



Department of Natural Resources

# Hunting and Fishing License

Formerly "Retail Sales News"

July 2014

# Updates

## LICENSE STRUCTURE CHANGES AND POINT OF SALE (POS) UPGRADES

We expect you are getting used to the new design of the license structure changes that were made at the beginning of the 2014 license year. Reducing the number of licenses from over 200 to 44 should help make the purchasing process simpler and more efficient.

Among the licenses and permits that were eliminated were the crossbow stamp and gamebird hunting preserve license, which are no longer necessary and have been removed from the category screen. One of the other changes to be aware of is that a woodcock stamp is now required for hunters who hunt woodcock. This will appear on the Base/Small game screen once the base license has been selected and put into the shopping cart. The H.I.P. endorsement (migratory bird stamp) will become available only when selecting the woodcock stamp or the waterfowl license.

Another major change to keep in mind is that a base license is now required for the purchase of any other hunting license, with the exception of the non-resident 7-day small game license. Also, a base license **is not** required in order to purchase a fishing license.

Other changes include:

1. There is no longer an exemption to hunt without a license for residents who hunt small game on their own enclosed farmlands.
2. The mentored youth hunting license now has one deer license, where in the past two deer licenses were part of the package.
3. Fees have been eliminated for the managed waterfowl areas, although hunters will still need a free zone permit, which will be available on-site.
4. There is no longer a sportsperson discount for purchasing four or more licenses in the same transaction.

Some of the highlights of the recent POS upgrades include several features that agents have been requesting, such as sales detail reports that print off on the receipt paper. We also now have a Test Printer item that allows you to follow through a sale and test both the license and receipt printers. Video snippets have been added to the Help link on the POS, and another benefit of the upgrade is intuitive selections and exclusions that only show the items the hunter is allowed to purchase.

If you haven't had the opportunity to watch the training webinar, it is still available for viewing at [www.michigan.gov/licenseagent](http://www.michigan.gov/licenseagent) or type in <http://youtu.be/kqf8Tysaayk> to your Web browser and go to YouTube to watch the taped webinar.

## MORE POS UPGRADES AND CHANGES

**I ATTEST STATEMENT** – Due to the removal of the signature line from the licenses, it is vital that agents read the I Attest Statement to the customer to verify that they are eligible to purchase the licenses issued to them.

**MULTIPLE IDS** – Customers that come into your store with someone else’s identification to purchase licenses for a second person that is not present may now do so. Each customer must have his or her own unique ID in the system, a Michigan driver license, State of Michigan personal identification or MDNR Sportcard identification.

**APPRENTICE LICENSES** - With the POS system upgrades, you may come across instances where items are not available or not in areas where you found them in the past. One of the changes most notable is the apprentice license category. Apprentice license options only appear on the Base License screen and will not appear with any other license category. Customers are able to use the apprentice license for up to two license years before having to take hunter education in order to continue to hunt. If they have used apprentice licenses in two license years in the past, no matter what category, they are no longer eligible for apprentice licenses and that option will not appear on the base license category screen. The base license now conveys characteristics like residency, apprentice and military or disabled veteran status, and these carry through to the pricing of the species licenses.

**E-MAIL AND PHONE NUMBERS** – Even though it is time-consuming to collect your customers' e-mail addresses at the end of the order, we use these to send targeted DNR press releases and seasonal buying reminders to our shared customers. The addresses are put into a DNR-managed communications tool, and an initial e-mail is sent to the customer to ask them if they are interested in receiving updates and news. The customer can follow the link and select the specific topics they want to hear about. Agents can sign up for these updates as well by going to the DNR homepage at [www.michigan.gov/dnr](http://www.michigan.gov/dnr) and clicking on the little red envelope in the bottom left of the DNR homepage. Help us to return customers to your store by collecting their e-mail addresses, and we'll do the promotional work.

