



Residency Requirements

To apply for a Resident License, customers must present proof that they are legal residents of New York State. **Owning property in NYS does not constitute residency.** You can only issue a Resident License to customers who show **one** of the Residency Proofs listed below. In order to purchase an annual license as a resident, the individual must reside in NYS for at least 30 days. To purchase a Lifetime License, the individual must prove NYS residency for one year.

Proof of Residency accepted for Annual Licenses

- NYS DMV issued driver's license showing a valid NYS address
- NYS DMV issued non-driver's license showing a valid NYS address
- Current NYS vehicle registration showing a valid NYS address
- IT-201 OR W-2 income tax form from the previous year with valid NYS address
- Current voter registration card
- Current student ID card from a New York State College or University or a letter from the registrar indicating that the student is enrolled full-time for the current school year
- Military Leave and Earnings Statement (LES) OR military orders
- More than 30 days' worth of pay stubs (immediately preceding the application) OR note on letterhead from a current employer stating you have been employed by them for more than the last 30 days. Either of these proofs must also state your valid NYS address.
- Current lease within New York State in the applicant's name.
- Religious Verification - In cases where religious constraints preclude the above forms of proof, a letter from the elders of the applicant's religious group certifying that the applicant has been a resident of New York State for more than 30 days immediately preceding the date of application.

Proof of Residency accepted for Lifetime Licenses

You will need **one** of the following documents as proof of residency when purchasing a lifetime license:

- NYS DMV issued driver's license showing a valid NYS address
- NYS DMV issued non-driver license showing a valid NYS address
- IT-201 OR W-2 income tax form from the previous year
- Current voter registration card
- Current NYS vehicle registration showing a valid NYS address
- Military personnel who are stationed outside of the State but are domiciled within NYS are eligible for lifetime licenses. Military personnel must submit evidence of at least one year of residence prior to enlistment. In addition, military personnel may also submit any of the following: copies of his or her enlistment contract showing home address and how long the applicant lived there; physical record showing date of physical examination and residence at the time of that examination; military orders showing home address; or a leave and earnings statement.
- Proof of age. Every applicant must provide proof of age. The following are acceptable forms of proof: birth certificate, United States passport, driver's license, or non-drivers photo license..

Resident Active-Duty Military stationed outside New York State and home on leave for 30 days or less are eligible for a free fishing, hunting, and trapping license under the **Patriot Plan**. They have to fill out the Certification of Military Active Service Status form (Patriot Plan Affidavit, located in the Agent Help Center) and the license issuing agent must keep this form on file for three years.

Non-resident Military Personnel stationed in New York State are entitled to purchase a resident license as long as they present military orders proving that they are stationed within the state. They must fill out a Certification of Military Active Service Status form (Patriot Plan Affidavit, located in the Agent Help Center) and the license issuing agent must keep this form on

file for three years. The customer should still be labeled as a Non-Resident, the eligibility will allow the system to offer the correct prices.

Full-time Students are eligible to purchase resident licenses while they are attending a high school, college or university in NYS and residing in the state for the school year. The applicant must submit a current student ID card or a current statement signed by the registrar or comparable officer of the high school, college or university that the applicant is enrolled at.

Age Requirements

Proof of age is required of applicants for a Senior License (70 years or older, only available for NYS residents) and for a Junior License (under 16 years of age).

Acceptable Proofs of Age

- 1) Driver's License/Learner's Permit (with a valid NYS address for senior applicants)
- 2) Non-Driver's ID (with a valid NYS address for senior applicants)
- 3) Birth Certificate
- 4) Any license, certificate, or identity card issued by any governmental agency (federal, state, local, or foreign) which contains the applicant's date of birth. (i.e., passport)
- 5) An affidavit properly sworn and executed, subject to the penalty in Section 210.45 of the Penal Law for making a false written statement, by an applicant aged 16 years or more, or, in the case of an applicant under 16 years of age, an affidavit sworn and executed by the applicant's parent or guardian or other person over 18 years who has personal knowledge of the applicant's age.

Seniors who are NYS residents become eligible for free or reduced-fee licenses at age 70. The DECALS system will recognize their age and offer the licenses at the reduced/free rate.

Minors must purchase adult licenses when they reach age 16 (unless they hold a current Junior Hunting license, see below). Minors applying for a license for the first time **must** show proof of age and be accompanied by a parent or legal guardian with proof of guardianship.

- 1) Minors may fish without a license until their 16th birthday.
- 2) Minors **may not** hunt without a license at any age – Eligibility for Junior Hunting licenses begins at age 12, with appropriate Sportsman Education proof.
 - a) Junior Hunting – age 12-15
 - 12- and 13-year-old can hunt deer with a gun or crossbow in counties that opt in (<https://dec.ny.gov/things-to-do/hunting/deer-bear/junior-big-game>).
 - A Junior Hunting license includes big game tags for those ages 14 and 15.
 - Hunters who turn 14 during the season may apply for big game tags free of charge.
 - b) Junior Bowhunting – age 12-15
 - 12- and 13-year-old junior bowhunters can hunt deer and bear with a bow (see <https://dec.ny.gov/things-to-do/hunting/deer-bear/junior-big-game> or Hunting & Trapping Regulations Guide for requirements).
 - c) Trapping – minors under 12 years old may participate in trapping activities without a license while under the supervision of a New York State licensed trapper with three years' experience who is at least 18 years old. If the experienced trapper is NOT the parent or legal guardian, a permission slip (in the Hunting & Trapping Regulations Guide) must be filled out and carried by the youth. Upon reaching age 12 and successfully completing a Trapper Education course, minors need a Junior Trapping license to trap with a mentor.

