

**The Idaho Department of Fish and Game considers the following document to be an agency guidance document for purposes of Idaho Executive Order 2020-002. The guidance document is not new law; it is the Department's interpretation or implementation of existing law.**

Department Point of Contact (to obtain additional information or provide input):

Deputy Director, Programs and Policy  
Idaho Department of Fish and Game  
P.O. Box 25  
Boise, ID 83707  
Phone: (208) 334-3771  
Email: [rules@idfg.idaho.gov](mailto:rules@idfg.idaho.gov)



## **VENDOR MANUAL**

### **INTRODUCTION**

This manual is a handy reference to the rules and procedures for handling and selling Idaho hunting and fishing licenses. It will help you provide accurate information to license buyers and follow proper license vending procedures. Please make it available to all of your personnel who sell licenses.

The Department uses electronic data processing equipment and one necessary factor in its operation is your vendorship account number. Your number, once assigned, will not change without notice from this Department. Your vendor number will be associated with the computerized license system and will be recorded on all of your transactions.

We appreciate your help in distributing literature and information to Idaho hunters and anglers. You are the first official contact most hunters and anglers make with this Department, and many of these have contacted us to express their appreciation for the good service you have afforded them. Through the combined efforts of the Department and the license vendors, hunters and anglers will continue to maintain this attitude.

We appreciate your continued cooperation.

Sincerely,

A handwritten signature in black ink that reads "Virgil Moore". The signature is written in a cursive style.

Virgil Moore, Director  
Idaho Department of Fish and Game

## **Policy Statement**

### **Purpose**

To set forth Departmental policies and procedures regarding license sales, vendorship applications, and administration

### **General**

Fish and Game license vendors are important to this Department. These vendors sell the major portion of all licenses sold and license revenue received. This requires the Department and license vendors to maintain good working relationships. It places the fiscal responsibility to assure the proper collection and remittance of the funds collected by the vendors on the Department.

### **Surety Bond**

Those applicants who have been in business for less than three years are required to furnish the Department with a \$10,000.00 surety bond. The applicant must supply a photocopy of the original bond at the time the contract agreements are signed and returned to the Department.

Any approval is contingent upon the applicant verifying bonding (if required). The bond amount is to be \$10,000.00. The Director may, at his/her discretion, and upon recommendation by the Bureau Chief of Administration, approve an applicant who has been denied bonding if the vendor has been declared necessary for the public good.

Upon request, at the completion of two years of service, a vendor may request that the Department release them from bonding requirements.

### **Conflict of Interest**

No vendorship applications will be approved if the applicant is a member of the Commission, or an employee of the Department, unless the contract is made with a publicly held corporation for its general benefit.

### **Location**

The Department approves each vendorship for the specific location shown in the vendorship application form. As movement of a vendorship from one area to another may not be in the best interest of the Department or public, no vendorship may be moved to another area (address) without written consent from the Chief, Bureau of Administration.

## ***License Sales Reports***

The accounting and reporting period is a calendar week (Sunday through Saturday). The system will provide a weekly billing invoice report showing a vendor's sales for the accounting period. This report will be available to the vendor Sunday following the accounting period end date. The invoice will show the vendor how much needs to be deposited in the bank account identified by the vendor on the electronic funds transfer authorization form. The total amount on the invoice must be deposited by Wednesday following the accounting week.

## ***Vendor Manual***

The Department will periodically update this manual. The manual is to be upgraded by the vendor as the updates are received.

## ***Vendor Responsibilities***

Should a vendor have any questions or problems regarding license sales or regulations, the Vendor Help Line should be contacted 1-800-659-2765. The Regional Office is also available to help the vendor with a problem. Should the vendor have a question relating to laws and enforcement, the local conservation officer should be contacted. Should the vendor have a terminal question, the terminal related issues hot line should be contacted 1-800-268-7221.

## **Payment for Sales of Licenses**

All vendors will deposit weekly all revenue from sales of licenses, tags, permits, and applications. The Department will sweep vendor bank accounts each Thursday for the previous week's sales.

## **Issuing Licenses**

Each vendor is responsible for issuing all licenses, tags, and permits in the proper manner, and under the instructions as set forth by statutes, Fish and Game regulations, the Contract Agreement, the Vendor Manual, and the Conservation Officer.

- Identification Required: A vendor will receive proper identification as defined in the Residency section of this manual from each individual before issuing an Idaho resident license. Nonresident licenses and daily fishing licenses do not require identification.
- Negligence: Negligence in obtaining proof of residency or completion of the application portion of the license may constitute grounds for suspension of a vendorship.
- Vendor Employees: Any employee of the vendor may issue documents, if the employee is instructed as to all applicable statutes and regulations. The vendor is responsible for employee training and for any violation of applicable statutes and regulations committed by employees.

## **Obeying Laws**

Each vendor is responsible for obeying all Fish and Game laws and regulations. Failure to obey Fish and Game laws may be grounds for cancellation of the vendorship.

## **Contract Agreement**

Each vendor is responsible for fulfilling the requirements of the Vendorship Contract Agreement.

## ***Suspensions and Cancellations***

### **The Department may cancel or suspend a license vendor on the following grounds:**

1. The vendor fails to submit any canceled or voided licenses weekly.
2. The vendor submits canceled or voided licenses late three (3) times during any 12-month period.
3. The vendor fails to have sufficient funds for the electronic funds transfer (EFT) to the Department more than once during any 12-month period.
4. The vendor fails to make good any fund deficiency to the Department within three (3) days of notification.
5. The vendor fails to follow any procedures specified by the Department for selling or reporting sales.
6. The vendor has three (3) contract agreement violations within any twelve (12) month period.
7. The vendor fails to comply with any other terms of the agreement or fails to maintain the original criteria used in determining eligibility to become a vendor.
8. The Department discovers any fraud or deception in the application by the vendor.
9. The vendor fails to comply with the provisions of the contract agreement.
10. The vendorship altered any license document.
11. The vendorship will be canceled immediately if the vendor is convicted of:
  - a. Violating Fish and Game laws and/or rules.
  - b. Violation in the issuance of a license or in performance as a vendor.
12. The Department receives notice from the bonding company that they have canceled the vendor's bond.
13. The vendorship has been inactive for a year. Inactive vendors whom we have canceled may reapply to become vendors. The vendorship application will be processed in the regular manner. The application must meet all requirements for approval.
14. The Department will cancel a vendor immediately if it receives two suspensions in any three-year period.

### **Notice**

If the Department finds any of the grounds listed in the section for cancellation of the vendorship and decides cancellation or suspension is necessary, the Department will provide a fifteen (15) day written notice to the vendor of its intention to cancel or suspend the agreement, except where the Department determines that the vendor's conduct creates an emergency or a risk to the public or where the vendor has failed to pay for any fund deficiency within the prescribed time, in which case the Department may cancel the vendor's agreement immediately.

### **Reapplication**

A person whose vendorship is canceled for cause may not reapply to become a license vendor.

## **Minimum Sales**

**Incorporated City:** The Department may cancel the contract with a vendor when a vendor; located within an incorporated city who fails to sell at least 300 documents during the first year of operation, or at least 625 documents during the second and subsequent years, at the end of the calendar year. A vendorship not selling the minimum number of documents will not be canceled if the Chief, Bureau of Administration determines the service is necessary for the function of the Department.

