

LICENSE AGENT BULLETIN

JUNE 2010-#486

WWW.WILDLIFE.STATE.CO.US

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

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SPANISH PLACARDS:

Enclosed you will find six placards. These placards have been translated into Spanish. They include; "Any person born on or after...", "Proof of Residency", "A person shall not be considered...", "Customers must show photo identification...", "Why does the Division of Wildlife...", "Hunting and Fishing Licenses Sold Here" You are not required to post the placards. However if you feel that it would be helpful to your customers then feel free to post.

FREE FISHING WEEKEND:

Saturday June 5 and Sunday June 6 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.

OVER THE COUNTER LICENSES AND OVER THE COUNTER LICENSES WITH A CAP:

Over The Counter Big Game and Fall Turkey licenses, go on sale Tuesday, July 13th.

Over The Counter licenses With A Cap, go on sale Tuesday, July 13th 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 13th 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- DENVER:

License Agent training will be conducted June 7th and 8th, from 8:00 a.m. to 12:00 p.m., at the Colorado Division of Wildlife Hunter Education building, 6060 Broadway, Denver, CO 80216. 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.

LICENSE AGENT TRAINING-PAGOSA SPRINGS:

License Agent training will be held June 21st from 8:00 a.m.-12:00 p.m. at the Pagosa Springs Community Center located next to the town hall, at 451 Hot Springs Blvd. Pagosa Springs, CO 81147. 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.

YOUTH 17 AND YOUNGER:

Youth 17 and younger who do not possess an I.D. or proof of residency will need to have their parents/legal guardian with them and their parents/legal guardian will need to show proper I.D. and proof of residency before making a license purchase.

SECURE AND VERIFIABLE DOCUMENTATION:

As of February 2009 the Office of the State Auditor mandated that Division of Wildlife and its license agents require photo identification from resident and non-resident customers who purchase licenses. As a reminder to license agents of the license agent agreement your agency signed, failure to meet performance standards and obligations can result in the suspension of your license agency. License holders who cannot provide acceptable secure and verifiable documentation in the field can be fined and points assessed to their hunting and fishing privileges. Your agency has an obligation to the DOW and license holders to follow all the rules and regulations and meet all performance standards.

When selling licenses as a gift, make sure you are selecting "gift" from the sales screen so that the license purchaser is signing the gift affidavit. The license purchaser signs the affidavit certifying that all statements made in the connection of the license purchase are true. The license holder and the license purchaser can be fined with a misdemeanor if statements made in the sale of the license are false. Customers purchasing licenses as gifts or purchasing licenses in person are required to follow all rules and regulations of the DOW.

Matricula consulate cards; border crossing cards (or bcc); USA B1, B2 Visas(business visas); Drivers license from another country are NOT acceptable documentation.

For more information on secure and verifiable documentation see your 2010 license agent manual page 16.

Your agency must have the secure and verifiable placard displayed at your agency. If your agency is missing this placard please call our office to have one sent to you.

GIFT LICENSE SALES:

When selling licenses as a gift, the license purchaser must have the license holders social security number if the terminal prompts for a SSN, copy of hunter education card if purchasing a hunting license and the customers card is NOT verified.

Customers purchasing licenses as gifts must sign the affidavit and provide their signature, driver license number and address. These customers are certifying that all statements made in the connection of the license purchase are true. false statements are punishable as misdemeanors. The license holder and the license purchaser can be fined with a misdemeanor if statements made in the sale of the license are false. Customers purchasing licenses as gifts or purchasing licenses in person are required to follow all rules and regulations of the DOW.

License agents are required to keep all license receipt tape and affidavits for current year plus one at your agency and available to view by law enforcement personnel and DOW License Administration staff at the time of request.

RESIDENCY:

Customers purchasing resident licenses have a burden to prove residency. Customers who have a Colorado Driver License or Colorado Identification Card issued 6 months or longer can purchase resident licenses without other proof. Customers who have just had their Colorado driver license issued must provide 2 forms and 6 consecutive months of proof. Proper proof can be found on your blue residency placard which should be displayed for your customers to reference. Customers must provide original documents, copies are not accepted.

Customers who are showing an out of state driver license cannot purchase resident licenses, no matter how long they have resided in Colorado. According to state traffic laws within one month of establishing residency in Colorado, customers must obtain a Colorado Driver license and any applicable vehicle registration or they must purchase non-resident licenses.

Agents cannot use expired documentation when processing licenses. CID's cannot be used for residency, proof of secure and verifiable documentation or hunter education. Agents must see original documentation from all customers.

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

HOW TO READ HUNT CODES:

The first character in the code indicates the species "E" (Bear, Elk, Deer, Moose, A=Pronghorn, etc.); next would be the gender "E" (Either Sex), "M" (Male), or "F" (Female); the next three

characters indicate the unit or location "012", followed by the next two characters, the first of which is a alpha character not numeric "P" =Plains, "1" first season; lastly would be the method of take "M" = Muzzle loading

EE-012-P1-M=Elk-Either Sex/unit 012/Private Land, 1st Season/Muzzle loading

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.

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.

ELECTRONIC MONTHLY BULLETIN:

In lieu of receiving a printed 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.

ORDERING BROCHURES:

Agents can order brochures online by emailing: 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 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
- How to read hunt codes
- Spanish Placards