Holders of a **Junior Hunting** license who turn 16 during the sporting license year can hold that license for the remainder of that sporting license year. There is no need to purchase a new adult license. Example, Joe is 15 and buys a Junior Hunting license on August 28. On November 1, he turns 16. That Junior Hunting license is still good until he purchases a new license next hunting season. He may exercise all the rights of a 16-year-old.

Sportsman Education Requirements

Fishing, Habitat Stamp, Venison Donation contributions and Conservationist Magazine purchases require no Sportsman Education. All other purchases require proof of Sportsman Education as follows:

- 1) **Hunting** – A Hunting License and a Muzzleloading Privilege requires either a Hunter Education Certificate or a previous hunting license from any state or country.
- 2) **Trapping** – Trapping or Junior Trapping licenses require either a Trapper Education Certificate or a previous trapping license from any state or country.
- 3) **Bowhunting** – Bowhunting privileges require one of the following education proofs:
 - a) A Bowhunting License from 1980 or later from any state or country.
 - b) A Certificate of Completion of a Bowhunter Safety Course from any state or country.

Sportsman Education Course Listings are available at <https://dec.ny.gov/things-to-do/hunting/hunter-education>, by contacting the Sportsman Education Unit at 1-866-486-8332, or by contacting a Regional Sportsman Education Office (contact numbers are in the Hunting & Trapping Regulations Guide).

A signed affidavit (see below) from any NYS License Issuing Agent that swears that a Hunting, Bowhunting or Trapping License had previously been issued to the customer may also be accepted as proof of Sportsman Education. The license issuing agent must complete the affidavit and send it to the NYSDEC License Sales Office, 625 Broadway, Albany NY 12233-4790.

***Issuing Agent must mail this affidavit to the address listed below within thirty (30) days of license issuance:**

NYSDEC License Sales
625 Broadway
Albany, New York 12233-4790

This affidavit is proof of sportsman eligibility. This is NOT proof of successful completion of a Sportsman Education course.

**New York State Department of Environmental Conservation
Affidavit of Previous License**

Please Print Legibly

I, _____, hereby affirm under penalty of perjury that I have previously issued a sporting license

(Full Name)

to _____ while acting as a License Issuing Officer for the New York State Department

(Applicant Name and Date of Birth)

of Environmental Conservation from the date of: _____ to _____. I may be contacted at the following

telephone number if further information is required: ____ (____) _____.

Please select the type of license you previously issued to the applicant by selecting "YES." Select "NO" if you do not remember issuing the license type to the applicant.

All license types MUST be selected.

- | | | |
|---------------|-----|----|
| 1. Hunting | YES | NO |
| 2. Bowhunting | YES | NO |
| 3. Trapping | YES | NO |

//s// _____
(License Issuing Officer Signature)

Date: _____

Applicant Must Complete Prior to Purchase

I hereby affirm under penalty of perjury that I _____ previously
(Applicant Name)
purchased a license from the party listed and that the above information is accurate.

//s// _____
(Applicant Signature)

Date: _____

Current Issuing Officer Must Complete Upon Sale

Affidavit accepted by _____ Agent ID Number: _____
(Name of accepting License Issuing Officer)

//s// _____
(License Issuing Officer Signature)

Date: _____

Division of Fish and Wildlife, License Sales Office
625 Broadway, Albany, NY 12233-4790 | www.dec.ny.gov

2/2025

Reduced-fee Licenses

Reduced-fee Licenses are available to New York State residents only. In order to qualify for these licenses, the applicant must provide the issuing agent with a valid form of NYS residency proof each year. The following Reduced-fee Licenses are available to qualified applicants:

Senior Licenses are available to applicants at age 70.

- 1) If eligible to hunt, **Senior Hunting** licenses are \$5.
- 2) **Senior Fishing** licenses are also \$5.
- 3) If eligible to trap, **Senior Trapping** licenses are \$5.
- 4) Seniors are eligible for **Free Bowhunting and Muzzleloading Privileges** when a **Senior Hunting License** is purchased.

Seniors holding Lifetime Licenses must request the free Bowhunting and Muzzleloading privileges, which will **NOT** be automatically included in the Lifetime License mailing in August unless the customer also has Lifetime Bowhunting and/or Muzzleloading Privileges.

Military Disabled Licenses are available to NYS resident who have been honorably discharged from service in the armed forces with a **40% or greater service-connected disability**. **Only** veterans with 40%-plus service-connected disabilities qualify; **other civilian disabled people and veterans do not qualify**. The applicant **must submit** one of the following proofs of a 40% or greater service-connected disability:

- 1) A letter written or typed on VA official letterhead and signed by an official of the VA. The letter can be from another state if the veteran entered service there.
(Applicant must now be a legal resident of New York State).
- 2) A letter or an ID from any branch of the armed services that attests to the disability percentage :
 - a) A letter of status from any branch of the armed services.
 - b) A county Veterans Service Agency letter.
 - c) A Certificate of Release or Discharge from the Military.