**All Other Areas:** The Department may cancel the contract with a vendor who fails to sell at least 125 documents during the first year of operation, or at least 250 documents during the second and subsequent years, at the end of the calendar year. A vendorship not selling the minimum number of documents will not be canceled if the Chief, Bureau of Administration determines the service is necessary for the function of the Department.

### ***Vendors failing to Remit Monies or Account for License Stock-Criminal Violation***

Any vendor who shall refuse or neglect to turn over any monies collected and due to the Department, or who shall fail, neglect, or refuse to turn over and deliver all unused license stock and all mutilated, voided, and unsold licenses will be guilty of a felony, and the contract with the vendor will be canceled immediately. Idaho Code 36-310.

The Department will try to work with the vendor to obtain payment. If the vendor fails nonetheless to make payment, the Department will actively pursue prosecution under applicable state laws.

### ***Sale of a Business***

The sale of a business voids the vendorship agreement. All licenses, unused license stock, void or canceled documents, supplies, and equipment must be returned to the Department as soon as possible. The new owner must apply for a vendorship. Vendorships cannot be transferred.

## **RESIDENCY**

### ***Requirements for Resident Fish and Game Licenses:***

#### **Legal Requirements**

Idaho Code, section 36-405, states, **Any person making application for a senior resident license, or resident license shall provide his Idaho driver's license number as proof of residence, or in the case of nondrivers, other suitable proof of residency, and state the class of license applied for, the name of the applicant, the age of the applicant, his date of birth, his length of residence, his current address, and such other information as may be required by the Director.**

Any person applying for a senior resident license or permit must have been a resident of the state of Idaho for a minimum of six consecutive months preceding the application for the license.

#### **It is a misdemeanor for:**

**Any person to willfully make a false statement as to name, age, length of residence, or current address when such statement is made for the purpose of obtaining a license, tag, or permit of a type or class he is not entitled to.**

## **Resident Defined**

A resident is defined in Idaho Code, Section 36-202(s) as **Any person who has been domiciled in the state, with a bona fide intent to make this his place of permanent abode, for a period of not less than six (6) months immediately preceding the date of application for any license, tag, or permit required under the provisions of this title or orders of the Commission and who, when temporarily absent from this state, continues residency with the intent to return, and who does not claim any residency privileges in any other state or country for any purpose. Such privileges include, but are not limited to: state where valid driver's license is issued; state of voter registration; state where resident state income taxes are filed; state where homeowners tax exemption is granted.** Provided that, until any such person has been continuously domiciled outside the state of Idaho for a sufficient period of time to qualify for resident hunting and fishing privileges in his/her new state of residence, said person shall be deemed not to have lost his/her residency in Idaho for the purpose of this title.

Persons cannot obtain resident status by marriage, adoption, or otherwise being associated with someone who already has resident status. Each person must establish his or her own residency.

## **Proof of Residency**

The vendor will assure that sufficient proof of residence is furnished before issuing a resident license. In cases where the vendor cannot obtain suitable proof of residence, the vendor should not issue the license and refer the applicant to the Regional office so the Department can verify residency. A previous year's license is **not** proof of residency.

### **DRIVERS:**

Any person who is a driver must have a valid Idaho Driver's License **AND** has domiciled in the State of Idaho for the last six (6) months to purchase a resident license.

### **NON-DRIVERS may show:**

An Idaho Identification card issued by the Idaho Transportation Department, **Or**

A combination of **two (2)** documents bearing your name and address but not issued by yourself. Examples include:

- Home utility bill for the previous six months,
- Rent receipts or mortgage statements for the previous six months,
- Notarized statement from your employer on business letterhead,
- Proof of voter registration dated six months prior,
- In the case of a minor child (under 18), identification from a parent.

## **Property Holders and Taxpayers within the State of Idaho**

The ownership of property or the paying of taxes within the State of Idaho is not in and of itself a qualification for residency requirements necessary to obtain a resident Fish and Game license. Though such persons may physically reside within the State of Idaho for certain periods of time during the year, their residency must meet the requirements of statute, they must have actually been domiciled within the State for at least six (6) months prior to license application with the intent that Idaho is their permanent residence. Many situations involve summer residents or farmers working lands during the growing season of the year, returning at the end of summer or harvest time to another state. It would appear that where the property holder is a qualified voter of another state, holds property in another state, has a home there, attends or sends his children to school as residents in that state, and does not file an Idaho income tax return on income made outside of Idaho, his presence in Idaho is temporary. His actual residence is that state to which he intends to return once his business in Idaho is concluded.

## **Resident Privileges Claimed in Another State**

No one can claim Idaho resident privileges while claiming resident privileges in another state (except military personnel).

## **Job Corpsmen**

Idaho Code, Section 36-202(s-4) states, Any person who is enrolled as a corpsman at a Job Corps Conservation Center in Idaho, upon payment of the proper fee to any license vendor, will be entitled to purchase a resident fishing license despite his length of residency. Before a vendor may issue a fishing license, a certified Form 79 signed by the Job Corps Center Director shall be presented to the vendor. The applicant must keep this form on his person, whenever fishing, to provide proof of residency.

## **Military Personnel**

### **Nonresident**

- Active: Servicemen, who are not residents of the State, and:  
  
Whose permanent duty station is not Idaho are **not** entitled to resident Fish and Game licenses or a military permit. They must purchase nonresident licenses and tags to hunt and fish in Idaho.
- Discharged: Discharged servicemen who were not residents of the State of Idaho at the time of their induction, or enlistment, or who have not been stationed within the State of Idaho for a period of at least six (6) months prior to their discharge are not entitled to resident Fish and Game licenses until they have been domiciled in this State for a period of six months. The discharge paper form DD214 will indicate the home of residence.
- Civilians: Civilian employees of the military are not eligible for resident licenses until they meet the regular requirements for residency.

### **Resident**

Idaho Code, Section 36-202(s-3), states **A member of the military service of the United State or of a foreign country, together with his spouse and children under eighteen (18) years of age, residing in his household, who have officially transferred, stationed, domiciled, and on active duty in this State for a period of thirty (30) days last preceding application shall be eligible, as long as such assignment continues, to purchase a resident license. A member of the state National Guard or air national guard, domiciled in this state for a period of thirty (30) days last preceding application shall be eligible, as long as such residency continues, to purchase a resident license.**

**To make an initial first-time purchase of resident licenses**, qualified members of the military may produce a valid Idaho driver's license. Military personnel that do not possess a current Idaho driver's license may produce their military ID card and two (2) other documents that will satisfy the thirty (30) day residency requirement. Documents other than a valid Idaho driver's license that will be accepted as proof of residency, in any combination of two (2) documents are as follows:

- Home utility bill for the previous 30 days,
- Rent receipts or mortgage statements for the previous 30 days,
- Notarized statement from your employer on business letterhead,
- Proof of voter registration dated 30 days prior,
- In the case of a minor child (under 18), identification from a parent.



