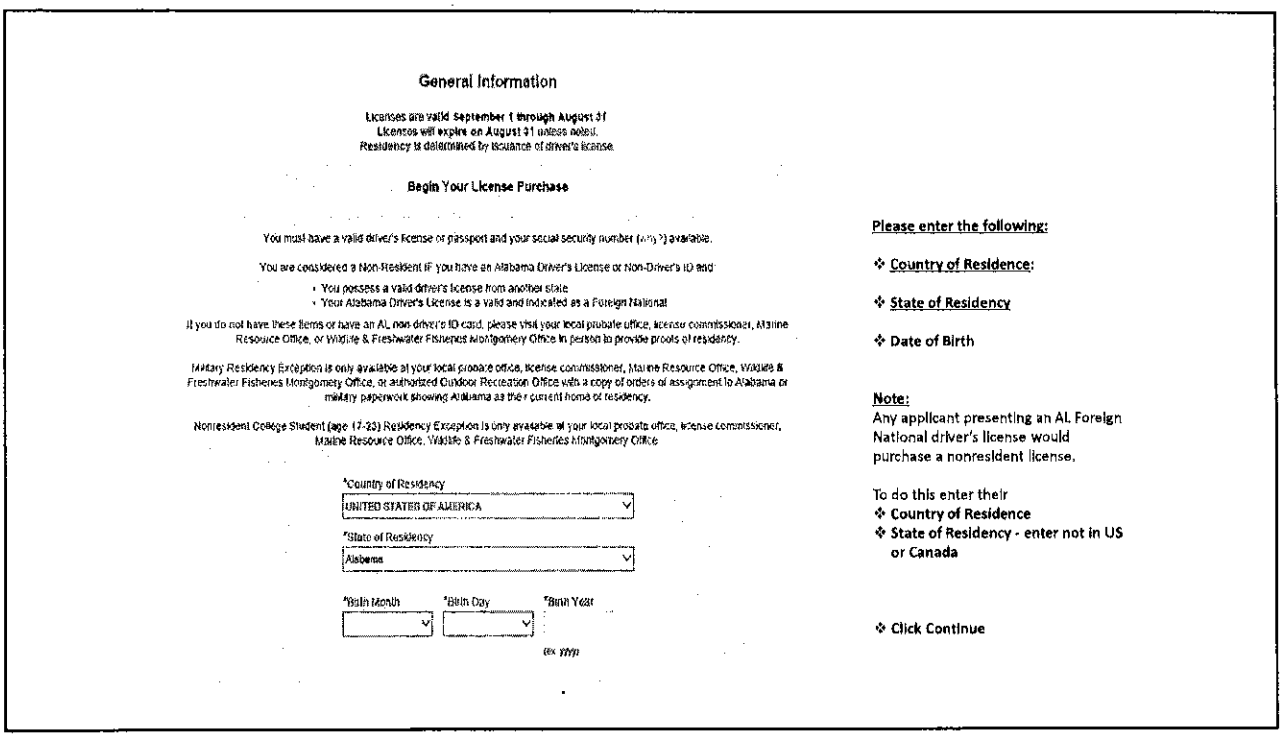
Processing Hunting & Fishing Licensing

Honorable Andrea LeCroy

Probate Judge

Marshall County

Probate Judge Conference
March 3-6, 2019
Prattville, Alabama



General Information

Licenses are valid September 1 through August 31
Licenses will expire on August 31 unless noted.
Residency is determined by issuance of driver's license.

Begin Your License Purchase

You must have a valid driver's license or passport and your social security number (xxx-xx-xxxx) available.

You are considered a Non-Resident IF you have an Alabama Driver's License or Non-Driver's ID and

- You possess a valid drivers license from another state
- Your Alabama Driver's License is a valid and indicated as a Foreign National

If you do not have these items or have an AL non-driver's ID card, please visit your local probate office, license commissioner, Marine Resource Office, or Wildlife & Freshwater Fisheries Montgomery Office in person to provide proofs of residency.

Military Residency Exception is only available at your local probate office, license commissioner, Marine Resource Office, Wildlife & Freshwater Fisheries Montgomery Office, or authorized Outdoor Recreation Office with a copy of orders of assignment to Alabama or military paperwork showing Alabama as their current home of residency.

