

# LICENSE AGENT BULLETIN

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

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

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## **GREATER PRAIRIE CHICKEN**

Greater Prairie Chicken permits will be available for sale online, DOW offices, phone and License Agents beginning September 1<sup>st</sup>. The cost is \$5.00, customers will receive two carcass tags and the Hunt codes are PE097U1R and PE097U1F. The Product codes are 095 (Residents) and 096 (Non-Residents). Permits are valid in game management units 97, 98, 100, 101, and 102, October 1<sup>st</sup> through November 13th. Annual Bag Limit is two of either sex. In addition hunters MUST also purchase either a small game license or falconry license. Hunters cannot hunt any other species with this permit, including lesser prairie-chickens or plains sharp-tailed grouse. NO public lands are open to Prairie-Chicken Hunting. Before hunting on private property, hunters must obtain permission from the landowner.

## **SUPPLY ORDER**

You can place an order for license stock from your terminal. Supply orders are limited to two kits per day by each agent and will contain 4 rolls of license stock and 6 rolls of receipt paper.

To order supplies from the terminal, follow the steps below:

- Press the purple Inquiry Key
- Enter password and press enter
- Press the "F2" key for Supply Order
- Write down the confirmation number displayed on the terminal

The supply order that was processed may take up to 4-5 business days to arrive at your agency. If you would like to order supplies by phone please contact the agent vendor at 1-888-698-8558. License Services does not supply license stock, you can only order through the above process.

## **NON-RESIDENT OHV PERMITS**

In the past, non-resident users of OHV's must have registered their OHV with *Colorado State Parks and Recreation* if they were in Colorado for more than 30 days. This is no longer the case. **ALL non-resident users of OHV's MUST purchase an OHV permit in order to use their OHV on public lands in Colorado.** As a license agent you are able to sell an OHV permit to non-residents only. The product code is **807**, the cost is \$25.25. If you are in need of a supply of "window stickers", these are stickers which allow the user to place their permit within and then adhere to their OHV, give License Services a call at 800-526-9503 and we can send you a small supply.

## **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

## **VOIDED LICENSES**

When sending the DOW your voided licenses, keep in mind that these are not just licenses but money to your agency. Big Game seasons mean high dollar licenses. Make sure these licenses are voided before sending them in and send them to the DOW within 30 calendar days. Refer to your agent manual regarding proper procedure. You may want to consider making a copy of these licenses before mailing them, and instead of mailing licenses back in the DOW postage paid envelope, mail them certified so you have a record.

## **DOW HOLIDAY SCHEDULE:**

DOW offices will be closed on Monday, September 7<sup>th</sup>, in observance of Labor Day. In addition DOW offices will be closed September 8<sup>th</sup>, due to a furlough of state employees.

## **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.

## **SAFE KEEPING OF LICENSE AGENT BULLETINS**

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

## **ELECTRONIC MONTHLY BULLETIN**

You can now receive the monthly license agent bulletin via electronic mail. Many of you are and are seeing the advantages. To obtain the electronic version just call 303-291-7235 and request to be added. Agents are not required to do this but can be very convenient if you do.

## **SURETY/PROPERTY INSURANCE**

Please be sure to keep your surety and property insurance information updated with DOW License Services. Make a notation on your calendars reminding you when each of these are due. You also receive a reminder on your ACH report 90 days in advance of the surety or insurance expiration. A surety is required to cover the revenue generated by the sales of licenses in the event the agent is unable to meet their financial obligation. Proof of property insurance is necessary to cover the license equipment on your premises.

## **DOW BROCHURES**

You can order brochures by dialing 303-291-7511 or 800-526-9503 ask for brochures and you will be transferred to the brochure line. Brochures are free. 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.

## **AGENT CLOSURES**

If you are an agent who is considering no longer selling licenses for the DOW, you must provide 30 days notice to the DOW. This is so all the potential accounting issues are cleared. If you are no longer wanting to sell licenses please call the toll free number (listed at the top) or 303-291-7235 and we can send/fax the Agent Closure form to you.