

License Vendor Manual

Alaska Department of Fish & Game
Division of Administrative Services
Licensing Section
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The Alaska Department of Fish and Game administers all programs and activities free from discrimination based on race, color, national origin, age, sex, religion, marital status, pregnancy, parenthood, or disability. The department administers all programs and activities in compliance with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, and Title IX of the Education Amendments of 1972.

If you believe you have been discriminated against in any program, activity, or facility please write:

- ◆ ADF&G ADA Coordinator, P.O. Box 115526, Juneau, AK 99811-5526
The department's ADA coordinator can be reached via phone at the following numbers:
(VOICE) 907-465-6077, (Statewide TDD) 1-800-478-3648, (Juneau TDD) 907-465-3646, or
(Fax) 907-465-6078.

For more information on alternative formats and questions on this publication, please contact the ADF&G Division of Administrative Services Licensing Section at 907-465-2376.

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GENERAL LICENSE VENDOR INFORMATION

LICENSE VENDOR ACCOUNT NUMBER

Each license vendor is assigned a 4-digit identification number. You should have this number ready when calling our office for any reason.

This identification number is used for all activity on your vendor account, including all documents sent to our offices, such as:

- ◆ Licenses
- ◆ Big Game Tag Records
- ◆ Sales Reports
- ◆ Correspondence
- ◆ Supply Requests

QUESTIONS ABOUT FISH & GAME LICENSING

Please contact **Licensing** if you have questions about:

- ◆ Licensing Procedures/Regulations
- ◆ Big Game Tag Sales
- ◆ Supply Requests

Please ask for **Licensing Accounting** if you have questions about:

- ◆ Delinquent Accounts
- ◆ Accounting Audits
- ◆ Sales Reports
- ◆ Refunds, Reissues, Exchanges
- ◆ Additional Compensation
- ◆ Lost/Stolen Licenses

HUNTING AND SPORT FISHING REGULATION BOOKS AND HARVEST TICKETS

If you are selling hunting licenses and/or big game metal locking tags and are interested in distributing harvest tickets or hunting regulation booklets, please contact the Wildlife Conservation office nearest you as listed below. If you are interested in distributing sport fishing regulation booklets, please contact the Sport Fish office nearest you as listed below.

Department of Fish and Game Regional Offices	Sport Fish Offices	Wildlife Conservation Offices
Southeast (Douglas)	Phone: 465-4270 Fax: 465-2034	Phone: 465-4265 Fax: 465-4272
South Central (Anchorage)	Phone: 267-2218 Fax: 267-2424	Phone: 267-2257 Fax: 267-2532
Central/Southwest (Palmer)	Phone: 746-6300 Fax: 746-6305	Phone: 746-6300 Fax: 746-6305
Interior (Fairbanks)	Phone: 459-7207 Fax: 459-7347	Phone: 459-7206
Arctic/Western (Nome)	Phone: 443-5796 Fax: 443-5893 (summer)	Phone: 443-2271 Fax: 443-5893

DISTRIBUTION OF SUPPLIES

Each fall you will receive a *License Vendor Contract Renewal Letter*, reminding you to log into eVendor and renew your contract for the following year. Big game metal locking tags will be mailed out in winter and spring to vendors. The licensing items may be placed on sale as soon as you receive them, but they will not become valid until January 1st. They are to be dated the actual day they are sold.

RECEIPT OF LICENSING MATERIALS

When you receive your supplies, you will also receive a copy of the *Inventory Receiving Report*. This report shows the serial numbers of the big game metal locking tags you received. Please check for the following:

- ◆ Compare the quantity and serial numbers of the supplies you receive against the *Inventory Receiving Report* to make sure that you have received only the items listed on the report.
- ◆ Notify our office if there are any discrepancies.
- ◆ Keep the report for your records.

RETURNING SUPPLIES

You are responsible for returning unused supplies **within 30 days of the end of your selling season**. This includes big game metal locking tags. Please list your unused stock on the *Returned Supplies Summary Sheet*. Keep a copy of this form for your records for two years. Send your supplies and form to:

Department of Fish and Game
Licensing Section
P.O. Box 115525
Juneau, AK 99811-5525

TRANSFERRING SUPPLIES TO ANOTHER VENDOR

Transferring of supplies to another vendor is *not* allowed. To transfer supplies, you must first contact the Juneau Licensing office. We will explain the procedures and give final authorization. You must have this authorization and a signed transfer form from the vendor receiving the supplies or you will be held accountable for any supplies you transfer. Procedure for transferring stock:

1. Both the vendor transferring the stock and the vendor receiving the stock must sign the transfer form.
2. Include the type of stock being transferred and the beginning and ending serial numbers.
3. Be sure that both vendor numbers are on the form.
4. Submit the original signed form to the Juneau office, make a copy to retain for your records, and make a second copy to give to the vendor receiving the stock.
5. Once approved by the Juneau office, you may transfer the stock to the vendor requesting it.

COMMISSION AND COMPENSATION

For those vendors who have chosen to retain their commission and additional compensation payments from the sale of Fish and Game licenses, permits, stamps or tags, please see below. On your yearly vendor contract, you may choose not to receive your commission or additional compensation payments and have the money donated to the Fish and Game fund.

