

**The following pages outline the instructions for Recipients of Commissioner Licenses for the Calendar Year 2017.**

**Please make sure to look over these instructions to ensure the issuance of your Commissioner License is as seamless as possible. In addition to the general issuance information, below are some additional points covering questions the License Section frequently receives.**

- Commissioner licenses are issued through a special license account. Therefore, all Commissioner licenses are only issued at the Cheyenne Headquarters Office by Pam Bechtholdt or Keri Hall. These licenses cannot be issued “over the counter” by any of our other employees in the Cheyenne Office or at the Department’s Regional Offices.
- There is no deadline to submit the application and license fee. Please allow two (2) weeks to process and return your license prior to your intended hunt. **When requesting last minute license issuance, twenty four (24) hour notice is required.** This is to ensure arrangements are made for the appropriate personnel to be available to issue the license.
- Applications with payments included can be mailed to our office without your hunt area and type. We will gladly hold your application and payment in our vault until you are ready to have the license issued. Please be advised if you are a Wyoming resident, you will need to sign your application. Nonresident applications can be signed by anyone.
- Applications can be sent to us via “overnight” mail. If you would like the license sent back to you or to another location via “overnight” mail, a prepaid label is required. Department employees are not permitted to handle customer credit card information over the phone in order to provide this service. We recommend FedEx or UPS to ensure your overnight request is delivered promptly.
- Once a license has been issued, a duplicate can be purchased for \$5.00 at any of our automated license selling agents, including all of the Department’s regional offices.
- **The original application form must be returned for license issuance.** This form cannot be copied. The printing of duplicate applications is intended for selling organizations who did not receive their original application or they cannot locate it. The Department will only issue duplicate license applications at the request of the selling organizations for the reason explained.
- **The authorization will expire on December 31, 2017. Once the license is issued, the license cannot be cancelled, fees refunded, or transferred to another individual. In addition, the license cannot be changed to another hunt area/type or carried over into hunt year 2018.**

INSTRUCTIONAL SHEET FOR  
LICENSE RECIPIENT OF COMMISSIONER LICENSE  
FOR CALENDAR YEAR 2017

**W. S. 23-1-705 Complimentary licenses; one-shot antelope hunt licenses; gunpowder and buckskin hunt licenses; gratuitous licenses.** Paragraph (g):

....each appointed commissioner may cause to be issued at cost not more than a total of eight (8) elk, deer or antelope designated licenses per year. All licenses issued under this subsection shall be designated to nonprofit charitable organizations. As a condition of accepting the license, the organization shall agree to auction or otherwise bid the license to the highest bidder or to raffle the license to members of the public.

**Wyoming Game and Fish Commission, Chapter 44, Regulation for Issuance of Licenses.** Section 12. Commissioner Complimentary Licenses:

Wyoming statutes provide that each appointed Commissioner may cause, through the issuance of license authorizations to nonprofit charitable organizations, to be issued at full price, complimentary antelope, deer, or elk licenses. Once the commissioner complimentary license authorization has been auctioned or otherwise bid to the highest bidder or raffled to members of the public by the nonprofit or charitable organization, the recipient of the license authorization may only transfer the license authorization to another person if no additional consideration above the bid or raffle price is paid by the transferee. The recipient of the license authorization may donate the license authorization back to the nonprofit or charitable organization that originally bid the license authorization to be rebid to a new highest bidder. The Department shall issue the license in the name of the person who submits the authorization for license issuance. All big game licenses authorized under this section are valid for a specific region or hunt area as designated by the applicant at the time of application. Commissioner Complimentary licenses shall not be valid within Grand Teton National Park. The specific region, or hunt area, or type shall not be changed following the issuance of the license by the Department. Holders of Commissioner Complimentary licenses shall be exempt from the provisions in this Chapter limiting the number of licenses an individual can possess in any one (1) calendar year. Nonresident recipients shall not lose preference points for receiving a Commissioner Complimentary antelope, deer or elk license. As a condition to issuance of a Commissioner Complimentary license, the Department shall require an authorized officer of the recipient organization to certify under penalty of law that the respective organization is a nonprofit, charitable organization as defined in this regulation and eligible to receive the Commissioner Complimentary license authorization.