## POS – TIPS FOR BETTER PERFORMANCE

Having problems with your point-of-sale equipment? While we don’t recommend shutting the POS down nightly, as that is when the patches and updates are sent out and incorporated by the terminal, we do recommend that you completely shut down your terminal about once a month to reset the cache.

To shut down, press the Windows logo key in the lower left hand corner of your keyboard, click Shut Down. When the pop up window asks “What do you want the computer to do:” choose Shut Down, then okay. The process takes about 2 minutes to complete. Wait at least a minute or so, after you see “The monitor is going to sleep” then power the computer back on.

Also, we frequently get calls from agents when their screen freezes up or POS stops responding. Pressing the F5 key on the keyboard should refresh the internet window and allow you to continue or re-start the license sale.

Also, if you use Wi-Fi and the terminal doesn’t appear to respond or gets an “Unable to display the web page” message, please check the Wi-Fi connection to make sure the signal isn’t dropped.

## FISHING IN MICHIGAN

When you talk to customers, please feel free to share the following when discussing the price increase for fishing licenses. Michigan's fishing opportunities are exceptional and second-to-none. Michigan manages the largest portfolio of freshwater fisheries in the world. We have over 153 species of native and naturalized fish, including salmon, trout and walleye, and rank fifth in the nation for fishing participation. Michigan is one of the top 12 fly fishing states, according to *Field and Stream* magazine, and when you average out the prices of the non-resident fishing licenses of the other states in this ranking, Michigan's price of \$76 is below the average price of \$81. Managing the fishing opportunities in Michigan takes resources. With four Great Lakes, 11,000 inland lakes and 36,000 plus miles of rivers and streams (including 20,000 miles of trout streams), over 1 million anglers annually come to Michigan for fishing opportunities.



While the prices did go up for non-residents and those who purchased restricted fishing licenses in the past, a price increase had not occurred since 2005. In order to accomplish the mandate of a simpler license structure, the restricted fishing license was eliminated and the resident price was increased from \$15 to \$26. If non-resident customers are planning on fishing for a week or less, please talk to them about purchasing multiples of the 24-hour or 72-hour licenses as less expensive options. Non-residents save by buying dailies for seven days or less annually. Please encourage customers to visit the DNR website to find out more information on how the price increases will be used to enhance their outdoor experiences.

## Deer – Frequently Asked Questions About License Changes



With the busy deer hunting season approaching, we anticipate that you will get questions from customers about changes to deer licenses with the new license structure. Here are the answers to some of the most common deer license questions.

### ***What deer licenses are available?***

A deer license and deer combo license are available. The separate firearm and archery deer licenses have been replaced by the single deer license, valid for all deer seasons except for early and late antlerless seasons. It has a purchase limit of one license. The two-license deer combo includes regular and restricted deer licenses as in past years.

### ***Why can't I buy two deer (buck) licenses at different times?***

Hunters who want two deer licenses must purchase the deer combo license (or hunt/fish combo license) instead of the single deer license. This is required to implement antler point restrictions (APRs), which apply based on whether the hunter has purchased two deer licenses. In some areas of the state, hunters who buy two deer licenses are subject to APR's on BOTH licenses. For all hunters who take two antlered deer, one deer must have at least four points on one side.

### ***Can I still take an antlerless deer in archery season with the deer or deer combo license?***

Yes. Note, if you take a deer (buck or antlerless) with the single deer license in archery season, you cannot buy another deer license for firearm season. Once a single deer or deer combo license has been purchased, you cannot purchase additional deer licenses other than antlerless licenses, if available.

### ***Has anything changed with antlerless licenses?***

No. Antlerless licenses will continue to be available based on license quotas set for each Deer Management Unit. Antlerless deer quotas will be sent at a later date.

Additional FAQs and a variety of other information about the new license structure are available on the DNR website at [www.michigan.gov/dnr](http://www.michigan.gov/dnr) - click on the "hunting and fishing license structure" link on the lower right side of the page.

