp fees using product code 060 for each of the following scenarios:
- If the customer does not have any habitat stamps and drew two licenses sell them two habitat stamps
- If the customer has already purchased a habitat stamp with their first license purchase and needs another habitat stamp for their second license sell them one habitat stamp
- If the customer does not have any habitat stamps and drew one license sell them one habitat stamp

### Step 3

- From the main sales screen press "F4" for Phone/Internet/Award
- Looking at the TAN number off of the receipt tape, key in the transaction number and press the FUNC/ENTER key
- Verify the customers name, if correct press "F1" for matches to print
- Licenses will have the H or H's printed on the license document

Do not forget to collect money owed for the habitat stamps

## **BEAR SEASON PARTICIPATION RESTRICTIONS**

You cannot hunt bear with an "over-the-counter with caps" bear license in a regular rifle deer or elk season west of I-25 or in units 133, 134, 136, 140, 141, 142, 143, and 147 unless you also have a deer or elk license for the same unit, season and method of take. If your deer or elk license is restricted to private land, so is the bear license. This does NOT apply to archery or muzzleloading bear licenses.

## **FREE FISHING WEEKEND**

Saturday June 6 and Sunday June 7 is open to fishing without a fishing license in all waters of the state and is free to residents and non-residents. Please do not issue one day fishing licenses or additional day stamps for these two free days. A habitat stamp is still required if fishing on a State Wildlife Area or State Trust Land on these free fishing days and all bag limits are still in effect.

If issuing a \$5.00 habitat stamp please use product code 060.

## **RESIDENCY AND MILITARY PERSONNEL**

U.S. armed services personnel (and their dependents) qualify for Colorado residency if they are on active duty in Colorado under permanent orders. This includes people who were Colorado residents when they entered the armed services and maintain Colorado as their home of record and their dependents (unless they change their home of record to another state). Military personnel here on active duty must show proof by presenting official military documentation (military orders) when purchasing resident licenses. Active duty does not include reserve status or National Guard.

## **ORDERING BROCHURES**

Agents can order brochures online by emailing: [wildlife.agentorder@state.co.us](mailto:wildlife.agentorder@state.co.us) or dial 303-291-7511 or 800-526-9503 and ask to be transferred to the brochure line. ***When ordering please be sure to leave your; agent #, business name, address, phone #, brochure type, and actual quantity (not by case). Your order should arrive within five or six business days***

## **LICENSE AGENT BULLETINS**

To access this and past License Agent Bulletins you can go online to [www.wildlife.state.co.us](http://www.wildlife.state.co.us) and click on the "Hunting" or "Fishing" button at the upper left, then click "Buy/Apply...", then click on "License Agents", at this time you will see agent information such as Agent Lists, License Agent Manual and Agent Bulletins.

## **ENCLOSURES**

- Table-Over the Counter w/Caps-Bear