Once the eligibility has been entered into the customer's file, the licensing system will automatically offer the reduced fee licenses and the customer does not have to provide a letter annually. These individuals are eligible for reduced-fee Fishing or Hunting Licenses (\$5 for the first one of those two, second one free), **free Trapping Licenses, and Bowhunting and Muzzleloading Privileges**, with proof of eligibility and residency. **They also receive preference on DMP applications, but must pay the \$10 non-refundable application fee.**

Free Licenses

Free Licenses are available to New York State residents only. In order to qualify for these licenses, the applicant must provide the issuing agent with a valid form of New York State residency proof each year. The following Free Licenses are available to qualified applicants:

- 1) **Active Duty Military Personnel** – Under the New York State Patriot Act, resident active duty military personnel **stationed outside New York State** and home on leave for thirty (30) days or less are eligible for a free Fishing, Hunting and Trapping License with appropriate proof of sportsman education or previous license. **Military training cannot be substituted for Sportsman Education.** Acceptable proofs of residency would be New York State Driver's License or Leave and Earnings Statement (LES) that shows New York State as state of residency. The individual must also fill out the "Certification of Military Active Service Status" affidavit (Patriot Plan Affidavit, located in the Agent Help Center) and agents will enter this information into DECALS and save the affidavit for three (3) years . Spouses do not qualify for free licenses.
- 2) **Active Service Militia & Reservists** – Under the New York State Patriot Act, **qualified** members of either New York State Organized Militia or U.S. Reserve Forces may be eligible for a free Fishing, Hunting and Trapping License with appropriate proof of sportsman education or previous license. The individual must also fill out the "Certification of Military Active Service Status" affidavit (Patriot Plan Affidavit, located in the Agent Help Center) and agents will enter this information into DECALS and save the affidavit for three (3) years . Proof of New York State residency and military credentials (military issued ID card) are required.

Division of Fish and Wildlife, License Sales Office
625 Broadway, Albany, NY 12233-4790 | www.dec.ny.gov

- 3) **Native American Licenses** – A member of the Shinnecock Tribe, Poospatuck Tribe, or Six Nations (Mohawk, Oneida, Onondaga, Cayuga, Seneca and Tuscarora), **residing on** any reservation wholly or partly within NYS or residing in NYS are eligible for free Fishing, Hunting, Trapping, Bowhunting and Muzzleloading licenses/privileges. Applicants must obtain free licenses from their Tribal Chief or Council or from the DEC License Sales Unit, 625 Broadway, Albany, NY 12233-4790. Applicants should call (518) 402-8843 for assistance. (**Note:** Native Americans hunting, fishing, or trapping on their reservation do not need a license).
- 4) **Fishing License for the Legally Blind** – A resident of New York State who is legally blind is eligible for a free Fishing License **Only**. Legally blind applicants do not qualify for free hunting licenses.
- 5) **Fishing License for State-Funded Facilities** – State-funded facilities that provide 24-hour live-in care may qualify for free fishing privileges for their residents. Exemption Eligibility Forms are available only by contacting the NYSDEC License Sales Unit, 625 Broadway, Albany, NY 12233-4790, or by calling (518) 402-8843. License Issuing Agents are not involved in this process.
- 6) **Free Licenses for Senior Hunters and Disabled Veterans**– Upon reaching age 70, hunters possessing an annual Hunting License, Lifetime Hunting License or Lifetime License (Sportsman) qualify for free annual **Bowhunting and Muzzleloading privileges** with qualifying Sportsman Education. Military Servicemembers with 40% or more service-connected disabilities also qualify for these free privileges.

New York State Patriot Plan

What free license types will be available to qualifying military personnel?

Under the Patriot Plan, the following licenses are available for free:

- Hunting
- Trapping
- Fishing

All other privileges/permits are available at regular prices.

Division of Fish and Wildlife, License Sales Office
625 Broadway, Albany, NY 12233-4790 | www.dec.ny.gov

Who is eligible for free licenses?

NYS residents who are active service members of the New York State Organized Militia, U.S. Reserve Forces, or certain members of the U.S. Armed Forces. “Active service” means full-time or part-time status in one of the branches of the New York and U.S. military forces listed below.

Inactive service status does not qualify an individual for free DEC sporting licenses.

Spouses and family members also do not qualify for the free licenses.

Organized Militia – NYS Resident
<ul style="list-style-type: none">• NY Army National Guard• NY Air National Guard• NY Naval Militia• NY Guard
Note: Must be in NY National Guard, not a National Guard of another state.
U.S. Reserve Forces – NYS Resident
<ul style="list-style-type: none">• U.S. Army Reserve• U.S. Naval Reserve• U.S. Marine Corps Reserve• U.S. Air Force Reserve• U.S. Coast Guard Reserve
U.S. Armed Forces – Full-time Active Duty
<ul style="list-style-type: none">• U.S. Army• U.S. Navy• U.S. Marine Corps• U.S. Air Force• U.S. Coast Guard

Note: Must be a NYS Resident stationed outside NYS who will be in the state for no longer than 30 days for either leave or furlough. Example: NYS Resident John Doe is stationed at Camp Lejeune, NC, and will be back in the state for 20 days on leave.