If a combination of the above documents are used, they must show the military member's name, Idaho address and must reflect by dating that the military member has resided in Idaho at least thirty (30) days prior to the purchase of any resident license.

Please note that none of the above documents will be accepted as proof of residency if dated more than sixty (60) days prior to making a license purchase.

**However**, in an attempt to accommodate the needs of military personnel, the Idaho Department of Fish and Game has initiated another set of options for the military purchase of resident licenses. Members of the military and qualified family members also have the option of producing any one (1) of the following documents to a license vendor **along with a current military ID card.** Documents authorized for proof of residency are as follows:

1. **Military Status and Residency Affidavit** (IDFG form). This document must be completed by the military member's first sergeant, section commander or commander. This document will affirm that the military member qualifies for military resident license privileges and will indicate the official date the military member reported for active duty in Idaho. The purchase of resident licenses will be lawful after a military member has domiciled in Idaho for at least thirty (30) days past the "date of arrival" recorded and affirmed on the affidavit. Copies of issued affidavits may be made and used by qualifying family members to purchase resident licenses.

Please note that this document will only be valid for thirty (30) days after the date of issuance and that **license vendors will collect this document or a copy thereof** from all military personnel and qualifying family members upon its use to make any license purchase.

2. **Official Military Orders.** These documents must show that the military member has been assigned to an Idaho military installation/facility. The purchase of resident licenses will be lawful after the military member has been present in Idaho for at least thirty (30) days past the "report for duty no later than" date recorded on the orders. Copies of these order documents may be made and used by qualify family members to purchase resident licenses.

Please note that these orders will not be accepted as proof of residency sixty (60) days past the recorded "report no later than" date.

3. **Military Leave and Earnings Statement** (LES) (DFAS form 702). To use this document as proof of residency a military member must produce the entire document to include the attached section of the LES that shows the military member's name, current Idaho address and assigned unit/section. Leave and Earning Statements without the above information attached, will not be accepted by license vendors. Additionally, the LES must show that the "**Period Covered**" ended at least thirty (30) days prior to the purchase of any resident license(s). For purposes of personal privacy, military members may black/white out other sections of the LES that pertain to rate of pay, etc.

If the "ST TX" box/portion of the LES shows the abbreviation for Idaho (ID) this will serve as satisfactory proof that the military member is already a qualified resident of Idaho and is not required to meet the thirty (30) day residency rule to purchase resident licenses. Copies of the LES may be made and used by qualifying family members to purchase resident licenses.

Please note that only Leave and Earning Statements current to within sixty (60) days of license purchase will be accepted as proof of residency. The sixty (60) day period will be calculated from the end of "Period Covered".

**Under no circumstances will prior year licenses be accepted as proof of residency.**

## **Idaho Military Residents**

Idaho residents who are in the military service of the United States and maintain Idaho as their official home of residence will be eligible to purchase a resident license or a furlough license from a Fish and Game vendor. To obtain a furlough license the individual must present to the vendor their leave papers and a leave and earnings statement (LES) papers. The LES papers will show the official state of residency in the box that show St. Taxes and leave papers will show the dates of the leave. The furlough permit is only valid for the length of the furlough. The spouse and children under the age of 18, living in the household, may purchase resident hunting and fishing licenses.

## **State or Air National Guard – 30 Day Residency**

A member of the state National Guard or Air National Guard, domiciled in this state for a period of thirty (30) days last preceding application shall be eligible, as long as such residency continues, to purchase a resident license.

## **Student**

### **Definition**

Idaho Code, Section 36-202(s-1), A bona fide resident of the State of Idaho who is a full time student of an out-of-state institution of learning paying nonresident tuition is entitled to receive a resident Fish and Game license even though they are not physically present in this State continuously for a period of six months preceding his/her application for such license. Educational leave may not exceed five years. Students who have been domiciled within Idaho for six (6) months with a bona fide intent to remain may be eligible to purchase Idaho resident licenses if they are paying resident tuition. Check with the Regional Office or your local Conservation Officer before issuing a license.

### **Temporary Residence**

Students who reside temporarily within our State and have not become residents of Idaho are not entitled to purchase resident Fish and Game licenses.

### **Foreign Exchange High School Students**

Idaho Code, Section 36-202(s-5), provides that any Foreign Exchange student enrolled in an Idaho high school may obtain a resident fishing license. A foreign exchange student (defined as persons classified J-1 by the U.S. Immigrations Service) attending a school in Idaho will be considered a resident for the purpose of purchasing a fishing license if they provide a copy of the U.S. Immigration document or other government documents showing J-1 classification to the vendor. All other foreign students are nonresidents.

## **Residents on Leave from the State**

Idaho Code, Section 36-202(s-1), Idaho Residents shall not lose their residency in Idaho if they are absent from the State for:

1. Religious leave - not to exceed two (2) years.
2. Educational leave for full time students - not to exceed five (5) years.

**Note:** Persons in the above categories may not claim residency or use resident privileges in any other state or country for any purposes.

3. Military personnel - Idaho residents in the military service of the United States and who maintain Idaho as their official home of residence as shown on their current Leaves and Earnings statement together with spouse and children under 18 residing in his or her household.

## ***New Residents in Idaho***

Persons who have moved into Idaho and are living as residents in Idaho and who can, by affidavit, show proof of their intent to become a bona fide resident but are currently not fully qualified to buy a resident license, may purchase items such as a nonresident deer tag, a nonresident elk tag, or a nonresident hound hunter permit that is sold out as long as the resident quota has NOT sold out, through the Fish and Game Headquarters, Regional, or Sub-regional Offices.

## ***Foreigner/Aliens in Idaho***

Foreigners residing in the State of Idaho on a temporary visa are not eligible for a resident license. Persons residing in the state on a permanent visa or applying for U.S. citizenship are eligible for a resident license if they have met the six months residency requirements.

## **CHILDREN**

No person shall hunt, trap, or fish for or take any wild animal, bird or fish of this state, without first having procured a license as hereinafter provided. Provided that no license shall be required:

### ***Idaho Resident Children – Fishing***

Idaho Code, Section 36-401(a-1), Idaho resident children under the age of 14 years may take fish during the open season without obtaining a license, but must comply with the current seasons, regulations, and bag limits.

### ***Nonresident Children – Fishing***

Idaho Code, Section 36-401(a-2), Nonresident children under the age of 14 years may purchase a nonresident daily or seasonal fishing license and catch their own bag limit or they may fish without obtaining a license PROVIDING the holder of a valid Idaho fishing license accompanies them, and that any fish taken by the child will be included in the accompanying license holders bag and possession limit.

### ***Children Under the Age of 12 Years – Firearms***

Idaho Code, Section 36-401(a-3), For resident children under the age of twelve (12) years to hunt, take or kill predatory, unprotected birds and animals by means other than with firearms.

## **CHILDREN - continued**

### ***Idaho Resident Children – Hunting***

Idaho Code, Section 36-404(a), Qualified residents of the state of Idaho and are between twelve (12) and seventeen (17) years of age, inclusive may purchase a junior hunting license. Provided, that a license may be issued to qualified persons who are eleven (11) years of age to allow the application for a controlled hunt tag; however, said persons shall not hunt until they are twelve (12) years of age.