## **US PARK SERVICE NOTIFICATION:**

Commissioner Elk hunting licenses are **not** valid for elk hunt areas 75, 77 and 79, which are located within Grand Teton National Park, as these licenses also require a Special Park Permit issued by the US Park Service in addition to a Wyoming Game and Fish elk hunting license. Elk hunting licenses cannot be utilized in these areas without this Park Permit. Their Park Permits are only issued on the basis of receiving an elk license through the Game and Fish Department's limited quota drawings. Commissioner licenses are not issued through a limited quota drawing; therefore, a Commissioner license is not eligible to hunt elk in Grand Teton National Park as you will not be able to obtain the Special Park Permit.

### Commissioner License Recipient Instructions:

Upon notification from the nonprofit charitable organization that you are the successful bidder or raffle winner of the commissioner license, the following must occur to have the license issued:

1. Complete the application form included. The application form must have your name, address, personal information, daytime phone number, last four (4) digits of your social security number, signature and hunt area/type indicated for the species. If you are a resident, you must sign your own application form. If you are a nonresident, anyone can sign your form.

### **SOCIAL SECURITY NUMBER REQUIREMENT:**

Beginning in 2011, all applicants shall provide their social security number to apply for or purchase a license. Section 466(13)(A) of the Social Security Act mandates states have in effect a requirement for the social security number of any applicant for a recreational license to be recorded on the application. The Act does not require the social security number be printed on the face of the license, but does require the number be kept on file at the agency. This provision of the act is to allow for the matching of child support obligors with license holders.

The State of Wyoming, Department of Family Services, in response to a request from the Wyoming Game and Fish Department, has filed with the Department of Health and Human Services for an exemption to only capture the last four (4) digits of the social security number, instead of the entire number, to comply with the federal requirement to provide the social security number of a hunting and fishing license purchaser. This request has been approved and therefore only the last four (4) digits of an applicant's social security number are required on a license application.

2. The proper fee must be included for the license to be issued. The license recipient is responsible to include the license fee with the application form to have the license issued. The money that you paid to the nonprofit charitable organization to receive the license through bid or raffle does not include the license fee. The license and application fees are as follows:

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|---------------------------------------|----------|
| Nonresident Elk and Fishing Privilege | \$577.00 |
| Nonresident Deer                      | \$312.00 |
| Nonresident Antelope                  | \$272.00 |
| Resident Elk                          | \$ 52.00 |
| Resident Deer                         | \$ 38.00 |
| Resident Antelope                     | \$ 33.00 |

A special management stamp is required for hunters wishing to hunt elk in areas 70, 71, 75, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97 and 98. These areas were from the 2016 Elk Regulations. The areas may change from year to year. Please visit our website at <http://wgfd.wyo.gov> for a current list of elk areas requiring the special management stamp.

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|------------------------------|----------|
| Elk Special Management Stamp | \$ 12.50 |
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You may wish to purchase a conservation stamp with your license. One conservation stamp is required of all hunters and anglers each year.

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|--------------------|----------|
| Conservation Stamp | \$ 12.50 |
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You may wish to also include with your payment the following donations:

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|------------------------------------|----------------------------|
| Voluntary Search & Rescue Donation | \$ 2.00 per W.S. 23-2-101  |
| Access Yes Donation                | \$ any whole dollar amount |

3. **The original application form must be returned for license issuance. This form cannot be copied.** The application form and fees must be mailed to:

Wyoming Game and Fish Department  
LICENSE SECTION  
COMMISSIONER LICENSE ISSUANCE  
5400 Bishop Boulevard  
Cheyenne WY 82006-0001

Once the application form and fees are received, the license will be issued and mailed to the address on the application form. If you wish to have your license mailed to a different address, please include a note with those specific instructions.

There is no deadline to submit the application and license fees. **Please allow two (2) weeks to process and return your license prior to your intended hunt.** The authorization will expire on December 31, 2017.

Once the license is issued, the license cannot be cancelled, fees refunded, or transferred to another individual. In addition, the license cannot be changed to another hunt area/type or carried over into hunt year 2018.

The Wyoming Game and Fish Department is not responsible, nor affiliated with the nonprofit charitable organization or their methods of disbursing the commissioner's licenses. The State of Wyoming and the Commission does not waive sovereign immunity by entering into this Agreement, and specifically retain immunity and all defenses available to them as sovereigns pursuant to W.S. § 1-39-104(a) and all other state law.