What forms of proof are required?

1. The “Certification of Military Active Service Status” **affidavit** (Patriot Plan Affidavit) which is available in the Agent Help Center. It must be completed by the service member seeking a free license. Agents must also enter this information into DECALS and keep the paper form for three years.

AND (for full-time active-duty U.S. Armed Forces service members)

2. Authorized leave or furlough orders showing applicant stationed outside of NYS and on leave or furlough for 30 days or less.

AND

3. **NYS residency proof.** A Leave Earnings Statement (LES) from the military listing NYS as state of residence qualifies as a residency proof.

To issue a license under the Patriot Plan in DECALS, go to the customer’s profile page (first page that comes up after searching for customer). At the bottom of that page, click “Add New Eligibility”, from the pop-up box, select the appropriate eligibility type from the drop-down menu. For qualifying NYS residents, please select and fill out the “Patriot Plan Affidavit”.

Non-residents who are stationed in NY qualify for resident prices with “Certification of Military Active Service Status” affidavit (Patriot Plan Affidavit) and the appropriate proof of hunter education. Military spouses do not qualify for this discount. **For qualifying non-residents, please select and fill out the “Non-Resident Patriot Affidavit” eligibility. The correct discount will be applied to the corresponding eligibility.**

Agents must keep Patriot Plan affidavits on file for three years. An Environmental Conservation Officer may request to see these documents.

Native American Licenses

Native Americans **can only obtain their free licenses from their local reservation, if participating, or from the NYSDEC License Sales Unit.** For assistance, they should call (518) 402-8843 or email FW.Information@dec.ny.gov.

Native Americans fall into three possible categories of license eligibility:

- 1) Native Americans who wish to hunt (including bow and muzzle), fish or trap **on their reservations** do not need a license/privilege.
- 2) Native Americans residing on any reservation wholly or partly within NYS or Native Americans residing in NYS are eligible for free Fishing, Hunting, Trapping, Bowhunting and Muzzleloading licenses/privileges for use off their reservations.
If fishing off the reservation all that is required is a community card.
- 3) Native Americans **residing outside of New York State** are not considered residents and must purchase non-resident licenses.

Free Fishing Licenses for Legally Blind Applicants

NYS residents who are blind can qualify for Free Fishing Licenses by providing either of the following documents:

- 1) Certification from a licensed oculist or optometrist stating the applicant's **(a)** central vision acuity does not exceed 20/200 in the better eye with correcting lenses, or **(b)** visual acuity is greater than 20/200 but is accompanied by a limitation of the field of vision such that the widest diameter of the visual field subtends an angle no greater than 20 degrees.
OR
- 2) Verification of Legal Blindness issued by the Commission for the Blind and Visually Handicapped.

Free Licenses for Seniors

New York State residents age 70 or older are entitled to **free bowhunting and muzzleloading** privileges with the appropriate Sportsman Education. In order to receive these privileges, the hunter must purchase or hold a valid hunting license, Lifetime License (Sportsman) or Lifetime Hunting (Small & Big). Once the customer reaches age 70, DECALS will automatically recognize the age and allow the customer to obtain the free privileges. In order to sell these licenses, simply select the privileges from the sales screen (you should see a zero dollar price) and complete the sale normally. Though these privileges are free, the customer must request them. They are not automatically generated. This is true also with holders of a Lifetime License (Sportsman); the customer must request them as they are an annual license and not considered a lifetime item that would automatically fill.

License Exemptions

Under certain circumstances, a person may hunt, fish or trap **without** a license. These are outlined below, **but** an individual should contact a DEC Environmental Conservation Officer (contact numbers are in the Hunting & Trapping Regulations Guide) in order to verify whether or not the individual is covered under the exemption.

1) Resident owners and lessees and members of their immediate families actually occupying and cultivating farmlands, may:

- a)** Hunt small game without a license on farmlands they are occupying and cultivating.

Note: To hunt turkey, all hunters must purchase a turkey permit. There are no exceptions.

- b)** Trap bobcat, coyote, fox, mink, muskrat, raccoon, skunk, and unprotected wildlife.

- c) Take frogs and fish, except that they may not take bait fish by net or trap.

Note: Immediate family means all persons who are related by blood, marriage or adoption to the owner/lessee and reside in that person's house.

- 2) **Minors** under the age of 16 may take fish and frogs, except they may not take bait fish by net or trap.
- 3) **Wildlife Preserves:** You do not need a NYS hunting license on any shooting preserve where a special permit has been issued.
- 4) **Fishing Preserves:** You do not need a NYS fishing license at any body of water where a fishing permit license has been issued.

Free Fishing Weekend:

Each year, the DEC announces dates during which anyone (resident and non-residents alike) can fish with no license required. Dates are listed on the DEC website and in the Freshwater Fishing Regulation Guide each year. All other regulations apply.