Idaho Code, Section 36-404(c), Qualified residents of the state of Idaho and are ten (10) or eleven (11) years of age may purchase a youth small game hunting license to hunt upland game birds (including turkeys), migratory game birds, cottontail rabbits, huntable furbearers, and unprotected and predatory birds and animals of this state while accompanied in the field by an adult licensed to hunt in the state of Idaho. Provided, that a license may be issued to qualified persons who are nine (9) years of age to allow the application for a controlled hunt turkey permit; however, said persons shall not hunt until they are ten (10) years of age.

### **Nonresident Children – Hunting**

Idaho Code, Section 36-407(k), Nonresident Junior Mentored Hunting License entitling a nonresident between twelve (12) and seventeen (17) years of age, inclusive, to hunt game animals, upland game birds (including turkeys), migratory game birds, cottontail rabbits, and unprotected and predatory birds and animals of this state only when accompanied in the field by the holder of an adult Idaho hunting license. A person holding this license shall purchase the appropriate required tags and permits. Provided, that a license may be issued to qualified persons who are eleven (11) years of age to allow the application for a controlled hunt permit; however, said persons shall not hunt until they are twelve (12) years of age.

Idaho Code, Section 36-407(l), Nonresident Youth Small Game Licenses entitling a nonresident of ten (10) or eleven (11) years of age to hunt upland game birds (including turkeys), migratory game birds, cottontail rabbits, huntable furbearers, and unprotected and predatory birds and animals of this state only while accompanied in the field by the holder of an adult Idaho hunting license. Provided, that a license may be issued to qualified persons who are nine (9) years of age to allow the application for a controlled hunt turkey permit; however, said persons shall not hunt until they are ten (10) years of age.

### **Children Under the Age of 16 - Federal Migratory Bird Hunting**

Children under 16 years of age are exempt from obtaining a Federal migratory waterfowl stamp for the hunting of migratory birds. However, they must have the Migratory Bird Permit. Children 16 years of age or over are required to have a Federal migratory waterfowl stamp and the migratory bird permit when hunting waterfowl.

### **Children in Foster Homes - Fishing**

Children under the age of 18 who are residents of a licensed foster home, a foster group home, or a child welfare institution, may fish during the open season without a license, provided they are accompanied and supervised by the director, officer, or other employee of the facility where the child resides. Each facility must be licensed by the Department of Health and Welfare and the representative of the foster home facility must carry a copy of that license.

## **HUNTER and BOWHUNTER EDUCATION**

The 2010 Idaho State Legislature amended Idaho Code 36-411 to allow IDFG to accept hunter and bowhunter course certifications from foreign countries provided their course is equivalent to our Idaho course. A list of countries outside the United States that have acceptable courses which are equivalent to or exceed the Idaho course is shown below.

### **Hunter Education Certification**

No hunting license shall be issued to a person born after January 1, 1975 unless:

- The person has previously held a valid hunting license in Idaho or another state
- Or unless such person presents to the Department of Fish and Game or one of its authorized license vendors, a certificate of completion in hunter education issued by the Department under the hunter education program
- Or proof that he holds the equivalent of such a certificate obtained either in Idaho or from an authorized agency or association of another state or country.

**Important Note \*\* There is no Hunter Education Affidavit available. \*\***

### **Hunter Education Acceptable from Countries outside the United States**

Below is a list of countries with hunter education courses that meet or exceed the Idaho course standards. A certificate or card from a listed country (or state, province or territory of that country) is acceptable as proof. A previously held hunting license from a foreign country is not acceptable proof.

Any request related to a country not listed must be submitted to the State Hunter Education Coordinator (phone: 208-287-2884) for a determination of acceptability.

Albania	Chile	New Zealand
Argentina	Croatia	Norway
Australia	Czech Republic	Paraguay
Denmark	El Salvador	Peru
Belgium	Estonia	Poland
Bosnia-Herzegovina	Finland	Romania
Brazil	France	Serbia
Bulgaria	Germany	Slovakia
Canada	Greece	Slovenia
Alberta	Hungary	South Africa
British Columbia	Ireland	Spain
Manitoba	Italy	Sweden
New Brunswick	Japan	Switzerland
Newfoundland & Labrador	Latvia	Turkey
Northwest Territories	Lithuania	United Kingdom England Northern Ireland Scotland Wales
Nova Scotia	Luxembourg	
Nunavut	Malta	
Ontario	Mexico	
Quebec	Moldova	United States and US Territories
Saskatchewan	Montenegro	
Yukon	Netherlands	

### **Bowhunter (Archery) Education Certification**

No person shall be issued an archery permit unless that person presents to the Department:

- A certificate of completion in archery education issued by the Department.
- Or proof that such person holds the equivalent of such a certificate obtained either in Idaho or from an authorized agency or association in another state.
- Or proof that such person has previously held a valid archery permit in Idaho, another state, or country.
- Individuals that do not have the above proof but have bow hunted can have the year and the state they last bow hunted entered into the archery education field. (For example, vendor will enter WA1998, please make sure there are no spaces between the state and date). An Archery Affidavit can be filled out and signed by the individual if they do not know the year they last hunted archery. The signed affidavit shall be returned to the license section.

## Archery Education Acceptable from Countries outside the United States

Below is a list of countries that have IBEF bowhunter education courses that meet or exceed Idaho standards. The following official documents can be accepted as proof of course completion from a listed country:

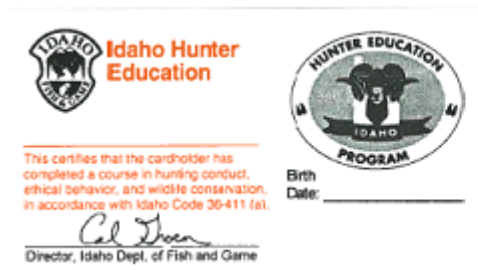
- A certificate or card showing the IBEF logo (below) and a signed Idaho Bowhunter Affidavit
- A previously held valid archery permit
- A signed Idaho Bowhunter Affidavit

Any request related to a country not listed must be submitted to the State Hunter Education Coordinator (phone: 208-287-2884) for a determination of acceptability.

Aland	Germany
Austria	Great Britain
Belgium	England
Bulgaria	Scotland
	Wales
Canada	Italy
Alberta	Norway
British Columbia	Portugal
Manitoba	Romania
New Brunswick	Russia
Newfoundland & Labrador	Slovenia
Northwest Territories	South Africa
Nova Scotia	Spain
Nunavut	Sweden
Ontario	Switzerland
Quebec	
Saskatchewan	
Yukon	
Croatia	United States & US Territories
Finland	



No person shall willfully make a false statement as to hunter/archery education number. If false information is provided for the hunter/archery education number such license shall be void and of no effect from the date of issuance. Below is a sample Idaho Hunter and Bowhunter Education Certification Cards. This should help you if you have any questions about whether or not a card is valid.



## ISSUING LICENSES

### *Proper Proof of Residency*

The vendor must obtain proper proof of residency before issuing a resident license. Failure to obtain proof of residency or ensure completion of the signature portion of the license could constitute grounds for suspension of a vendorship.