For the sale of each **Sport Fishing, Hunting and Trapping License, Big Game Tag, King Salmon, and Waterfowl (Duck) Stamp**, you will receive commission as explained below:

- ◆ Commission is calculated at 5% (.05) per item or 25¢ per item, whichever is greater. Deduct your commission from the gross value. See backside of sales report for instructions on computing commission.
- ◆ An additional compensation payment of \$1.00 for the reported sale of each sport license, tag, or stamp will be paid each quarter. A minimum compensation payment of \$50 for selling sport licenses, tags, or stamps will be paid at year-end.

Please note: If you have an accounts receivable balance due, the amount you owe will be deducted from your additional compensation payment.

For the sale of each **Commercial Fishing Crewmember License**, you will receive commission as explained below:

- ◆ Commission of 10% (.10). This may be deducted from each sales report you submit. See back side of sales report for instructions on computing commission.

Please note: You **do not** receive an additional compensation payment for the sale of Crewmember Licenses.

ENDING YOUR LICENSE VENDOR CONTRACT

You may end your contract with the State of Alaska for any reason and at any time. You should give at least thirty days advance notice in writing of your intent to terminate your contract. If the thirty days advance notice is not possible, please contact Fish and Game Licensing. Your contract will remain in effect until all supplies issued to you have been accounted for and returned.

You are responsible for your license inventory until we have been notified of your intent to terminate your vendor contract and we have closed your account. You will be charged for any shortages that occur on licenses, tags, and stamps sold from your inventory.

When you terminate, please follow these procedures:

1. Make sure payment for all sales have been submitted.
2. Complete a *Returned Supplies Summary Sheet* listing all unused supplies and send with returned supplies to Fish and Game.
3. Notify us of any address or phone number change so that we may contact you if necessary when closing your account.

If you sell your business and the new owner would like to issue Fish and Game licenses, the new owner must become a new license vendor with Fish and Game before beginning to sell licenses. They will need to submit a *New Vendor Application Packet* and complete the application process. They will then be assigned a new vendor number and issued their **own** supplies. Fish and Game Licenses cannot be considered a part of the business inventory because all licenses and licensing receipts are at all times property of the State of Alaska.

SPORT FISHING, HUNTING & TRAPPING LICENSES

SUMMARY OF RESIDENT/NONRESIDENT QUALIFICATIONS

Below is a summary of criteria for a person to purchase a State of Alaska fishing/hunting/trapping license.

Please Note: Vendors **should not** challenge possible false statements made by the licensee. If the licensee has questions about their residency status or if you feel that false statements have been made on the license, please have them call the nearest Department of Public Safety, Bureau of Wildlife Enforcement office.

RESIDENT REQUIREMENTS

Resident Fishing/Hunting Licensee Definition (AS 16.05.940(28)):

1. A person (including an alien) who is physically present in Alaska with the intent to remain indefinitely and make a home here, has maintained that person's domicile in Alaska for the 12 consecutive months immediately preceding this application for a license, and is not claiming residency or obtaining benefits under a claim of residency in another state, territory, or country; **or**
2. An active member of the military service or U.S. Coast Guard who has been stationed in Alaska for the 12 consecutive months immediately preceding this application for a license; **or**
3. A dependent of a resident member of the military service or U.S. Coast Guard who has lived in Alaska for the 12 consecutive months preceding this application for a license.

Note: A person who does not qualify as a resident may not qualify by virtue of an interest in an Alaska business.

Qualifications for a Resident Fishing/Hunting License:

1. Meets resident definition as set forth above.

Qualifications for a Resident Low-Income Fishing/Hunting License:

1. Meets residency requirements as set forth above; **and**
2. Head of a family or a dependent member of a family; **or**
3. Solely dependent; **and**
4. Has an annual family or household income equal to or less than the most recent poverty guidelines for the State of Alaska.

Qualifications for a Resident Blind Fishing or Hunting License (blind hunting license has no price difference):

1. Meets residency requirements as set forth above; **and**
2. Written certification by a physician that the applicant's central visual acuity does not exceed 20/200 in the better eye with correcting lenses; **or**
3. That their widest diameter of visual field subtends an angle no greater than 20 degrees; **or**
4. Licensee certifies that they are unable to distinguish light from darkness.

Qualifications for an Alaska Senior Resident Fishing/Hunting Card (PID):

1. Meets residency requirements as set forth above; **and**
2. Is 60 years of age or older.

*This item can only be obtained on the ADF&G online store or at an ADF&G office.

Qualifications for a Disabled Veteran's Fishing/Hunting License (DV):

1. Meets residency requirements as set forth above; **and**
2. Discharged from the military under honorable conditions; **or**
3. Served in the Alaska Territorial Guard; **and**

4. Certified by the U.S. Veterans Administration as having incurred a 50% or greater disability during military service; **and**
5. Eligible for a veteran's interest loan under AS 18.56.101.

*This item can only be obtained on the ADF&G online store or at an ADF&G office.

NONRESIDENT REQUIREMENTS

Qualifications for a Nonresident Fishing License:

1. Does not meet Alaska residency as outlined on the previous page.

Qualifications for a Nonresident Hunting License:

1. Does not meet Alaska residency requirements as outlined on the previous page; **and**
2. Must be a resident of the United States; **or**
3. An alien meeting immigration rules residing in the United States who has maintained a permanent place of abode in the United States for the preceding year.

