

LICENSE AGENT BULLETIN

March 2011-#495

www.wildlife.state.co.us

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

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ELECTRONIC MONTHLY BULLETIN "E-BULLETIN"

MARCH 2011 DOWNLOAD

License agents will receive a full download on March 1st, 2011.

"ROLL-UPS"

2011 annual licenses will go on sale March 15th. 2011 annual licenses are valid from 4/1/2011 thru 3/31/2012. 2010 annual licenses will automatically "roll-up" onto 2011 annual licenses purchased between March 15th and March 31st.

PRODUCT CODE CHEAT SHEET

Enclosed you will find your 2011 Product Code Cheat Sheet. Please keep the sheet readily available for easy reference.

DAYLIGHT SAVINGS

Daylight Savings occurs on Sunday, March 13th at 2:00 a.m. Beginning Sunday, March 13th, agents will no longer need to run an ACH prior to their first transaction. The internal clock will automatically re-set and print the correct time on the licenses.

HABITAT STAMP

Beginning with any application or license sale for the 2011 season, the Habitat Stamp will cost \$10.00 with a maximum requirement of one stamp purchase per year. Only one "H" will print in the upper right hand corner of all licenses once the requirement has been met.

ERROR CODE 640

Certain products are only allowed to be purchased once a year. If error code 640 "product already on file" appears on your terminal, the customer already has that product, and a duplicate license should be issued.

A 3RD ONE-DAY/ADDITIONAL-DAY FISHING LICENSE

Customers who purchase a 3rd one-day/additional-day fishing license, or a 3rd one-day/additional-day small game hunting license, will automatically be assessed a \$10 Habitat Stamp fee.

DUAL LICENSE YEAR – FEDERAL WATERFOWL STAMP

Your terminal will display the dual license years until the end of June. This is to accommodate the Federal Waterfowl Stamp (**product code 901**). The Federal Waterfowl Stamp is valid from 7/1 – 6/30 of the following year. If you need to sell a Federal Waterfowl Stamp before 7/1/11, you will need to select the "Previous – 2010" option on your terminal.

2011 Colorado State Waterfowl Stamps (**product code 050**) will go on sale starting March 15th.

NON-RESIDENT OHV PERMITS

Non-resident Off Highway Vehicle permits do not go on sale until April 1st, 2011.

GIFT LICENSES

When selling licenses as a gift, the license purchaser must have the license holder's social security number if the terminal prompts for a SSN, copy of a hunter education card if purchasing a hunting license and the customer's card is NOT verified. Customers purchasing licenses as gifts must sign the affidavit and provide their signature, driver's 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 the current year plus one at their agency and available to view by law enforcement personnel and DOW License Administration staff at any time.

ORDERING BROCHURES

Agents can order brochures online at wildlife.agentorder@state.co.us or dial 303-291-7511 or 800-526-9503 and ask to be transferred to the brochure line. Fishing Brochures should be available the end of March.

BIG GAME APPLICATION DEADLINE

Applications for big game licenses (Deer, Elk, Pronghorn, Bear and Moose) are due April 5th, 2011. Customers may apply online at <http://wildlife.state.co.us/ShopDOW/AppsAndLicenses/> or by mail (see application in Big Game Brochures)

MARK YOUR CALENDERS

Over The Counter licenses (OTC), are sold online, by phone or at DOW offices and license agents, starting 9:00 a.m. July 12th. *OTC w/caps* are a preset number of licenses sold over-the-counter. These licenses are also sold online, by phone or at DOW offices and License agents, beginning July 12th at 9:00 a.m.

Leftover Licenses are limited licenses remaining after the drawing. These licenses will be available at DOW offices and license agents starting, 9:00 a.m. August 9th. They will be available online or by phone at 9:00 a.m. on August 10th.

POSTING PLACARDS AT YOUR AGENCY

All educational materials **must** be displayed at your agency so that your customers can reference.

It is mandatory that you display these placards where licenses are sold:

- Proof Of Residency
- Why Does The Division Of Wildlife Want My Social Security Number?
- Be HIP for 2010/2011
- Colorado Hunting and Fishing Licenses Sold Here
- Hunter Education placard
- Colorado Wildlife Habitat Stamp

IF YOU DO NOT HAVE THESE PLACARDS OR IF THEY ARE WORN AND NEED TO BE REPLACED, PLEASE CONTACT OUR OFFICE.

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](#).

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. Please have your staff read the bulletins.

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. Agents are not required to do this at this time but it can be very convenient if you do take advantage of this feature.