### *Social Security Number*

Idaho Code, Section 73-122 states, **the social security number of an applicant shall be recorded on any application for a professional, occupational, and recreational license.** All U.S. Citizens must provide a true social security number to receive a recreational license (hunting, fishing, or commercial license) in the state of Idaho. Creating a false social security number, exceptions listed below may result in a felony charge for providing false information on a legal document on the part of the person purchasing the license and the individual issuing the license. Exceptions to this law are listed below for U.S. Citizens who do not have a Social Security Number, non U.S. Citizens, and minor nonresident children on vacation in the state of Idaho.

Social Security Requirement on an application for a recreational license. The requirement that an applicant for an Idaho recreation or commercial hunting or fishing license provide a social security number only applies to U.S. Citizens who have been assigned a social security number.

Written verification from the Social Security Administration. An applicant for an Idaho recreational license who has not been assigned a social security number must present written verification from the Social Security Administration that the applicant has not been assigned a social security number.

Proof of Legal Presence. An applicant for an Idaho recreational license who has not been assigned a social security number and who submits a birth certificate or other documentary evidence issued by an entity other than a state or the United States, shall also submit such proof as the Department may require that the applicant is lawfully present in the United States.

Foreign Visitors. An applicant for an Idaho recreational license who is not a U.S. Citizen may submit in place of a social security number a passport number, visa number, or numeric driver's license number from the country in which they reside. Should the foreigner not have a passport number, a visa number, or the driver's license number is not be long enough to fill the entire social security number field the following numbering scenario may be used:

999 - DL#

Foreign Juvenile Visitors Under the Age of 17. An applicant for an Idaho recreational license who is under the age of 17 and is not a U.S. Citizen may submit in place of a social security number a passport number, visa number, or numeric driver's license number from the country in which they reside. Should the juvenile foreigner not have a passport number, a visa number, or a driver's license number, Idaho Fish and Game License Vendors are authorized to use the following numbering scenario only:

000 – parent's or guardian's DL#



Nonresident Juvenile Children Under the Age of 17 visiting Idaho. An applicant for an Idaho recreational license in the State of Idaho who is a nonresident under the age of 17 and does not have their social security number with them may use part of their parent's or guardian's social security number. Idaho Fish and Game License Vendors are authorized to use the following numbering scenario only for nonresident juveniles under the age of 17:

000-last six digits of parents or guardians SSN.

For families with multiple children under 17 years of age, precede the last six digits of the parents social security number with 001', 002', 003' and so forth until all of the children receive a license.

### ***Cancels, Voids and Returns***

When an error is made in issuing a document, no correction, alteration, or erasure shall be made to the document. To void documents write VOID on the document and cancel the document through the IWILD terminal. **DO NOT DESTROY ANY VOIDED OR CANCELED DOCUMENTS!** The original voided document and cancellation receipt must be submitted to the License Section in the prepaid envelopes provided by the Department by the date listed on the cancel slip and must be postmarked on or before the following Wednesday. If the Department does not receive the original, document when due, the vendor may be charged for the value of the document.

For example, if an applicant purchases a hunting license and then decides he/she wants a combination license. Providing the applicant has returned within the two (2) hour period allowed for voids, you may cancel the license and reissue a new combination license. Take the first license from the individual and return it along with the cancellation receipt to the Boise office by the following Wednesday to receive credit.

Another example of a cancellation might apply when the license stock gets jammed in the printer or the license stock runs out during the printing of a license. If this happens and it prints the document incorrectly immediately cancel the document and reissue a new one. Be sure to return the canceled document with the cancellation slip to the Headquarters. Please write an explanation of what happened on the license or note pad if there was a printer malfunction.

The Department of Fish and Game provides postage paid envelopes for cancellations **ONLY**. Each vendor is responsible for maintaining the supply of these prepaid envelopes for such instances. These envelopes can be ordered just as other supplies are ordered on the IWILD terminal.

### ***Loss of Documents and Fees***

A vendor is responsible for all lost documents and blank license stock, no matter the reason for loss. The Department shall be notified immediately of any loss, and the vendor will submit a detailed report of the loss. All documents and blank license stock should be kept in a safe and secure place, preferably in a fireproof box or vault.



## Licenses Purchased as Gifts

### Resident License

Any person purchasing a resident license must sign the license at the bottom under the statement to certify the information on the license is true and correct and that they have domiciled in Idaho for the required time as listed in the statement. Applicant's signature must be on the face of the license to be valid.

A resident may purchase gift licenses for his or her spouse and children under the age of eighteen (18) living in the household. The purchaser must provide the proper residency identification for obtaining a resident license. If the vendor sells a license as a gift, the purchaser should be informed that a Conservation Officer might make a check on the applicant. The person the license belongs to must sign the face of the license for it to be valid.

### Nonresident Licenses

Nonresident licenses may be purchased by someone other than the applicant because residency certification is not required.

### Help Line

A help desk has been set up to help vendors with questions concerning the IWILD system. Vendors may also use this line when there are questions with issuing licenses, tags, and permits. The number for the help desk is 1-800-659-2765. This line is for license vendors only. **DO NOT GIVE THIS NUMBER TO YOUR CUSTOMERS.**

This line is available Monday through Friday 7:30 a.m. to 6:00 p.m. Mountain Time and Saturday from 8:00 a.m. to 4:30 p.m. Mountain Time.

## TAGS

### Big Game Tags

Most big game tags for residents and nonresidents are available for purchase year round. During December a current year or next year license, tag, or permit may be sold. The IWILD terminal will have year buttons during the month of December. Vendors need to select the year for which the customer wants their license.

### Nonresident Tags

Nonresident tags are available for purchase at any vendor while supplies last. Nonresidents can purchase next year licenses and tags beginning December 1 of the current year. The system will print the actual tag for nonresidents throughout the year.

Nonresidents who are successful in the spring bear, deer, elk, pronghorn, or fall bear controlled hunt drawing may purchase their tags at any vendor. If the individual has a valid tag for the species and they were successful in drawing a controlled hunt, they must return their tag to Headquarters or a Regional Fish and Game Office to be exchanged for a controlled hunt tag at no extra cost to the customer.

Residents can purchase unsold general season nonresident deer and elk tags as a second tag. These unsold general season nonresident tags go on sale to residents August, 28 of each year. These tags are listed as Res-Nonres tags on the IWILD terminal.

## **Resident Tags**

Resident tags are available for purchase at any vendor throughout the calendar year except deer and elk. Residents who purchase next year's deer and elk tags between December and July will receive a receipt instead of an actual tag. If successful in the first controlled hunt drawing for deer or elk redeem receipt for controlled hunt tag by August 1. If purchasing a general season deer or elk tag redeem the receipt on or after July 1. If purchasing a capped zone elk tag redeem receipt for capped tag on or after July 10. Vendors will redeem the deer and elk receipts for the type of tag specified by the system or the individual. There will be no charge for the redemption of the receipt.

Individuals who purchase the sportsman package before the controlled hunt drawings for deer and elk will receive receipts instead of the actual tags for deer and elk. If successful in the first controlled hunt drawing for deer or elk redeem receipt for controlled hunt tag by August 1. If purchasing a general season deer or elk tag redeem the receipt on or after July 1. If purchasing a capped zone elk tag redeem receipt for capped tag on or after July 10. Vendors will redeem the deer and elk receipts for the type of tag specified by the system or the individual. There will be no charge for the redemption of the receipt.