Nonresident College Student (age 17-23) Residency Exception is only available at your local probate office, license commissioner, Marine Resource Office, Wildlife & Freshwater Fisheries Montgomery Office

*Country of Residency
UNITED STATES OF AMERICA

*State of Residency
Alabama

*Birth Month *Birth Day *Birth Year
(ex: yyyy)

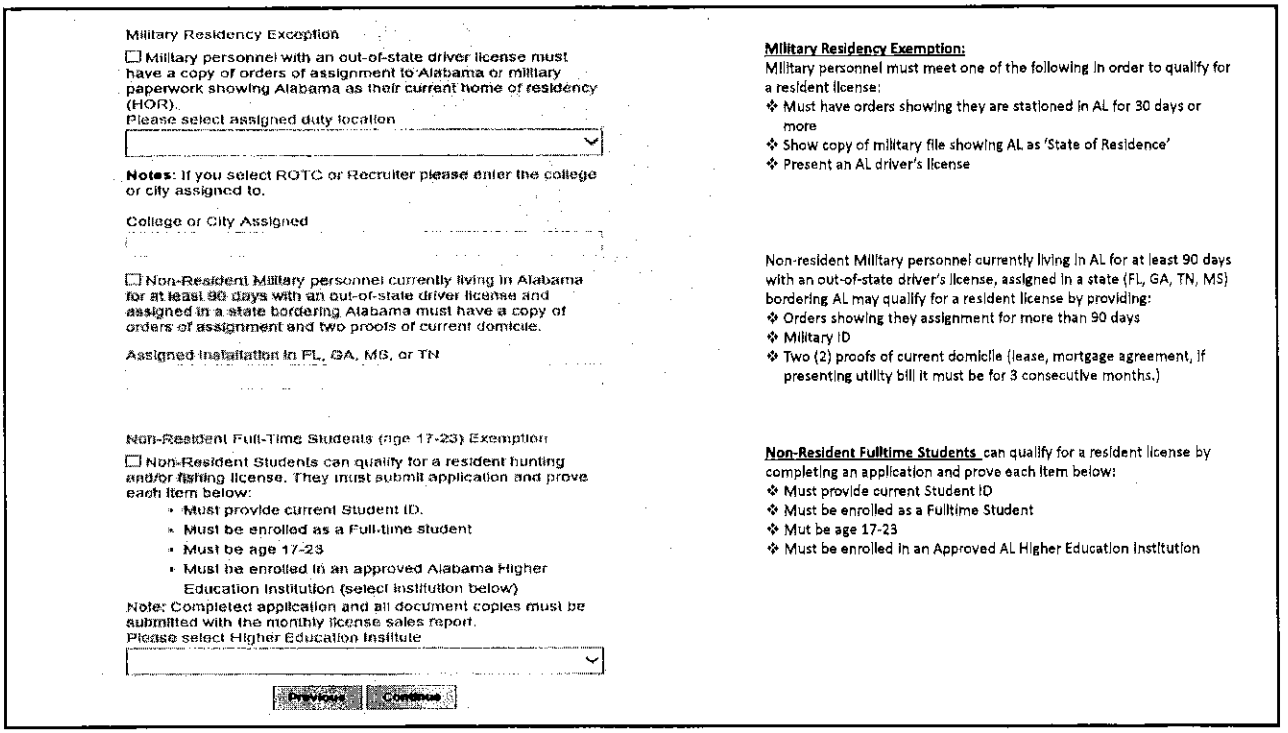
Please enter the following:

- **Country of Residence:**
- **State of Residency**
- **Date of Birth**

Note:
Any applicant presenting an AL Foreign National driver's license would purchase a nonresident license.

To do this enter their
- **Country of Residence**
- **State of Residency - enter not in US or Canada**

- **Click Continue**



Military Residency Exception

☐ Military personnel with an out-of-state driver license must have a copy of orders of assignment to Alabama or military paperwork showing Alabama as their current home of residency (HOR).
Please select assigned duty location

Notes: If you select ROTC or Recruiter please enter the college or city assigned to.

College or City Assigned

☐ Non-Resident Military personnel currently living in Alabama for at least 90 days with an out-of-state driver license and assigned in a state bordering Alabama must have a copy of orders of assignment and two proofs of current domicile.

Assigned installation in FL, GA, MS, or TN

Non-Resident Full-Time Students (age 17-23) Exemption

☐ Non-Resident Students can qualify for a resident hunting and/or fishing license. They must submit application and prove each item below:

- Must provide current Student ID.
- Must be enrolled as a Full-time student
- Must be age 17-23
- Must be enrolled in an approved Alabama Higher Education Institution (select institution below)

