

LICENSE AGENT BULLETIN

May 2009-#473

WWW.WILDLIFE.STATE.CO.US

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

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LICENSE AGENT TRAINING

License Agent training will be held at the Grand Junction Office, June 8th and 9th. In addition, there will be training conducted at the Denver Office the week of June 22nd. Agents interested in attending **MUST** call Jovita Burchard at 303-291-7378 or email Jovita.burchard@state.co.us to rsvp space as seating is limited.

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.

CREDIT CARD TRANSACTION FEE

This past March the Wildlife Commission was considering a regulatory change to allow license agents the ability to charge a reasonable fee for credit card purchases of licenses. The Wildlife Commission has ruled; due to statutory restrictions and other legal considerations identified by Assistant Attorney General Tim Monahan the proposed regulatory change cannot move forward.

MEMORIAL DAY

DOW offices will be closed Monday May 25th in observance of Memorial Day.

LICENSE AGENT BULLETINS

To access this and past License Agent Bulletins you can go online to 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.

SURETY BOND AND PROPERTY INSURANCE

The original bond is required by the License Services unit prior to expiration, warnings are printed on your weekly ACH report when your bond/insurance is about to expire. If your agency has not sent in the original bond or original continuation certificate by the expiration date, your TLS machine will be disabled until an original is received in License Services. **NO EXCEPTIONS!** A bond is required to cover the revenue generated by the sale of licenses in the event a license agent fails to meet their financial obligation.

Proof of property insurance is also required in the form of a copy of the certificate of liability or declarations page showing the dates of coverage of the property. This is required due to the location of the license equipment on your business premises. A copy of the insurance information is adequate. This can be mailed or faxed to 303-291-7106.

RECEIPTS AND AFFIDAVITS

Please be sure to maintain your receipts and affidavits for a period of the current year plus one. Several agents have sent in their receipts with their voids. Receipts and affidavits are for your records and you may be required to produce them for an audit or legal investigation.

SAFE KEEPING OF LICENSE AGENT BULLETINS

Be sure to maintain your monthly agent bulletins in a folder or binder where they can be easily accessed and referenced.

RECYCLE OLD BROCHURES

The Colorado Division of Wildlife encourages the recycling of old brochures as well as any other recyclable items. The CDOW is taking great efforts to recycle as much as possible.

ENCLOSURES

- HABITAT STAMP PRODUCT DESCRIPTION & FAQ
- PERSON OF CONTACT/EMAIL INFORMATION