Qualifications for a Nonresident Alien Hunting License:

1. Licensee is not a citizen of the United States and whose permanent place of abode is not in the United States.

Qualifications for a Nonresident Military Fishing/Hunting License:

1. Member of the military service; **and**
2. On active duty; **or**
3. Dependent of a military person meeting requirements above; **and**
4. Currently stationed in Alaska. *Temporarily assignment or on vacation does NOT meet these qualifications.*

YUKON RECIPROCAL RESIDENCY REQUIREMENTS

Residents of Yukon, Canada may purchase a Yukon annual sport fishing license and king salmon stamp. These rates are comparable to resident rates. In order to do so, Yukon residents will need to provide a copy of their current **resident** Yukon sport fishing license. If they have not met the Yukon's requirements to be considered a resident, then they cannot purchase an Alaskan Yukon sport fishing license/king salmon stamp. Verify the applicant has a valid government-issued identification from the Yukon Territory proving their residency.

RESIDENT LOW-INCOME LICENSES

This license is available to Alaskan residents who meet the qualifications below. Members of the United States Armed Service or their dependents stationed in Alaska on active duty DO NOT qualify for this license. Applicant must check at least one statement in each section below that applies to the applicant.

Section One

1. I am the head of a family or a dependent member of a family; **or**
2. I am solely dependent on myself for support.

Section Two

3. I have an annual family or household income equal to or less than the most recent poverty guidelines for the state set by the United States Department of Health and Human Services for the year preceding application (*this includes PFDs*).

No further proof is required of the applicant. However, if you feel that false statements have been made on the affidavit, we encourage you to notify the Department of Public Safety, Bureau of Wildlife Enforcement of a possible license violation.

You should not challenge possible false statements by the licensee.

If the poverty guidelines for Alaska are inquired by the licensee, please provide them. These guidelines can be found by clicking on the "eligibility information" when selecting a low-income license in eVendor.

Family's gross annual income (including PFDs) must include all sources of income for **ALL** family members of the household. Applicants must consider permanent fund dividends for all family members as well as any other dividends or interest payments received.

The year immediately preceding application means the previous calendar year. A person receiving a Low-Income License must provide proof of eligibility under this paragraph when requested by the Department of Fish & Game or Department Public Safety.

NONRESIDENT MILITARY FISHING & HUNTING LICENSES

Nonresident military members who meet the qualifications below are eligible to purchase the following nonresident military licenses which are offered at the resident rate. The three types of nonresident military licenses are:

- ◆ Class 12: Sport Fishing
- ◆ Class 16: Hunting
- ◆ Class 17: Fish/Hunting Combo

Qualifications for the nonresident military licenses are as follows:

- ◆ Member of the military service (*Please note: NOAA and Public Health Service employees are NOT considered military personnel*)
- ◆ On active duty **currently stationed in Alaska** (temporary assignment or on vacation does not qualify)
- ◆ Dependent of a military person meeting requirements above

NOTE: Military personnel, who have attained residency while stationed in Alaska and are then subsequently involuntarily transferred to another state, may continue to purchase an Alaskan resident hunting and fishing license so long as they are **claiming Alaska** as their state of residency. They cannot do anything to negate their residency in Alaska while stationed in another state.

RESIDENT MILITARY RESERVE FISHING & HUNTING LICENSES

Residents who are active members of the Alaska National Guard or Alaska Military Reserves may receive a special complimentary hunting and sport fishing license. This special license can only be approved and provided by the Juneau Licensing office. Vendors are not allowed to issue this license. Resident military [apply online](#) for this license through Fish and Game's website.

Eligible military services include Alaska National Guard, Army National Guard, Air National Guard, US Army reserves, US Air Force reserves, US Navy reserves, US Marine Corps reserves, or US Coast Guard reserves.

LICENSING EXCEPTIONS

The following persons are exempt from standard licensing procedures:

RESIDENTS

Residents of Alaska that are under the age of 18 or have a senior permanent identification card (PID) are not required to have a sport fishing, hunting, or trapping license. However, they may need to purchase a brown/grizzly bear or muskox big game metal locking tag if they plan to hunt for these species (please see the current hunting regulations for details). They may be required to have harvest tickets for the appropriate species of big game and/or register with the Division of Wildlife Conservation for some registered permit hunts. They also may need to carry a harvest record card on them when fishing for a species with an annual limit.

Note: In order for seniors to get a complimentary PID, they must apply online or at a Fish & Game office. Vendors may not give out or issue duplicate PIDs to someone who has lost their senior card.

Residents who have a low-income license may need to purchase a brown/grizzly bear or muskox big game tag if they plan to hunt for these species (please see the current hunting regulations for details). They are required to have harvest tickets for the appropriate species of big game, and they are required to register with the Division of Wildlife Conservation for some permit hunts.

Special procedures apply to certain **disabled veterans who are residents of Alaska**.

Special procedures apply to **residents who are blind**.

NONRESIDENTS

Nonresidents under the age of 16 do not need a sport fishing license. All nonresidents, regardless of age, are required to purchase hunting licenses and big game metal locking tags.

Special procedures apply to nonresidents who are military members on active duty and currently stationed in Alaska as well as their dependents (see page 12).

RESIDENT DISABLED VETERAN SPORT FISHING AND HUNTING LICENSES

Who qualifies for this license?