Lifetime Licenses

Lifetime Licenses are issued through DECALS and **can be purchased at all license issuing agents.**

Lifetime License sales CANNOT be voided. If an error has occurred during the sale of a Lifetime License, please call NYSDEC Revenue Accounting at 1-800-962-5622.

When issuing to a person **under 12 years old**, the purchaser needs to submit the child's birth certificate and parent's New York State residency proof. There will be no need for Hunter Education at the time of purchase. The child can take the Hunter Education Course starting at 11 years old, which would then make the child eligible for the license and tags to activate at 12 years old.

When issuing to a person **12 years and older**, the applicant must have their proof of residency (can be their parent's proof of residency for a minor) and their proof of age. **Sportsman Education proof is not required for purchase but will need to be provided in order to have the license**

and associated carcass tags fulfill. If someone 12 years or older does have their hunter education, make sure to add it BEFORE completing the sale so that the appropriate carcass tags can generate.

Lifetime Licenses are only available to New York State Residents or former NYS Residents who had purchased a Lifetime License while a resident of NYS. Some examples follow:

- If a non-resident had already purchased a Lifetime License (Sportsman) while they were a NYS resident, he/she/they can still purchase other lifetime privileges (Bow, Muzzle) excluding Lifetime Trapping. These individuals are also allowed to purchase annual Bow and Muzzle privileges at the resident price, but not annual Trapping licenses.
- If a non-resident had already purchased a Lifetime Hunting License (Small & Big), he/she/they may upgrade that lifetime license to a Lifetime License (Sportsman). He/she/they will need to pay the difference between the current price of the Lifetime License (Sportsman) and the price paid for the original Lifetime Hunting License (Small & Big). These individuals are also allowed to purchase annual Bow & Muzzle privileges at the resident price but not annual Fishing or Trapping licenses.
- If a non-resident had already purchased a Lifetime Fishing License while still a NYS resident, he/she/they can upgrade the license to Lifetime License (Sportsman). He/she/they will need to pay the difference between the current price of the Lifetime License (Sportsman) and the price they paid for the Lifetime Fishing License. If the individual just holds the Lifetime Fishing License, **they are not eligible** to purchase any other licenses/privileges at a NYS resident price.
- As stated above, non-residents who already hold a Lifetime Bow or Lifetime Muzzle Privilege can purchase annual Hunting licenses at the resident price, but there is not an upgrade path to Lifetime License (Sportsman) available. Lifetime Bow and Muzzle privileges can be purchased by non-residents who already hold a Lifetime License (Sportsman) or Lifetime Hunting license (Small & Big).
- If a non-resident already holds a Lifetime Trapping License, he/she/they is not allowed to upgrade this privilege or purchase any annual license/privileges at resident prices.

Be sure to enter the Sportsman Education **before** selling a Lifetime License or the customer will have to wait up to 14 business days for the tags to come in the mail.

Upon completion of a sale, give new Lifetime Licensees the **Lifetime License**

“Congratulations Letter”. There is a copy of this letter in the Agent Help Center; print it from there.

Lifetime License Cards are currently being issued to all Lifetime Licensees age 16 and older, usually within a year of purchase. These cards are valid licenses and can be accepted by issuing agents as proof of a license for the purposes of issuing additional **annual licenses and DMPs**.

Lifetime License Cards are not valid proof of NYS residency.

Paper Lifetime Licenses are sent out by the DEC Fulfillment Center each year, and will be mailed directly to licensees by the middle of August. Lifetime Licensees can now sign up to have their Lifetime Licenses delivered via email each year instead of mailing. To sign up, Lifetime Licensees can call 1-866-933-2257 (M-F, 8am-5pm). DEC is no longer sending out paper licenses to anyone who holds only a Lifetime Fishing or Lifetime Trapping license. Individuals who hold only Lifetime Fishing or Lifetime Trapping licenses should have received a Lifetime License card. LT Fishing/LT Trapping holders who do not have plastic card licenses yet should contact License Sales at 518-402-8843 immediately.

Issuing Licenses to Non-residents

When issuing licenses to Non-residents, remember that there is no residency proof required but since non-residents can also access their account online, you should add their license state abbreviation and their driver's license number to their profile.

Also, remember that we accept Hunter Education Certificates and/or previous licenses (bow must be 1980 or later) from other states/countries as proof of eligibility.

Non-residents are NOT eligible for age or military-disabled discounts.

Division of Fish and Wildlife, License Sales Office
625 Broadway, Albany, NY 12233-4790 | www.dec.ny.gov

2/2025

Revoked Licenses

Revoked Licenses – The ability to buy sporting licenses may be revoked for various reasons, such as committing a violation, for a period of time determined by the Division of Law Enforcement. In these cases, DECALS will not offer the licenses that are revoked and agents will not be able to issue a particular license. In this case, you will see a prompt on your screen telling you to have the customer contact DEC at 518-402-8843. Please remember, it is the customer who will have to contact DEC to determine what the problem is and how to resolve it.