## **MENTORED YOUTH HUNTING PROGRAM**

Thank you for making our Mentored Youth Hunting (MYH) Program a success. During the 2013 license year, 12,480 mentored youth hunting licenses were sold. This translates to 12,480 youth participants being exposed to outdoor recreation and the sport of hunting. Participation in this program also helps to improve the chance for future involvement in hunting, fishing and other outdoor activities. The mentored youth hunting license is available for children 9 years of age or younger. It is designed to allow youths to participate in hunting and fishing activities and introduce them to Michigan's rich outdoor heritage. The license sells for \$7.50 and issues a package license consisting of the MYH tag (small game, trap furbearers and fish all species privileges), spring and fall turkey tags and one deer tag. The youth will need a DNR Sportcard ID issued in his or her name in order to get the MYH package. For more information, refer to the Hunting and Trapping Digest, visit [www.michigan.gov/mentoredhunting](http://www.michigan.gov/mentoredhunting) or visit the agent Web page for samples and other information.

## **ORV – DO I NEED A LICENSE OR A TRAIL PERMIT OR BOTH?**

When customers request an ORV license, you may need to assist them in getting the appropriate licenses by asking them a few questions. An ORV license is required for any off-road vehicle riding off-road and not on private property, unless it is street-licensed.

An ORV license is **not** required by private land owners, owner's family members or their invited guests if the ORVs are operated exclusively on the owner's private property **or** for street-licensed vehicles when used where a conventional two-wheel-drive vehicle can operate, including on the frozen surface of public waters. Vehicles that are licensed under the Motor Vehicle Code as "street vehicles" require an ORV license only when they are being used as an off-road vehicle. A street-licensed vehicle does not need an ORV license to use forest roads.



ORV licensing is now a two-sticker system. The ORV license is \$26.25 and conveys basic user permissions to use the ORV in Michigan. The ORV trail permit for \$10 is an endorsement to the ORV licenses and allows the vehicle to be used in designated areas. Street-licensed vehicles and off-road vehicles will need an ORV license **and** an ORV trail permit if they are used on **designated** ORV trails or in areas **designated** for cross-country use. Any vehicle being used on designated ORV trails or scramble areas must have an ORV license **and** an ORV trail permit. For a listing of trails and maps, see [www.michigan.gov/orvtrails](http://www.michigan.gov/orvtrails).

Please ask customers requesting ORV items if they have purchased the current-year ORV license

elsewhere. (These can be sold as preprints by dealers, and are not tracked by the POS system.) If they have already purchased the \$26.25 ORV license, they may only want the \$10 trail permit, or they may want to purchase both for one or more vehicles. Their choices are simply: license, trail permit or both.

## SPORTSMEN AGAINST HUNGER

Michigan Sportsmen Against Hunger is a volunteer organization that accepts wild game donations to feed families in the community.

Agents are required by law to ask license buyers if they would like to make a donation to Sportsmen Against Hunger. The donations are used to pay for the processing and delivery of donated meat to local charities, food banks and shelters, making it available at no cost to individuals and families in need. Over the last few years, the Sportsmen Against Hunger program has helped provide over 100,000 meals annually.

An updated list of participating processors can be obtained by calling the Michigan Sportsmen Against Hunger hotline at (586) 552-6517 or visit [www.sportsmenagainsthunger.org](http://www.sportsmenagainsthunger.org).

## BULLETINS

Please check your bulletins at least once a week, if not daily. We send updated information, reminders and changes through the bulletins whenever possible.

## VOIDING LICENSES

Agents may process voids for any license, sold at any store, within 30 days of the issue date as long as the season has not started. Once the season has started, the license may only be voided on the originating license agent terminal within 24 hours of issue. After the first 24 hours the originating license agent must call DNR agent assistance at 800-737-6367 to have the void processed. The agent receives credit for the void as soon as the void is processed.

