

LICENSE AGENT BULLETIN

May 2010-#485

WWW.WILDLIFE.STATE.CO.US

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

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2010 GUM BACK DUCK STAMPS

Customers wishing to purchase the collectors "gum backed" Duck Stamp will pay \$2.50 and the stamp will be sent to them in July.

LICENSE AGENT TRAINING

Denver Training will be held June 7th and 8th from 8-12 at the Colorado Division of Wildlife Hunter Education building 6060 Broadway, Denver Co. 80216. Seating is limited please RSVP to Jovita Burchard at 303-291-7378 or Jovita.burchard@state.co.us to make your reservation.

Pagosa Springs Training will be held June 21st from 8-12 in Pagosa Springs at the Community Center located next to the town hall at 451 Hot Springs Blvd. Pagosa Springs, Co. 81147. Seating is limited please RSVP to Jovita Burchard at 303-291-7378 or Jovita.burchard@state.co.us to make your reservation.

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. All other rules and regulations apply.

MEMORIAL DAY

DOW offices will be closed Friday, May 28th due to a mandatory furlough day. In addition DOW offices will be closed Monday, May 31st 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 or surety 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/surety or original continuation certificate by the expiration date, your TLS machine will be disabled until an original is received in License Services. This includes agents who have a Letter of Credit. 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. Please do not staple anything to the voided licenses.

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.