Print Fee

Agents now have the option to charge customers a \$1.00 print fee if the customer chooses to have their documents printed at the point of sale. This fee is to help agents cover the cost of printing materials. Agents are not required to charge the fee. Agents will keep all print fees that they collect. Customers may avoid the fee by choosing to have their documents emailed to them to print at home. Please make sure your customers are aware of the option to have their documents emailed to print at home.

A guide titled “\$1.00 Agent Print Fee Information 2024” is available to all agents in the Agent Help Center. This guide contains detailed instructions on how to process sales with or without the Print Fee. It can be found under General Topics as well as under the FAQ’s & How To, in the Sales & Void Section.

On your Daily Sales Report, the Print Fees will be recorded as a separate item. The total of all Print Fees collected will be located at the end of the Report. On your Invoice, Commissions and Print Fees will be combined on the Daily Summary page. Agents should only charge customer’s the \$1.00 print fee once. If an agent needs to do multiple transactions, they should not charge the Print Fee on any additional transactions. For example, tags do not print properly, and you need to process a replacement. The replacement sale should be processed without a print fee. Like other hunting and fishing items, agents will have 4 hours to void any Print Fees that were charged in error. The option to void can be found under the Orders tab.

Replacing Lost Licenses

Customers may replace lost licenses, big game carcass tags, and turkey permits at any licensing issuing agent for a **fee of \$5 for licenses and \$10 for carcass tags per transaction**. For example, replacing Hunting, Bowhunting, and Muzzleloading license/privileges and a turkey permit would cost \$5 for the licenses and \$10 for the turkey carcass tags. **The total cost of a replacement transaction is \$15, however you as the agent can choose to add the print fee at check out if you are printing a paper copy for the customer.**

There is never a charge to replace lost Marine Registry licenses, however you can choose to add the print fee at check out if printing a paper copy for the customer.

If you are replacing a license and tags for a Lifetime License holder who did not receive them in the mail, you may do so with no cost to the license holder between September 1 and November 1. A \$15 fee will show on the computer, but you will not charge the customer, nor will your account be charged. After the transaction, contact Revenue Accounting at 1-800-962-5622 or email (preferred) decalscredit@dec.ny.gov to have the \$15 backed out of your account. When contact Revenue Accounting, please provide the following information:

- Your agent information (location name and Agent ID #)
- Date of transaction
- Customer information (customer's name, date of birth and DEC ID #)
- Licenses to be adjusted with total dollar credit expected
- Reason for adjustment

If it is after November 1 or if a Lifetime License holder loses his/her license and/or tags, charge the appropriate replacement fee.

Customers who ordered online or by phone and requested to have the licenses/tags mailed to them but have not received the licenses/tags within 14 business days of the transaction are also eligible for free replacements. Follow the same procedure as with free Lifetime licenses/tags.

You may choose to add the print fee to free replacements if you are printing a paper copy of the license(s)/tags for the customer.

Reminder – When replacing any carcass tags, you **must** document the replacement by having the customer **complete and sign** the **Replacement Carcass Tag Form** (located in the Agent Help Center). This form must be kept on file by the issuing agent for no less than three years. An Environmental Conservation Officer may ask the issuing agent to produce this document.

Stolen Licenses/Tags – If a customer has their license/tags stolen and can produce a police report to substantiate their claims, there will be no charge, but you should refer them to the License Sales Unit, (518) 402-8843, for the replacement.

Voiding License Sales

In some cases, it may be necessary to void a license. Please remember that you may only void a license within **4 hours of the transaction, on the day of sale**, and that you **cannot void DMPs, Lifetime License sales or Replacements**. If you need assistance with one of these problems, contact the Revenue Office at 1-800-962-5622.

Also, voiding a license **will not** void the DMP selection choices. If you have an error with DMP issuance, please call the DMP Hotline at 1-866-472-4332. **You must call, do not** have the hunter call as we will refer them back to you to have you call us.

Other Sales

Habitat/Access Stamp

A Habitat/Access Stamp is not required to hunt, fish or trap, nor do you have to purchase a sporting license to buy a habitat stamp. Habitat is the key to fish and wildlife abundance, and the Habitat Stamp will provide money to help improve and conserve fish and wildlife habitat for the future as well as increase public access to public and private lands for fish and wildlife-related

recreation. Buying a habitat stamp is the perfect way for young or old, angler or hunter, birder or photographer, to help conserve New York's fabulous wildlife heritage. By law, all monies raised through purchases of the Habitat/Access Stamp are deposited in the State's Conservation and Access account and are used by DEC for projects that improve fish and wildlife habitat and public access for hunting, fishing, trapping and other fish and wildlife related recreation.

Venison Donation



Donations to the **Venison Donation Coalition** may be made through DECALS. The minimum donation is \$1, and there is no maximum. Voluntary contributions collected through DECALS pay for the cost of processing donated venison.

Conservation Fund

We are now accepting donations made directly to the Conservation Fund.

Trail Supporter Patch

Donations made to this program are used for maintenance of non-motorized trails throughout NYS. The Trail Supporter Patch is \$5. The selected Trail Supporter Patch will be mailed to the customer and should be received within 3-4 weeks. Please make sure the mailing address in the customer's file is correct.