Most controlled hunt tags will be available at all vendors. This will include controlled hunt tags for spring bear, deer, elk, pronghorn, and fall bear. Individuals with general season bear tags who are successful in controlled hunt drawings for this species can return their tags to Headquarters or a Regional Fish and Game Office to be exchanged for the appropriate controlled hunt tag or just purchase the controlled hunt tag and keep their general season tag. Moose, Sheep, and Goat tags will be printed by the Fish and Game License Section and mailed to all successful applicants.

## **Senior Resident Tags**

Idaho senior citizens, who are 65 years of age and have met the six month residency requirement, are entitled to deer, elk, turkey, and bear tags at a discounted price. These tags may be purchased at any license vendor, Fish and Game Regional Office or Headquarters office. All other tags purchased by the individuals must be purchased at full price.

### **General Information**

#### **Tag Transfer Prohibited**

Neither tags nor licenses are transferable and may be used only by the person to whom they are issued.

#### **Vendor Employee Instructions**

Vendors, please be sure that all employees are properly instructed and comply with the tag regulations.

#### **Requirements and Restrictions**

The Commission annually establishes rules on the number of tags a person may obtain and where the tags are valid for use. Be sure to carefully review each year's proclamation brochure for specific requirements and restrictions.

### **Nonresident License Holders to Residents**

Any person who purchased a nonresident license, then becomes an Idaho resident during the license year, may purchase resident tags (after residency requirements have been met) from any Fish and Game Regional Office or Headquarters Office.

## **Exchanging Elk Tag Types**

Hunters who have purchased a general season elk tag for a specific zone may exchange the tag for another elk zone or different type for the same zone before the first opening date for which the tag is valid. We will make no exchanges after the opening date for the owned tag. We will not exchange for a sold out capped zone tag. For example, an individual who purchased an elk tag for the Weiser zone wants to hunt in the Lolo zone. This person may make the exchange at any Fish and Game regional office for a fee of \$3.75 providing the hunt has not opened in the Weiser zone for that tag, and providing the Lolo zone is not sold out. The Lolo zone is a capped zone meaning there is a limit on how many can be sold.

## **Duplicate Tags**

Duplicate game tags may be purchased at Fish and Game Headquarters or any Fish and Game regional offices only.

## **License Responsibility**

### **Fish and Game Revenues**

Idaho Code, Section 36-303 provides that **all monies collected by any person for the sale of such licenses, tags, applications, and permits in the State of Idaho with the exception of any vendor commission on said amount that may be due any person selling the same as vendor thereof, shall be and remain the property of the Department. Any person appropriating any of said funds of the Department of Fish and Game for his own use shall be guilty of a felony.**

Idaho Code, Section 36-310, provides that **any person who shall refuse or neglect to turn over, as herein provided, any monies collected or authorized to be collected under the provisions of this act, or who shall fail, neglect, or refuse to turn over and deliver all mutilated and unsold licenses, tags, and permits, shall be guilty of a felony, and upon conviction shall be immediately removed from office.**

### **Unavoidable Loss**

Idaho Code, Section 36-309, provides that **all persons to whom blank license stock has been issued as herein provided, shall turn over and deliver to said director all mutilated, voided and unused license stock and unsold licenses and each of said persons authorized to handle licenses shall be held accountable for all unused license stock and all mutilated, voided or unsold licenses not so turned over and delivered to the director.**

**Provided, that when satisfactory proof is presented to the board of examiners, of unavoidable loss or destruction of the above the said board may relieve the person charged with accountability therefore, and order repaid to him any moneys already paid by him into the treasury on said account.**

## **Refunds**

Licenses, tags, and permits cannot be transferred. In the event an item is issued in error, a customer may return to the vendor where they purchased their license and/or tag(s) and have the items cancelled for a refund provided the customer returns the license, tag(s), and permits to the original vendor within the two (2) hour time frame allowed for cancellations.

## Resident

There are no refunds on resident licenses, tags, or permits. The exception is for military personnel who are deployed. Any man or woman serving in an **active military conflict** may be eligible to receive a rain check or refund for licenses, tags or permits they were unable to use due to their deployment.

## Nonresident

1. Hunting license and general season deer and elk tag refunds due to death, illness/injury or military deployment of licensee. Non-resident general season deer or elk tag fees and prerequisite hunting license fee and controlled hunt deer and elk tag fees may be refunded for death of licensee; illness or injury of licensee which totally disabled the licensee for the entire length of any applicable hunting season; or military deployment of licensee due to an armed conflict. Refund must be substantiated by death certificate, published obituary, written justification by a licensed medical doctor, copy of military orders, or other similar substantiating documents. The hunting license fee will not be refunded if it was used to apply for any controlled hunt or to purchase a turkey, mountain lion, or bear tag. The amount refunded will be the amount of the applicable deer or elk tag and hunting license less all issuance fees and a fifty dollar (\$50) processing fee. The refund request must be postmarked on or before December 31 of the calendar year in which the license and tags were valid.
2. General season and controlled hunt deer and elk tag refunds for other than death, illness/injury, or military deployment of licensee. Non-resident general season and controlled hunt deer or elk tag fees may be refunded for any reason other than death of the licensee; illness or injury of licensee which totally disables the licensee for the entire length of all applicable seasons; or military deployment of licensee due to an armed conflict. The request for the refund must be postmarked in the year in which the tag is valid. The hunting license fee will not be refunded. The refund will be based on the following sliding scale as a percent of the deer or elk tag fee.

Postmarked	Percent of Fee Refunded
Before April 1	75%
April through June	50%
July and August	25%
September through December	0%

## Ordering Supplies

### Blank License Stock

Vendors will be supplied with blank license stock from the Department's contractor Active Outdoors. When vendors get low on the blank license stock, they will need to order more through the IWILD terminal.

## Proclamations and Vendor Supplies

Vendors will receive initial shipments of Proclamations when the Department receives them from the printer. After the initial shipment vendors will be responsible for maintaining their supplies of proclamations for the hunting and fishing public. Below is a schedule of when and how often regulations are released each year. Please note that the trophy and upland game regulations will be released by the end of February.

REGULATION	FREQUENCY	TIME FRAME
Big Game	Annual	Early/Mid April
Waterfowl	Annual	Late August
Fishing	Every two yrs. (odd yrs.)	Late November
Moose, Sheep, Goat	Every two yrs. (odd yrs.)	Mid/Late February
Upland Game, Furbearer, Turkey	Every two yrs. (even years)	Mid/Late February
Salmon	Annual if there is a season	At least a week before season
Sage Grouse	Annual if there is a season	At least a week before season
Sandhill Crane	Annual	August

Vendors may order all proclamations and other supplies through the IWILD terminal. The IWILD terminal will keep track of the orders. Vendors can view the orders history to see when the items have been shipped.