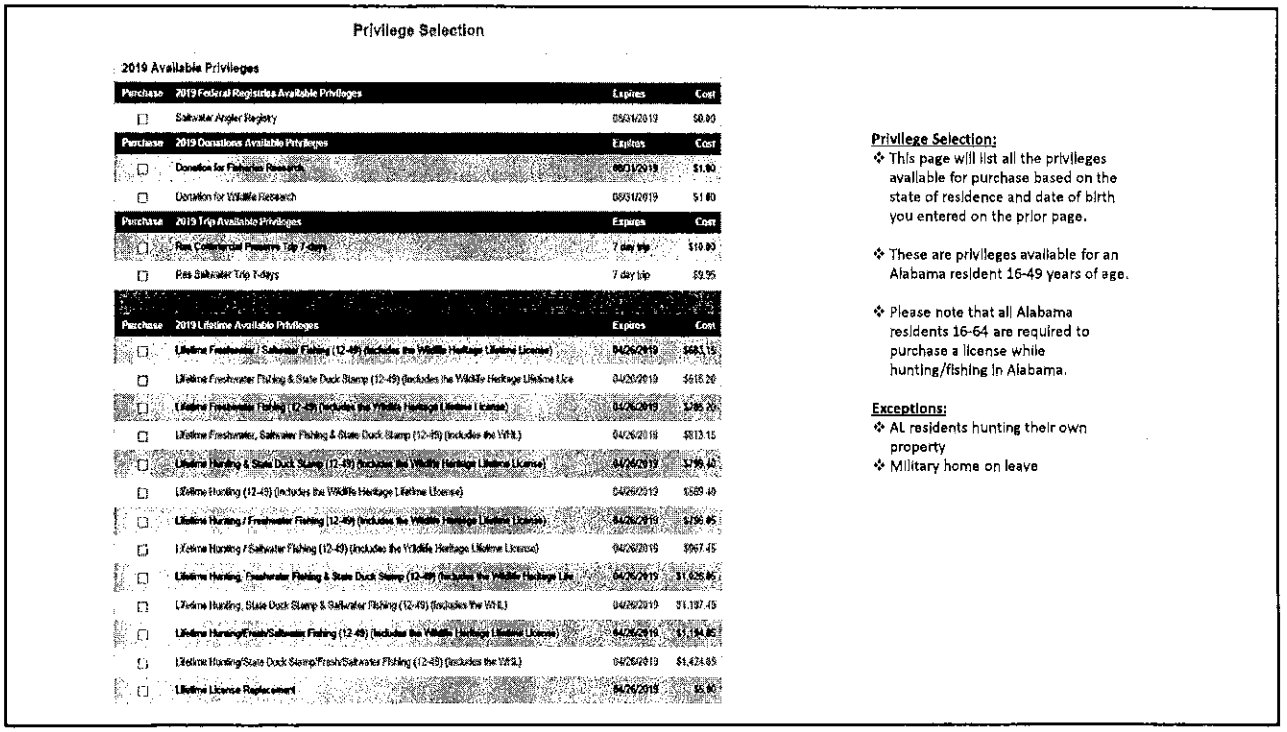
Note: Completed application and all document copies must be submitted with the monthly license sales report.
Please select Higher Education Institute

Previous Continue

Military Residency Exemption:
Military personnel must meet one of the following in order to qualify for a resident license:
- Must have orders showing they are stationed in AL for 30 days or more
- Show copy of military file showing AL as 'State of Residence'
- Present an AL driver's license

Non-resident Military personnel currently living in AL for at least 90 days with an out-of-state driver's license, assigned in a state (FL, GA, TN, MS) bordering AL may qualify for a resident license by providing:
- Orders showing they assignment for more than 90 days
- Military ID
- Two (2) proofs of current domicile (lease, mortgage agreement, if presenting utility bill it must be for 3 consecutive months.)

Non-Resident Fulltime Students can qualify for a resident license by completing an application and prove each item below:
- Must provide current Student ID
- Must be enrolled as a Fulltime Student
- Mut be age 17-23
- Must be enrolled in an Approved AL Higher Education Institution