All Donation Items can be found on the page where you sell licenses. These items are located at the bottom of the license items page and will prompt you to enter the amount the customer wishes to donate.

Conservationist Magazine

Agents can also sell subscriptions to NYSDEC's award-winning magazine through DECALS. *The Conservationist* is listed as an item to sell at the bottom of the license items page, listed under 'Consumables'.

Permits for Hunters with Disabilities (Special Licenses)

Hunters with disabilities **are not** eligible for reduced fee or free licenses unless their disability is service-related. However, there are special permits for hunters with disabilities. These permits are available by contacting the **NYSDEC Special License Unit**, 625 Broadway, Albany, NY 12233-4752, **(518) 402-8985**. Please see the DEC website for more information:

<https://dec.ny.gov/regulatory/permits-licenses/sporting-and-use/sporting/hunting-license/permits-for-hunters-with-disabilities>.

Non-Ambulatory Permit – allows a non-ambulatory hunter to possess and use a loaded firearm in a parked motor vehicle.

- 1) Applicant must submit a completed [Non-Ambulatory Hunter Permit Application](#), containing a physician's signature attesting that the applicant relies upon a wheelchair or similar mechanical device to move about.
- 2) Applicant must possess a valid NYS Hunting License.
- 3) There is a no fee for this permit.
- 4) Applicant must provide two 2"x 2" photos that will be used for a Non-Ambulatory Hunter Permit ID card.

Modified Longbow Authorization– Allows qualified hunters to hunt small and big game with a bow that is equipped with a mechanical device to hold it in a drawn and cocked position.

- 1) Applicant must be permanently or temporarily disabled and unable to draw and hold a bow, and must complete and possess a [Modified Longbow Authorization](#) signed by a physician verifying that the hunter meets the

qualifications established by law. If you have questions, please contact the Special Licenses Unit at (518) 402-8985.

- 2) There is no fee for this permit.

Modified Crossbow Permit - The Modified Crossbow Permit allows qualified individuals to hunt big or small game with a crossbow that has been specifically modified with a device that allows it to be discharged (fired) with use of a breath tube. This permit does not allow the use of an unmodified crossbow.

- 1) Applicant must be permanently physically unable to hold or draw a legal bow or to fire a legal bow that has been modified to hold and release the string. If you can pull the trigger on a gun, the applicant will not qualify. The Applicant must complete a [Modified Crossbow Permit](#).
- 2) There is no fee for this license

Reasonable Accommodation To Use an Unmodified Crossbow During The Regular Bow Season - A reasonable accommodation under the Americans with Disabilities Act (ADA) may be requested by individuals with disabilities whose needs are not met by the Modified Longbow authorization or Modified Crossbow Special Permit.

- 1) See [Form and Instructions to Request a Reasonable Accommodation for an Unmodified Crossbow \(PDF\)](#) on the DEC website.
- 2) Certification of disability by a licensed physician is required for a reasonable accommodation for unmodified crossbow use to be granted. Your physician must certify that: "The individual is incapable of holding a bow or operating a mechanical device attached to a legal longbow for drawing, holding, and releasing a bowstring due to a physical disability."
- 3) Hunters using an unmodified crossbow during the full bowhunting season under authority of a reasonable accommodation must possess a bowhunting privilege and a certificate of bowhunter education.

Questions about these permits or requests for permit applications should be directed to: **NYSDEC Special Licenses Unit, (518) 402-8985.**

Deer Management Permits (DMPs)

Deer Management Permits (formerly known as doe or party permits) are used by DEC as a management tool to control deer populations by allowing hunters to harvest controlled numbers of antlerless deer throughout New York State. DMPs are issued by Wildlife Management Unit (WMU) through DECALS in an Instant Lottery process that begins the first day of hunting license sales and concludes on October 1. DMPs are also available through a back-end selection (IBP) after the close of the Instant Lottery (no action needed by LIA or customer for IBP DMPs), and during a First-Come/First-Served period beginning November 1.

A customer must first purchase or possess a hunting license in order to apply for a DMP. There is a \$10 non-refundable application fee for DMP applicants, except those who hold a Lifetime License (Sportsman) purchased prior to October 1, 2009, and holders of resident and non-resident Junior Hunting and Junior Bowhunting licenses. An applicant may apply for up to two DMPs. **Both permits must be applied for at the same time.** The permits may be in the same or different WMUs.

During the Instant Lottery, probabilities of selection by WMU are predetermined and entered into the DECALS system prior to licenses going on sale. A hunter's chances of receiving a DMP in each WMU are listed on the DEC website (<https://dec.ny.gov/things-to-do/hunting/deer-bear/antlerless-deer-hunting>) and on a poster provided to each License Issuing Agent before the hunting license sales season. The WMU probabilities remain unchanged throughout the application period. **A hunter's chances of receiving a DMP are the same on the first day of license sales as they are on October 1. This is not a first-come/first-served process.** For information about DMP, call the DMP Hotline, **1-866-472-4332**.