- ◆ The applicant must be a resident of Alaska for the preceding 12 consecutive months, **and**
- ◆ The applicant must have been discharged from the military under honorable conditions, **or**
- ◆ The applicant must have served in the Alaska Territorial Guard; **and**
- ◆ The applicant must be certified by the United States Veterans Administration as having incurred a 50% or greater disability during military service. This certification must be from the VA; **and**
- ◆ The applicant must be eligible for a veteran's interest loan.

How can someone apply for this license?

The applicant must complete an application for a Disabled Veteran's License and submit a VA Letter of Disability. This application is available at Fish and Game offices or on the online store www.adfg.alaska.gov/Store.

BIG GAME LOCKING TAGS AND HUNTING LICENSES

Please Note: Big game metal locking tags are not to be refunded by the license vendor and they are not transferable. If a licensee wants a big game tag refunded, they need to write to the Juneau Licensing office explaining the reason for the refund and return the big game tag.

RESIDENT BIG GAME TAGS

Resident hunters might need to purchase big game tags for the following species:

NEVER GIVE A BIG GAME TAG TO A RESIDENT AT NO COST

- ◆ Brown/Grizzly Bear*
- ◆ Cow Musk Ox*
- ◆ Bull Musk Ox*

***Please note:** Residents, regardless of age or what type of hunting license they have, must purchase a resident brown/grizzly bear tag or musk ox tag at full cost if they are going to hunt these species unless the unit that they are hunting does not require it. Please see the hunting regulation book for areas where brown/grizzly bear tags are not required for resident hunters. Call your local Fish and Game office for information on regulations or for clarification. **Big game locking tags are not required in some game units and should not be given away in these instances.**

NONRESIDENT HUNTING LICENSES AND BIG GAME TAGS

All nonresidents regardless of age must have a valid hunting license, a permit/harvest ticket, a big game tag record, and a metal locking tag(s) in their possession while taking or attempting to take big game species. The tag should be locked on part of the animal required to be salvaged prior to leaving the kill site and must remain there until processed or exported. See hunting regulations for specific regulations on game removal. A tag for a specific species may be used to satisfy the tagging requirement for an animal of any other species for which the tag fee has an equal or lesser value. **However, a vendor cannot sell one type of tag for another type! It is the licensee's decision if s/he wants to use the higher priced tag for a tag of lesser value!**

Nonresident Hunting License are as Follows:

- ◆ NR Hunting License - Small and Big Game hunting
- ◆ NR Hunting - Small Game License
- ◆ NR Big Game Hunting and Sport Fishing Combination
- ◆ NR Big Game Hunting and 7-day Sport Fishing License
- ◆ NR Hunting and Trapping License
- ◆ NR Military Hunting
- ◆ NR Military Hunting and Sport Fishing Combination

NONRESIDENT MILITARY HUNTING LICENSES AND BIG GAME TAGS

Members of the military service and their dependents who are on active duty and currently stationed in Alaska but have been in Alaska for less than 12 consecutive months, can purchase a nonresident military hunting license at the same cost as an Alaskan resident.

Like Alaska resident hunters, **all nonresident military** hunters must purchase big game tags for cow musk ox and bull musk ox and may need to purchase tags for brown/grizzly bear (see current hunting regulations).

Goat and Sheep tags are given to nonresident military hunters at no cost. This is the **ONLY** exception for ever giving a tag away at no cost. However, the individual must be issued a big game tag record with the metal locking tag.

Nonresident guide requirements apply to nonresident military members.

If a member of the military on active duty while currently stationed in Alaska plans to hunt on military lands, please have them contact the Department of Fish and Game office closest to their hunt area.

NONRESIDENT ALIEN HUNTING AND TRAPPING LICENSES AND BIG GAME TAGS

A nonresident alien (not a US citizen) needs to purchase a nonresident alien hunting license. For big game species they must also possess a big game tag(s) issued at the nonresident alien rate.

FEDERAL REQUIREMENT FOR ALIENS BRINGING GUNS INTO THE US

The U.S. Department of Justice/Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) requires all nonimmigrant aliens temporarily importing firearms and ammunition into the United States to submit ATF Form 6NIA (5330.3D) in order to obtain an ATF firearm import permit. It is recommended to submit this form well in advance of travelling to Alaska.

In order to submit this form, unless meeting other qualifications listed on the form, **they must buy a hunting license**. If they only want to carry the firearm for protection and do **not** plan to hunt big game, they may purchase a Non-Resident Small Game Hunting License (Class 8A). Then they must send a copy of the license with the form when they submit it. They will need the hunting license and Importation Permit issued by ATF in order to clear US Customs when they arrive in the United States.

The form and instruction on how to submit it can be found on the ATF website at: <http://www.atf.gov> (form number 5330.3D under the Forms/Firearms tab).

If you have any questions about this regulation, please have the licensee contact the ATF at eps@atf.gov or (304) 616-4550.

CARRYING HANDGUNS

Many persons carry a pistol while fishing or walking through the woods for protection from bears. No special license or permit is required for guns carried in plain view.

Alaska Statute 11.61.220 allows anyone 21 or older, who may legally carry a firearm to also carry it concealed without having to obtain a special permit. The possession of a firearm at courthouses, school yards, bars and domestic violence shelters will continue to be prohibited. Alaskans may obtain a concealed carry permit if they want reciprocity with other states.