## Reports

### Sales, Weekly Billing Invoice Report, and Remitting Payments

The accounting and reporting period is a calendar week, Sunday through Saturday. The weekly billing invoice report will be available to vendors Sunday of the following week. This report will show the vendor's sales for the prior week, and give a total dollar amount due to the Department. If other credits are due the vendor (example; returned items the Department cancelled) or a debit is needed (example; cancelled items not returned to IDFG) these will show up as adjustments on the weekly billing invoice report. All monies due for the week are to be deposited in the vendor prescribed bank account by the following Wednesday. The Contract Agreement specifies that the vendor will make payment by electronic funds transfer (EFT). All accounts will be kept current. Failure to do so may result in cancellation of the agreement with the Department.

Monies must be remitted for all licenses, tags, permits, and controlled hunt applications sold.

### Vendor Reports

Several types of reports are available from the IWILD terminal. To get the reports you must press the report button on the left side of the HOME screen.

For details on all the reports in the report menu please see pages 39 – 42 in the *License Sales* tab of this manual.

## ***Cancels, Voids and Returns***

See section on Page 15 for information on cancels, voids, and returns.

## ***Short-Term Licenses***

### ***Valid Dates***

The valid dates of the daily fishing license and the Three-day Salmon/Steelhead permit may differ from the issuance date. The valid dates for these licenses must be entered at the time of issuance. To correctly issue these documents enter the month, the beginning date and the number of days (Three-day Salmon/Steelhead permit is for 3 days, the number of days are not entered) the customer is purchasing. The valid days of these licenses must be consecutive. **Additional days may not be added to the short-term fishing license after it has been issued.**

### ***Three-day Salmon and Steelhead License***

The license **DOES NOT** restrict the customer to fishing for salmon and/or steelhead only. It **CAN** be used to fish for any other species of fish. The license must be issued for three consecutive days and the purchase of a steelhead or salmon permit is not required with this license.

### ***Salmon or Steelhead Permit Not Valid***

The sale of a salmon permit or a steelhead permit is not permitted on the daily fishing license. Only the holder of a resident combination, resident fishing, sportsmans package, senior resident combination, junior combination, junior resident fishing, lifetime combination, lifetime fishing, a nonresident junior fishing, or a nonresident season fishing license can legally purchase or use a steelhead or salmon permit. A resident child under the age of 14 can purchase a Salmon or Steelhead permit without having a fishing license.

### ***Nonresident Small Game Hunting***

A license issued only to a person twelve (12) years of age or older, entitling the person to hunt upland game birds (to include turkeys), migratory game birds, cottontail rabbits, huntable furbearers, and unprotected and predatory birds and animals of this state. A person holding this license shall purchase the appropriate required tags and permits, and may not hunt pheasants in an area during the first five (5) days of the pheasant season in that area.

## ***Permits***

### ***Archery and Muzzleloader Hunting Permits***

Anyone who wishes to participate in any designated archery only hunt or muzzleloader only hunt must have in their possession a hunting license validated for the appropriate permit. The archery and muzzleloader validations may be purchased from any license vendor or any Fish and Game office.

See page 13 for information about archery certification.

### ***Salmon and Steelhead Permits***

## **General Requirements**

Idaho Code, Section 36-410, requires that **any person holding a valid fishing or combination fishing and hunting license (resident combination, resident fish, junior resident combination, junior resident fish, senior resident combination, senior resident fish, or nonresident season fish) shall be**

**eligible to purchase a Steelhead permit and a Salmon permit. The person to whom such permits are issued shall then be entitled to fish for and take steelhead and or salmon subject to current regulations and laws only during the period of time that the corresponding basic license is valid.**

### **Exempt Residents**

Resident children under the age of 14 who wish to purchase a salmon or steelhead permit and have their own catch limits may purchase a salmon or steelhead permit without a license. They may choose to fish for steelhead and salmon without a permit if they accompany a permit holder and include their catch in the permit holder's bag limit.

### **Nonresident Children**

Nonresident children under 14 years of age must be accompanied by the holder of a valid fishing license and Steelhead/Salmon permit and their fish must be included in the license holder's limit in order to fish without a license, or they may purchase a nonresident license and Steelhead/Salmon permit and have their own limit.

Any person 14 years of age or older must have a valid license or permit to fish. Their catch cannot be included with another holder of a valid license.

### **Federal Migratory Bird Harvest Permit**

The IWILD terminal will automatically prompt several questions about waterfowl hunting in the state of Idaho. The customer must answer these questions about Idaho waterfowl hunting in the previous year before the migratory bird harvest permit can be issued. The questions need to be answered honestly as this information is passed to the U.S. Fish and Wildlife – for season settings and bag limits. Putting zeroes in for answers will only shorten seasons and lower bag limits.

### **Disabled Persons Permits**

Several permits are available to disabled persons. Information about the available permits and relevant forms to be completed can be found here; <https://fishandgame.idaho.gov/public/licenses/?getPage=68>

## **Commercial Licenses**

**All commercial licenses are sold at Fish and Game regional and Headquarters offices only. Most of these licenses are valid from July 1 through June 30 of the following year.**

### **Examples of Commercial Licenses**

- Trapping
- Taxidermist / Fur Buyers License
- Wholesale Steelhead Trout Buyers License
- Retail Steelhead Trout Buyer's License
- Commercial Wildlife License
- Commercial Fishing License

## Duplicates

### *Duplicate Licenses*

Duplicate licenses can be purchased at any license vendor or Fish and Game Regional or Headquarters office by paying the required fee. All duplicate items replace and void the original document.

Duplicates can be purchased for any valid license or permit issued through the IWILD terminal or the Departments telephone contractor. Short term licenses can be duplicated provided there are still valid days remaining.

### *Duplicate Tags*

Duplicate tags may only be purchased at Fish and Game Regional or Headquarters offices.

### *Duplicate Steelhead/Salmon Permit*

Vendors can issue a duplicate salmon and/or steelhead permit to customers who have lost them. **The customer must sign an Affidavit for Replacement of Steelhead/Salmon Permit.** The original copy of the affidavit will be given to the customer and the pink copy is to be submitted to the license section in the Headquarters office. Vendors can return these with their cancels.

If any fish were caught on the original permit, the customer must record the number caught on the duplicate permit.

### *Replacement Tag for a Diseased Animal*

Upon certification by a Department representative that the carcass of the animal in question is unfit for human consumption or the hide of a bear or a mountain lion is unsalvageable because of disease or infection, not spoilage due to improper care, the form CE-6A will be completed and the hunter authorized to purchase a duplicate tag from a regional or the headquarters office. The individual will not be authorized to purchase an additional regular tag. The affected animal, including the hide or pelt and antlers thereto, will be retained by the Department.

No replacement tags will be issued for lost or stolen animals or animals mutilated by a bear, coyote, a mountain lion, etc. Once the animal is reduced to possession, the Department cannot assume responsibility for failure to properly safeguard against these types of losses.

## Special Permits and Licenses

### *Military Furlough License*

These Licenses are to be issued to Idaho residents who are in active military service and maintain Idaho as their official home of residence and are in Idaho while on temporary furlough or leave. These Licenses are valid for the calendar year.