An applicant's chances of selection in each WMU are determined by the selection category an applicant falls in. The categories, in priority order, are as follows:

- 1) Landowners and Disabled Veterans** (see descriptions below)
- 2) NYS Residents and Non-residents with 3 or more Preference Points**

Division of Fish and Wildlife, License Sales Office
625 Broadway, Albany, NY 12233-4790 | www.dec.ny.gov

- 3) **New York State Residents with 2 Preference Points**
- 4) **New York State Residents with 1 Preference Point**
- 5) **New York State Residents with 0 Preference Points**
- 6) **Non-residents with 2 Preference Points**
- 7) **Non-residents with 1 Preference Point**
- 8) **Non-residents with 0 Preference Points**

Currently, most applicants with three or more Preference Points **prior** to the selection will receive their first choice WMU. This may change in the future to accommodate deer management goals, and three preference points may not guarantee selection. Agents will be notified if there is a change in the selection policy for a particular WMU.

Since an applicant's chances of receiving a DMP are determined by the categories listed above, it is important for License Issuing Agents to capture the data which will determine these categories. When you first pull up the customer's file, remember to ask your customer if the customer will be applying for a DMP as either a Landowner or a Disabled Veteran. If so, proceed as follows:

- 1) **Landowners – To qualify as a landowner, an applicant must own 50 or more contiguous acres in the WMU where he/she/they will be applying for a first-choice DMP.** The customer must provide **both** the SWIS Code and Tax Map Identification Number for their property; these numbers are on their property tax bill. **You do not have to see the tax bill;** however, the applicant must supply the information from it. You will need to enter this information as a new eligibility each year **before** you sell the DMPs.
- 2) **The WMU that the landowner is applying for must be offering DMPs for the current year.**
- 3) A spouse of a landowner may apply for a DMP, but both spouses may not apply for a landowner preference for the same parcel of land.
- 4) **Corporate Landowners:** Only one person can be designated by a corporation as the landowner each year, no matter how many 50-acre parcels are owned. The corporation must submit an original letter or certified copy of

a resolution designating the individual who has been chosen to apply as the landowner, and including the tax map identification number.

- 5) Disabled Veterans** – To qualify as a Disabled Veteran, a customer must have a **service-connected disability rated at 40% or greater** and be a resident of New York State. If the Military Disability Eligibility is not already entered in the customer's file, you will need to enter this information **before** you sell the DMPs.

Preference Points – If a customer has Preference Points from a previous year, those points will be shown under the “DMP History” button on the left side of the screen. This will also show you the last three (3) DMP Applications the customer has made. It is important to locate the customer's existing file in DECALS, so that the points are applied to the DMP selection. **NEVER** create a new file if the customer already has one. If you have trouble locating a customer in DECALS, call the DMP Hotline at 1-866-472-4332.

If you make an error in issuing a DMP (e.g., issued wrong unit, forgot to enter customer's second choice, etc.), **corrections can only be made by DEC staff**. Call the DMP Hotline at 1-866-472-4332 and our staff will make the correction and mail the DMP to the customer. The erroneously issued DMP tag(s) should be discarded. Once the correction has been made by DEC staff, the original incorrect tags will be invalid. **DMPs cannot be voided by agents. Do not attempt to void the hunting license to correct a DMP error, as the hunting license will be removed**, but the DMP will remain in the customer's holdings. **Only DEC staff can correct or void DMPs. Voiding the entire sale will not remove the DMP from the customer's holdings.**

Intermediate Batch Process (IBP) – After the close of the Instant Lottery and prior to the First-Come/First-Served application period, the DEC may choose to run an Intermediate Batch Process to issue leftover DMPs. The IBP is a back-end selection process used to issue DMPs to customers who were initially denied their first and/or second choices during the Instant Lottery in WMUs that were under-subscribed. DEC will conduct the IBP and mail the permits to some previously denied customers prior to the sale of First-Come/First-Served DMPs. Customers will neither gain nor lose Preference Points during the IBP.

License Issuing Agents are not involved in this selection process. If a customer inquires about whether or not they received a DMP through the IBP, you may look up the customer's license profile and see if they have active IBP DMPs in their Active Licenses. **Please make sure that you verify licensee addresses annually and update both the residence and mailing address when necessary. This will ensure that if the licensee is selected for a DMP through the Intermediate Batch Process, their permits will reach them.**

First-Come/First-Served (FCFS) DMPs – If there are permits remaining after the Instant Lottery and IBP selection processes are completed, the remaining DMPs will be available at all License Issuing Agents on a first-come/first-served basis beginning on November 1. The WMUs with permits will be announced via news release and sent to all License Issuing Agents via Agent Messaging. There is no hierarchy or preference given to customers during the FCFS application period. WMUs available in the morning will continue to be available until close of business on the same day. As the WMUs fill, the list of available units will change on a daily basis. You may wish to post available WMUs every morning for your customers to view, and a list of available WMUs will appear after clicking “DMP Application” on the Sales screen, so you will know if the WMU is available before proceeding with the sale. If the customer already applied for a DMP during the Instant Lottery, there is no additional fee for the FCFS permits. If the hunter is applying for the first time, the fees are the same as the Instant Lottery. Up to two DMPs may be issued during FCFS (both must be issued at the same time).

If you have question or problems with DMP issuance, call the DMP Hotline at 1-866-472-4332.