HARVEST TICKETS

Consist of three parts:

1. Overlay – The overlay contains information about the person being issued the harvest ticket.
 2. Harvest Ticket – A harvest ticket is a paper ticket (not a metal locking big game tag) used to indicate the date a black bear, sheep, moose, deer, or caribou was harvested. This portion must be carried by the hunter while in the field.
 3. Harvest Report – The report made by each hunter stating whether they hunted or not, the date and length of the hunt, whether the hunter was successful or not, place and manner of the hunt and information about the black bear, sheep, moose, deer or caribou harvested. This can also be done online at <http://www.adfg.alaska.gov>.
- * Issued at no charge.
 - * Required of ALL hunters (including Disabled Vets, Alaska Senior Resident License holders, licensees who hold the low income \$5.00 license and individuals between the ages of 10-16) for black bear, caribou, deer, moose, and sheep in hunt areas covered under hunting regulations as "general seasons." *Harvest tickets for big game cannot be issued to anyone under 10 years of age.*
 - * Are numbered and nontransferable.
 - * Are valid for the hunting regulatory year (July 1 - June 30).
 - * Are NOT administered by Fish and Game Licensing section but through the Division of Wildlife Conservation.

Southcentral Region II (Anchorage)	267-2257
Southeast Region I (Douglas)	465-4265
Interior Region III (Fairbanks)	459-7206

If you would like to distribute Alaska Hunting Regulations, Drawing Permit Hunt Supplements or applications, Tier II Permit Hunt Supplements or applications, please contact the Division of Wildlife Conservation regional office nearest you.

DRAWING HUNT, REGISTRATION, AND TIER I/II PERMITS

Drawing Permits Hunts

Hunters can apply for Drawing Permit hunts in November and May (Kodiak hunts only) by completing an application and paying a non-refundable application fee for each hunt applied for. Applications and fees are submitted online at: www.hunt.alaska.gov.

The application period for the winter draw is from November 1st through mid-December. Available drawing permit hunts are published in the drawing permit hunt supplement which is available on or before November 1st from the Division of Wildlife Conservation or are available online at: www.hunt.alaska.gov.

Registration Permits

Registration permits are issued to hunters on a first-come, first-served basis at Fish and Game offices, some local vendors, or online. Details concerning registration permit hunts and distribution/application locations are published in the Alaska Hunting Regulations.

Tier I/II Permits

The Alaska Board of Game creates Tier I/II subsistence hunts when the harvestable surplus of a big game population falls below the amount necessary to meet subsistence needs. Hunting permits are allocated to Alaska residents only in Tier II hunts. Points are awarded for customary and direct dependence upon the game population as the mainstay of one's livelihood and availability of alternative resources.

Alaska Resident hunters can apply for Tier I/II subsistence hunting permits beginning November 1st by completing a Tier I/II subsistence hunting permit application and mailing it to the Division of Wildlife Conservation before the close of the application period, or by completing it online at: www.hunt.alaska.gov.

PROXY FISHING AND HUNTING

Proxy fishing forms are available at an ADF&G office or online (ADF&G website—Fishing—Personal Use—Proxy Fishing). Proxy hunting forms must be picked up from an ADF&G office. Proxy forms must be completed and returned for signature to an ADF&G representative before they become valid.

A proxy is a resident who holds a valid resident hunting and/or fishing license and may take fish and/or game harvested primarily for food on behalf of another resident who is blind (affidavit required), 70% physically disabled (affidavit required), or 65 years of age or older. Below are some guidelines to follow when answering questions about the proxy law:

What is the proxy fishing/hunting requirements?

If another resident who holds a valid resident hunting and/or fishing license is going to take fish and/or game on another resident's behalf, they must possess the person's:

- ◆ Resident license, disabled veteran license, or senior permanent identification card; **and**
- ◆ Harvest ticket, tag, stamp, or other documents required by law as a condition of taking fish and/or game; **and**
- ◆ Proxy Authorization Form issued by ADF&G.

A resident may not take or attempt to take fish or game by proxy for more than one person at a time. However, the hunter/fisher may simultaneously engage in fishing and/or hunting for his/her own use while proxy hunting/fishing for another resident.

A resident who takes fish and/or game on behalf of another person must:

- ◆ Complete reports relating to the taking of the fish and/or game as required by Fish and Game Division of Wildlife Conservation and/or Sport Fish;
- ◆ Deliver all parts of the fish and game removed from the field to the person within a reasonable time after the fish or game is taken;
- ◆ Retain the license or permit and the signed document as required by law until the fish and/or game is delivered to that person.

Proxy hunting is not allowed for all species. Please contact your ADF&G office for restrictions.

COMMERCIAL CREWMEMBER LICENSES

WHO NEEDS A COMMERCIAL CREWMEMBER LICENSE?

The definition of a **commercial fisherman** according to AS 16.05.940(4) is:

"Commercial Fisherman" means an individual who fishes commercially for, takes, or attempts to take fish, shellfish, or other fishery resources of the state by any means, and includes every individual aboard a boat operated for fishing purposes who participates directly or indirectly in the taking of these raw fishery products, whether participation is on shares or as an employee or otherwise; however, this definition does not apply to anyone aboard a licensed vessel as a visitor or guest who does not directly or indirectly participate in the taking; and the term "commercial fisherman" includes the crews of tenders or other floating craft used in transporting fish.