Military personnel must apply for their License in person and must produce a valid military ID card, current Leave and Earnings Statement (LES), and a valid Idaho driver's license IF they have one. If the military person does not have an Idaho driver's license, they must present proof that Idaho is their home of residence. We will accept a letter from his/her commanding officer on letterhead certifying that Idaho is his/her home of residence, or a Leave and Earnings Statement showing Idaho is their home of residence. When stating their residence, they should state the number of years they have claimed Idaho as their legal residence.



The spouse and children under the age of 18 years living in the household of military personnel may purchase a resident hunting and/or fishing license.

### **Senior Combination License**

These licenses are to be issued to those persons 65 years of age and older that have been domiciled in Idaho continuously for at least the previous six months. These licenses can be purchased at any license vendor in Idaho.

### **Resident Disabled Licenses**

The first time a disabled person applies for a disabled license they can purchase them in person or by mail from Fish and Game regional or Headquarters offices. These (first time) licenses are also available at a select number of license vendors. To search for these vendors by city or region go here; <https://fishandgame.idaho.gov/public/licenses/lookupVendors.cfm>

Once the disabled person has been entered (purchasing for the first time) in the IWILD system they can purchase their next 4 (four) years licenses at any of the Departments license vendors. If the customer has a permanent disability status in the IWILD system they may purchase a disabled license and any vendor in future years.

These licenses can be issued to any resident who is disabled as defined in Idaho Code, subsection 36-406 (g). Disabled Persons Licenses -- Combination -- Fishing. A license of the first class may be had by any resident disabled person on payment of a fee as specified in section 36-416, Idaho Code, for a combined fishing and hunting license, and a fee as specified in section 36-416, Idaho Code, for a fishing license, entitling the purchaser to the same privileges as the corresponding license of the first class provides. A disabled person means a person who is deemed disabled by one (1) or more, but not necessarily all, of the following: the railroad retirement board pursuant to title 45 of the United States Code, or certified as eligible for federal supplemental security income (SSI); or social security disability income (SSDI); or a nonservice-connected veterans pension; or a service-connected veterans disability benefit with forty percent (40%) or more disability (DAV); or certified as permanently disabled by a physician. Once determination of permanent disability has been made with the department, the determination shall remain on file within the electronic filing system and the license holder shall not be required to present a physician's determination each year or prove their disability each year. A person with a service-connected veterans disability benefit with forty percent (40%) or more disability (DAV) can be entered as permanently disabled at a Fish and Game regional or headquarters office. Vendors are only able to set a person as temporary disabled, only a Fish and Game office can set a person as permanent disabled.

### **Resident or Nonresident Disabled Archery Permit**

Applications for disabled archery permits shall be on a form prescribed by the Department. Only eligible applicants may submit such applications. Resident applicants will sign the application. Nonresident applicants must have their signature notarized. Certification from the applicant's physician shall accompany each application stating the applicant has a permanent disability by which he does not have use of one (1) or both of his/her arms or hands. If the physician is not licensed to practice in Idaho, the physician's signature must also be notarized.

The application can be found at; <https://fishandgame.idaho.gov/public/licenses/disArchery.pdf>

Disabled archery permits will be issued only at Fish and Game offices and will expire on December 31 of the 5th year following the date of issuance. The disabled archery permit shall be carried on the person of anyone using a crossbow in an archery-only and produced upon request of an officer.

To purchase the disabled archery permit a customer must also purchase the current years archery permit.

## Lifetime License Certificates

### Eligibility Requirements

If the applicant meets the six (6) month residency requirements and resides in Idaho at the time of application he/she is eligible to purchase a lifetime license certificate. The applicant may intend to leave the state permanently, but if he/she resides in Idaho on the date of the application, he/she will be considered eligible to purchase this certificate.

Students attending college or university out of state are eligible for the lifetime license certificate if they maintain Idaho residency, pay out of state tuition, purchase nonresident licenses and tags in that state, etc. Military personnel stationed outside Idaho are eligible if they can present proof that Idaho is their home of residence.

If an applicant has moved out of the state of Idaho but has not met the residency requirements for that state the applicant will be eligible to apply for a lifetime license certificate. However, if they have resided in the other state long enough to qualify for residency there, they are not eligible for this certificate. In such cases where the conservation officer finds the applicant ineligible for this reason, the applicant's money will not be refunded. If the applicant provides any false information on the application, the application will be rejected and the money will not be refunded to the applicant.

### Application

A resident of Idaho, upon payment of the fee required in Section 36-413, Idaho Code, may receive a lifetime combination, hunting, or fishing license certificate under the conditions set forth in the following rules.

Applications shall be made on a form prescribed by the Department and may be submitted either in person or by mail. Applications must be completed with all the requested information and accompanied by the documents described below. Applications may be submitted in person to any Idaho Department of Fish and Game office. Applications submitted by mail must be sent only to the Headquarters office at P.O. Box 25, Boise, ID 83707. Lifetime license certificates will be issued from the IWILD system at IDFG Regional or Headquarters offices only.

**Required Documentation -- Submitted in Person.** Applications submitted in person must be supported by the following:

1. Idaho Driver's License for all persons who drive.
2. Nondriver's may use other suitable proof of residency such as:
  - a. Idaho Identification Card issued by the Idaho Transportation Department;
  - b. Or two (2) documents bearing his or her name and address, not issued by himself such as:
    - Rent receipts or mortgage statements for previous six (6) months;
    - Home utility bills for previous six (6) months;
    - A notarized statement from an employer on business letterhead;
    - Proof of voter registration dated six months prior;
    - Birth Certificate for persons under fourteen (14) years of age

**Required Documentation -- Submitted by Mail.** Applications submitted by mail must be accompanied by the following:

1. Certified copy of the applicant's birth certificate if under the age of fourteen (14).
2. Notarized copy of the applicant's Idaho Driver's License for persons who drive.
3. Notarized copy of the applicant's
  - a. Idaho Identification Card issued by the Idaho Transportation Department;
  - b. Or two (2) documents bearing his or her name and address, not issued by himself, such as;
    - Rent receipts or mortgage statements for previous six (6) months;
    - Home utility bills for previous six (6) months;
    - A notarized statement from an employer on business letterhead;
    - Proof of voter registration dated six (6) months prior.

### **Verification of Idaho Residency**

The Department may investigate and verify that the information submitted by the applicant is true and correct and that the applicant is an Idaho resident.

### **Purchases for Other Persons**

If the lifetime license certificate is being purchased for a person other than the one submitting the application, the purchaser must certify that the intended recipient of the lifetime license certificate meets the residency requirements set forth in Subsection 36-202(s), Idaho Code. If the lifetime license recipient is an infant under the age of six (6) months, the parent(s) must meet the minimum residency requirements.

### ***Fees Paid***

The lifetime license certificate and corresponding lifetime license are nontransferable. The fee paid is not refundable under any circumstances. If a lifetime license is lost or stolen, a duplicate can be purchased at any license vendor in the state of Idaho.

### ***Change of Residency***

Should the licensee become a nonresident, a license will continue to be sent but will only allow the license holder to purchase nonresident documents. Any permits, and/or tags required for hunting and fishing activities must be purchased at the nonresident fee. Limits set by the Idaho Fish and Game Commission upon the sale of any nonresident documents will not apply to those sold to a lifetime licensee.