Voids for printer errors should be processed immediately to ensure customer and records are correct. Customer ID and date of birth are required for voiding on the new terminal. If your printer is malfunctioning and the customers do not wish to wait for it to be fixed, write down the customer ID before they leave your store so that you may process the void(s) accordingly. **Canceling an order does not void the license. If licenses are not properly voided, it can prevent customers from purchasing their license at a later time.**

Assistance on voiding licenses can be found in the help option located in left-hand navigation of your POS terminal.

Agents are required to return **ALL** voided licenses to the Michigan DNR in the pink void envelopes. If it is not possible to return the license, then return the voided license receipt with an explanation of why the license is missing. The DNR audits voids that are returned in the pink void envelopes. If voided licenses are not returned, it can result in reversal of void and commission credit.

## APPLICATION Periods

2014	Application Period	Drawing Results Posted
• Spring Turkey	Jan 01 - Feb 01	March 03
• Pure Michigan Hunt	Mar 01 - Dec 31	<b>January 28, 2015</b>
• Bear	May 01 - Jun 01	June 30
• Elk	May 01 - Jun 01	June 30
• Fall Turkey	Jul 01 - Aug 01	August 18
• Antlerless Deer	Jul 15 - Aug 15	September 04
• Reserved Waterfowl	Aug 01 - Aug 28	September 17

## FREE FISHING WEEKEND

Michigan's Free Fishing Weekends for 2015 are Feb.14-15 and June 13-14. All fishing license fees are waived on these dates. Residents and out-of-state visitors may try their hand at fishing on both inland waters and the Great Lakes. All other fishing regulations still apply.

## E-LICENSE GIFT CERTIFICATES

Internet customers can continue purchasing E-license gift certificates online. These certificates can only be purchased and redeemed online. If customers ask about the gift certificates, please direct them to the Michigan DNR E-license website. The gift certificates may be redeemed online to purchase hunting and fishing licenses, snowmobile permits and ORV licenses.

## REORDERING SUPPLIES AND LICENSE STOCK

**All licenses sold as of March 1, 2014, MUST be printed on the new year (GREEN) license stock. Ink ribbons leftover from 2013 are compatible with 2014 green stock.**

The 2014 Michigan Hunting and Trapping Digest will be available by August.

Guides and digests will always be automatically shipped to each agent prior to the beginning of each season. Please be sure to check for major regulation changes in each guide or digest from year to year.

Please remember to keep a stock of these informative guides and digests available for customers. If you run low, there is also a link on the POS to the most often accessed guides and digests.

When you are ready to reorder supplies, call 1-800-737-6367 and choose option 1. **Your terminal number is your username/ID used on the POS.** To ensure you get the correct supplies when leaving an order on voicemail, please ask for "license stock," "license ribbons" or "receipt paper" and wait for the prompt to order your guides or digests.

## SEASONAL AGENTS

Please call 800-737-6367 and have your terminal deactivated before you close for the season, or to reactivate upon re-opening. Terminal fees will continue to be withdrawn weekly.

The Michigan DNR provides equal opportunities for employment and access to Michigan's natural resources. Both State and Federal laws prohibit discrimination on the basis of race, color, national origin, religion, disability, age, sex, height, weight or marital status under the U.S. Civil Rights Acts of 1964 as amended, 1976 MI PA 453, 1976 MI PA 220, Title V of the Rehabilitation Act of 1973 as amended, and the 1990 Americans with Disabilities Act, as amended.

If you believe that you have been discriminated against in any program, activity, or facility, or if you desire additional information, please write: Human Resources, Michigan DNRE, PO Box 30028, Lansing, MI 48909-7528, or Michigan Department of Civil Rights, Cadillac Place, 3054 West Grand Blvd, Suite 3-600, Detroit, MI 48202, or Division of Federal Assistance, U.S. Fish and Wildlife Service, 4401 North Fairfax Drive, Mail Stop MBSP-4020, Arlington, VA 22203.

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