The definition of **commercial fishing**, according to AS 16.05.940(5) is:

"Commercial Fishing" means the taking, fishing for, or possession of fish, shellfish, or other fishery resources with the intent of disposing of them for profit, or by sale, barter, trade, or in commercial channels; the failure to have a valid subsistence permit in possession, if required by statute or regulation, is considered prima facie evidence of commercial fishing if commercial fishing gear as specified by regulation is involved in the taking, fishing for, or possession of fish, shellfish, or other fish resources.

Persons who need to obtain a Crewmember License:

- a) Persons handling gear or fish
- b) Cook
- c) Engineer
- d) Anyone who assists in the operation (i.e. takes an active part in the fishing) of the taking of fish, including taking aboard fish from tenders or catcher vessels

Persons who are exempt from obtaining a Crewmember License:

- a) CFEC Permit holders
- b) Visitors or guests who does not directly or indirectly participate in the taking or transporting of fish
- c) Crew members working aboard floating processor and catcher-processor vessels who work solely in the processing function aboard the vessel

Note: AS 16.05.480(a) A person engaged in commercial fishing is required to hold a limited entry permit, an interim-use permit or a crewmember fishing license. If a person already holds a limited entry or interim-use permit for the year, a crewmember license is not needed.

**If you need additional information on who needs to obtain a Crewmember License, please call your nearest Alaska Wildlife Troopers.*

CHILD SUPPORT NOTICE FOR COMMERCIAL CREWMEMBERS

In compliance with the statutes of the State of Alaska, the purchaser of a Commercial Crewmember License is notified that beginning July 1, 1997:

- ◆ Social Security Number is required information.

- ◆ If you are behind on your child support payments, your license is null and void at the time of purchase. You will be subject to criminal sanctions for participation in any commercial crewmember activities.

The Department of Fish and Game will match each licensee against Child Support Enforcement’s outstanding child support list. Notice will be served that the license is void and invalid. A temporary license may be requested by filing a written request to the Department of Fish and Game.

AS 25.27.244 Notwithstanding any provision of AS 16, a commercial crewmember fishing license issued under AS 16.05.480 other than an entry permit or interim-use permit under AS 16.43 of this section issued to an individual whose name is on the list is void and invalid, and the individual is subject to criminal sanctions for conducting activities for which such a license is required.

If an applicant is on the most recent child support list, Licensing shall immediately serve notice that the license is void and invalid, and that the applicant can request the licensing entity to issue a temporary license. A notice under this subsection is considered given when delivered personally to the applicant or deposited in the United States mail addressed to the applicant’s last known mailing address on file with the licensing entity.

A licensing entity shall issue a temporary license valid for a period of 150 days to an applicant whose name is on the list if the applicant is otherwise eligible for a license. The temporary license cannot be extended. Only one temporary license may be issued during a regular license term and its validity shall coincide with the first 150 days of that license term. This summary of regulations is not complete or quoted verbatim from state law. It is simplified for your convenience.

KING SALMON STAMPS

Most residents and nonresidents are required to purchase an Alaska king salmon stamp if they sport fish for king salmon.

THE FOLLOWING LICENSEES DO NOT NEED AN ALASKA KING SALMON STAMP BUT DO NEED A HARVEST RECORD:

- ◆ Residents who possess Low-Income license
- ◆ Residents under the age of 18 and nonresidents under the age of 16
- ◆ Residents 60 years of age or over who possess an Alaska Senior Resident License
- ◆ Residents who possess a Disabled Veteran's license
- ◆ Residents who possess a blind license
- ◆ Residents who are subsistence fishing

Remember there are **no** free king salmon stamps!

ALASKA WATERFOWL (DUCK) STAMPS

Resident and nonresident waterfowl hunters are required to purchase an Alaska Waterfowl Stamp **and** a Federal Duck Stamp. Federal Duck Stamps can be purchased at any U.S. Post Office.

Vendors are issued and responsible for a numbered group of stamps. Any stamps unsold and not returned at the end of the year will be charged to the License Vendor.

THE FOLLOWING HUNTERS DO NOT NEED AN ALASKA WATERFOWL STAMP:

- ◆ Residents who possess a low-income license
- ◆ Residents under 18 years of age
- ◆ Residents 60 years of age or over who possess an Alaska Senior Resident License
- ◆ Residents who possess a Disabled Veteran's License

Remember there are **no** free duck stamps under any circumstances!

MIGRATORY BIRD HUNTERS NOTICE - LICENSING REQUIREMENT

In compliance with 5 AAC 92.018, Waterfowl Conservation Tag, a licensee planning to engage in migratory bird hunting must:

- a) Possess an Alaska Waterfowl Stamp, **AND**
- b) Complete registration in the Harvest Information Program (HIP), **AND**
- c) Carry proof of HIP registration (state stamp) while hunting migratory birds, **AND**
- d) Sign the tag across the face of the stamp or on the printed stamp signature line before engaging in migratory bird hunting.

What is the Harvest Information Program (HIP)?

There have been long standing problems with traditional state and federal surveys for harvests of migratory birds, including inadequate sampling of migratory bird hunters, lack of information on non-waterfowl species (e.g. snipe, sandhill cranes), lack of information on less frequently hunted species (e.g. sea ducks, brant) and poor accuracy of harvest estimates.

The State of Alaska, other states, and the U.S. Fish and Wildlife Service have recognized the need to develop a more complete sample of migratory bird hunters for a harvest survey. The national Harvest Information Program (HIP) is being implemented in all states to better identify migratory bird hunters. Harvest survey cards will be sent to a sample of hunters who have signed up. Reports from these selected hunters will provide very important information to estimate the harvest of migratory birds in Alaska and maintain the most favorable hunting opportunities.

Who is exempt from the Harvest Information Program (HIP)?

Resident hunters who are exempted by law from the state duck stamp requirement:

- (1) Residents who possess a low-income license
- (2) Residents under 18 years of age
- (3) Residents 60 years of age or over who possess an Alaska Senior Resident License
- (4) Residents who possess a Disabled Veteran's License

ALASKA WILDLIFE TROOPERS

The latest Trooper Posts Contact information can be found at <http://www.dps.alaska.gov/AST/contacts.aspx>.

Post Location	Phone Number	Fax Number	Post Location	Phone Number	Fax Number
<i>Anchor Point</i>	(907) 235-8239	(907) 235-8067	<i>Ketchikan</i>	(907) 225-5118	(907) 225-8679
<i>Anchorage</i>	(907) 269-5511	(907) 337-2059	<i>King Salmon</i>	(907) 246-3307	(907) 246-6259
<i>Aniak</i>	(907) 675-4398	(907) 675-4498	<i>Kodiak</i>	(907) 486-4121	(907) 486-5810
<i>Bethel</i>	(907) 543-2294	(907) 543-5102	<i>Kotzebue</i>	(907) 442-3222	(907) 442-3221
<i>Cantwell</i>	(907) 768-2202	(907) 768-2203	<i>Mat-Su West</i>	(907) 373-8300	(907) 373-8351
<i>Cold Bay</i>	(907) 532-2440	(907) 532-2724	<i>McGrath</i>	(907) 524-3052	(907) 524-3053
<i>Coldfoot</i>	(907) 678-5211	(907) 678-3668	<i>Nenana</i>	(907) 832-5554	(907) 832-5425
<i>Cooper Landing</i>	(907) 595-1233	(907) 585-5911	<i>Ninilchik</i>	(907) 567-3660	(907) 567-3660
<i>Cordova</i>	(907) 424-3184	(907) 424-5454	<i>Nome</i>	(907) 443-2835	(907) 443-5840
<i>Crown Point</i>	(907) 288-3346	(907) 288-2446	<i>Northway</i>	(907) 778-2245	(907) 778-2269
<i>Delta Junction</i>	(907) 895-4800	(907) 895-4026	<i>Palmer</i>	(907) 745-2131	(907) 269-5465
<i>Dillingham</i>	(907) 842-5641	(907) 842-5795	<i>Petersburg</i>	(907) 772-3983	(907) 772-3906
<i>Dutch Harbor</i>	(907) 581-1432	(907) 581-1407	<i>Prince of Wales Island</i>	(907) 826-2918	(907) 826-2919
<i>Emmonak</i>	1-866-949-1303	(907) 949-1300	<i>Selawik</i>	(907) 484-1926	(907) 484-1928
<i>Fairbanks</i>	(907) 451-5100	(907) 451-3002	<i>Sitka</i>	(907) 747-3254	(907) 747-7912
<i>Galena</i>	(907) 656-1233	(907) 656-1530	<i>Soldotna</i>	(907) 262-4453	(907) 262-2889
<i>Girdwood</i>	(907) 783-0972	(907) 783-2026	<i>St. Marys</i>	438-2019	(907) 438-2018
<i>Glennallen</i>	(907) 822-3263	(907) 822-5594	<i>Talkeetna</i>	(907) 733-2256	(907) 733-1225
<i>Haines</i>	(907) 766-2552	(907) 766-3265	<i>Tok</i>	(907) 883-5111	(907) 883-4249
<i>Healy</i>	(907) 683-2232	(907) 683-2231	<i>Unalakleet</i>	(907) 624-3073	(907) 624-3075
<i>Hoonah</i>	(907) 945-3620	(907) 945-3570	<i>Valdez</i>	(907) 835-4307	(907) 835-5607
<i>Iliamna</i>	(907) 571-1871	(907) 571-1807	<i>Wrangell</i>	(907) 874-3215	(907) 874-3241
<i>Juneau</i>	(907) 465-4000	(907) 465-3333	<i>Yakutat</i>	(907) 784-3206	(907) 784-3523

ACCOUNTING PROCEDURES

COLLECTION AND REMITTANCE OF LICENSE FEES

Money collected for license fees is state property and should be kept separate from any other money handled by the vendor.

We DO NOT accept personal checks for the purchase of license fees written to the "State of Alaska". Personal checks accepted by vendors for payment of license fees are entirely the responsibility of the vendor. The vendor is responsible for credit card processing fees charged by their bank. Checks for payment of license fees will be charged against the vendors account if they are returned to us by the bank, and the vendor will be responsible for insufficient funds.

Payment for license sales must be in the form of ACH transfer, cashier's check, money order, or check in the vendor's name. DO NOT SEND CASH. Checks must be made out to the State of Alaska or Department of Fish and Game.

DELINQUENT VENDOR ACCOUNTS

Vendors that are past due in reporting license sales or have recurring problems with contractual compliance are placed in "Special" status.

While on special status the account will receive limited stock or no stock until the problems are resolved. The account will be reviewed at the end of the compliance period and may also result in suspension or revocation of the vendor contract. Non-payment of Fish and Game License sales revenues is a felony theft in the first degree AS 11.46.120(a) and felony misapplication of property AS 11.46.620(c)(1).

VOLUNTARY TERMINATION OF ACCOUNT

Vendors who wish to terminate their account must notify us in writing that they wish to terminate. The account will not be terminated until all stock is returned and all account balances are cleared.

VENDOR REFUND

Vendors that show an account overage of \$25.00 or more may request a refund once all sales are remitted, and all unused supplies are returned to our office. The overage may also be taken as an adjustment on your next sales report. To request a refund, please contact our License Accounting office at adfg.license@alaska.gov or (907) 465-2376.

VENDOR ACCOUNT RECONCILIATION

License sales and inventory are reconciled on a yearly basis. Vendors must return all unused stock within 30 days of the end of the contracted selling season. Vendors are accountable for every license, big game metal tag, king salmon stamp, and waterfowl stamp issued to them.

All vendor accounts are subject to reconciliation. This process begins as soon as the bulk of the stock from the prior year has been data captured. Generally, account reconciliation begins in February and continues throughout the spring.

Vendors will be notified in writing of any unaccounted items. Vendors who do not respond to this notice in writing by the given deadline will be sent a second notice and will be placed in special status. Further non-response will result in a third notice with impending account termination and the value of unaccounted items will be charged to the vendor's account. Any terminated accounts will be forwarded to Wildlife Enforcement

for criminal investigation. Non-payment of Fish and Game License sales revenues is a felony theft in the first degree per AS 11.46.120(a) and felony misapplication of property per AS 11.46.620(c)(1).

It is important to retain your vendor copies of inventory receiving reports, sales reports, sold items, and returned supply forms until reconciliation is completed; approximately one year after the license year end.

Please note: The Department of Fish & Game or who it designates (i.e. Alaska State Troopers, Bureau of Wildlife Enforcement, Fish and Game office, etc.), shall have the right at reasonable times throughout the year during working hours and without prior notice, to inspect and audit the books and records relating to the sale of licenses and tags including the inspection of the licensing inventory of the license vendor to insure compliance with State laws.

ADDITIONAL COMPENSATION

Vendors will receive \$1.00 for each sport fishing, hunting, or trapping license, big game tag, waterfowl conservation, or king salmon stamp that is reported as sold. This compensation payment is in addition to the commission retained on each sales report. Additional compensation is money appropriated by the Legislature in order to compensate vendors for some of the administrative costs of participating in the licensing program.

Additional Compensation payments are issued quarterly. The amount of compensation depends on the number of licenses, stamps, and tags that have been reported as sold, received and processed, by our office during the quarter. For example: A sales report with a sales period of March 1st -31st is due in our office by April 15th; therefore, the report will be received and processed by our office in April, and will be included in the 2nd qtr. payment, not the 1st qtr. payment.

Additional compensation quarters are as follows:

SALES REPORTS	RECEIVED DATES	QUARTER	CHECKS ISSUED
Dec, Jan, Feb.	Jan 1 - Mar 31	1st Qtr.	April 30
Mar, Apr, May	Apr 1 - June 30	2nd Qtr.	July 30
Jun, Jul, Aug.	Jul 1 - Sep 30	3rd Qtr.	October 30
Sep, Oct, Nov.	Oct 1 - Dec 31	4th Qtr.	January 30

If you have an account balance, the additional compensation will be applied to your account.

REFUNDS, REISSUES & EXCHANGES

If a licensee has purchased the wrong class of license after the 4-hour voiding window in eVendor, they (the licensee) must purchase the correct license at full price and then request a refund from the Juneau licensing office.

To request a refund, the licensee must write a letter explaining the reasons why they feel they are due a refund. With this letter, they must send in the original license they want refunded and a copy of the replacement license if they had to purchase one. The letter must be emailed to adfg.license@alaska.gov or mailed to the following address:

Department of Fish and Game, Licensing Section
P.O. Box 115525
Juneau, AK 99811-5525

STOLEN OR LOST INVENTORY

If there is a theft at your home or place of business, and licensing inventory and/or licensing receipts are stolen, you must take the following steps:

1. Notify the local police immediately.
2. Notify the Department of Fish and Game License Accounting Section, Accounting Supervisor at (907) 465-6064.
3. Either you or your local police must also contact your nearest Bureau of Wildlife Enforcement Office /Alaska State Wildlife Troopers (see a list of contact information on page 18).
4. You will need to mail the Department of Fish and Game License Accounting section a statement detailing everything that happened. You must include a copy of the police report and the date and person who was contacted at the Bureau of Wildlife Enforcement.

Ultimately, you are still responsible for all licensing inventory and receipts in your possession. You must keep us informed as to the status of your case with the police. If you have lost licensing inventory, you must do the following:

1. If licenses or tags have been sold and you have lost or misplaced the department and license vendor copies, you must notify the License Accounting Supervisor immediately. You will be advised to:
 - a. Try to reconstruct your sales based on your daily cash receipt records. If that is not possible then;
 - b. The department will reconstruct your report using a percentage factor based on your sales to-date and prior year records if available.
2. If the licenses or tags have not been sold and you have lost or misplaced them, you must immediately notify the License Accounting Supervisor in writing listing the licenses and or tag numbers that have been lost. If the inventory is ever recovered, you must return it immediately and again notify the License Accounting Supervisor. **You cannot sell the license stock reported stolen or lost! Once the stock has been reported lost, it is invalid!**

Remember, it is up to you to keep a record of your inventory because you must account for it at the end of the year.