Privilege Selection

2019 Available Privileges

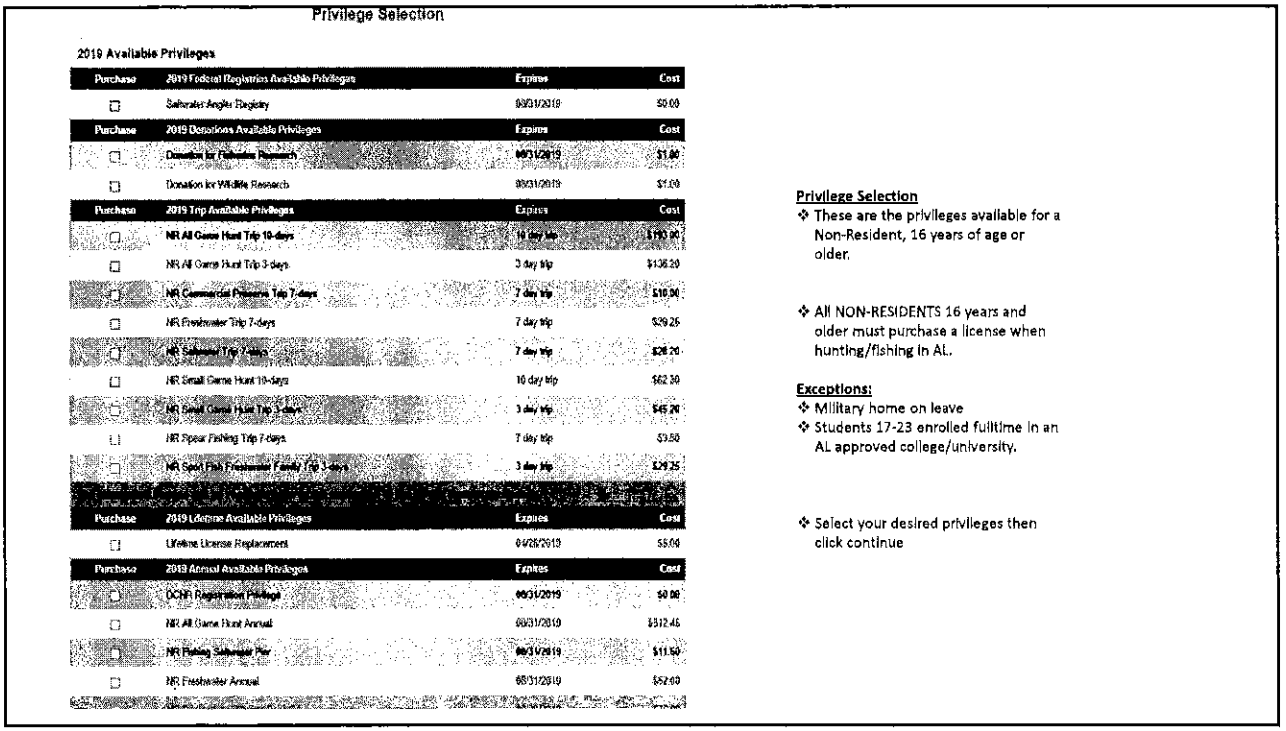
Purchase	2019 Federal Registries Available Privileges	Expires	Cost
☐	Saltwater Angler Registry	08/31/2019	$0.00
Purchase	**2019 Donations Available Privileges**	**Expires**	**Cost**
☐	Donation for Fisheries Research	08/31/2019	$1.00
☐	Donation for Wildlife Research	08/31/2019	$1.00
Purchase	**2019 Trip Available Privileges**	**Expires**	**Cost**
☐	Res Commercial Reserve Trip 7-days	7 day trip	$10.00
☐	Res Saltwater Trip 7-days	7 day trip	$9.95
Purchase	**2019 Lifetime Available Privileges**	**Expires**	**Cost**
☐	Lifetime Freshwater / Saltwater Fishing (12-49) (Includes the Wildlife Heritage Lifetime License)	04/26/2019	$683.15
☐	Lifetime Freshwater Fishing & State Duck Stamp (12-49) (Includes the Wildlife Heritage Lifetime Lice	04/26/2019	$618.20
☐	Lifetime Freshwater Fishing (12-49) (Includes the Wildlife Heritage Lifetime License)	04/26/2019	$298.20
☐	Lifetime Freshwater, Saltwater Fishing & State Duck Stamp (12-49) (Includes the WHL)	04/26/2019	$813.15
☐	Lifetime Hunting & State Duck Stamp (12-49) (Includes the Wildlife Heritage Lifetime License)	04/26/2019	$798.40
☐	Lifetime Hunting (12-49) (Includes the Wildlife Heritage Lifetime License)	04/26/2019	$589.40
☐	Lifetime Hunting / Freshwater Fishing (12-49) (Includes the Wildlife Heritage Lifetime License)	04/26/2019	$798.95
☐	Lifetime Hunting / Saltwater Fishing (12-49) (Includes the Wildlife Heritage Lifetime License)	04/26/2019	$967.45
☐	Lifetime Hunting, Freshwater Fishing & State Duck Stamp (12-49) (Includes the Wildlife Heritage Life	04/26/2019	$1,026.95
☐	Lifetime Hunting, State Duck Stamp & Saltwater Fishing (12-49) (Includes the WHL)	04/26/2019	$1,197.45
☐	Lifetime Hunting/Fresh/Saltwater Fishing (12-49) (Includes the Wildlife Heritage Lifetime License)	04/26/2019	$1,194.95
☐	Lifetime Hunting/State Duck Stamp/Fresh/Saltwater Fishing (12-49) (Includes the WHL)	04/26/2019	$1,424.95
☐	Lifetime License Replacement	04/26/2019	$5.00

Privilege Selection:

- This page will list all the privileges available for purchase based on the state of residence and date of birth you entered on the prior page.
- These are privileges available for an Alabama resident 16-49 years of age.
- Please note that all Alabama residents 16-64 are required to purchase a license while hunting/fishing in Alabama.

Exceptions:

- AL residents hunting their own property
- Military home on leave



Privilege Selection

2019 Available Privileges

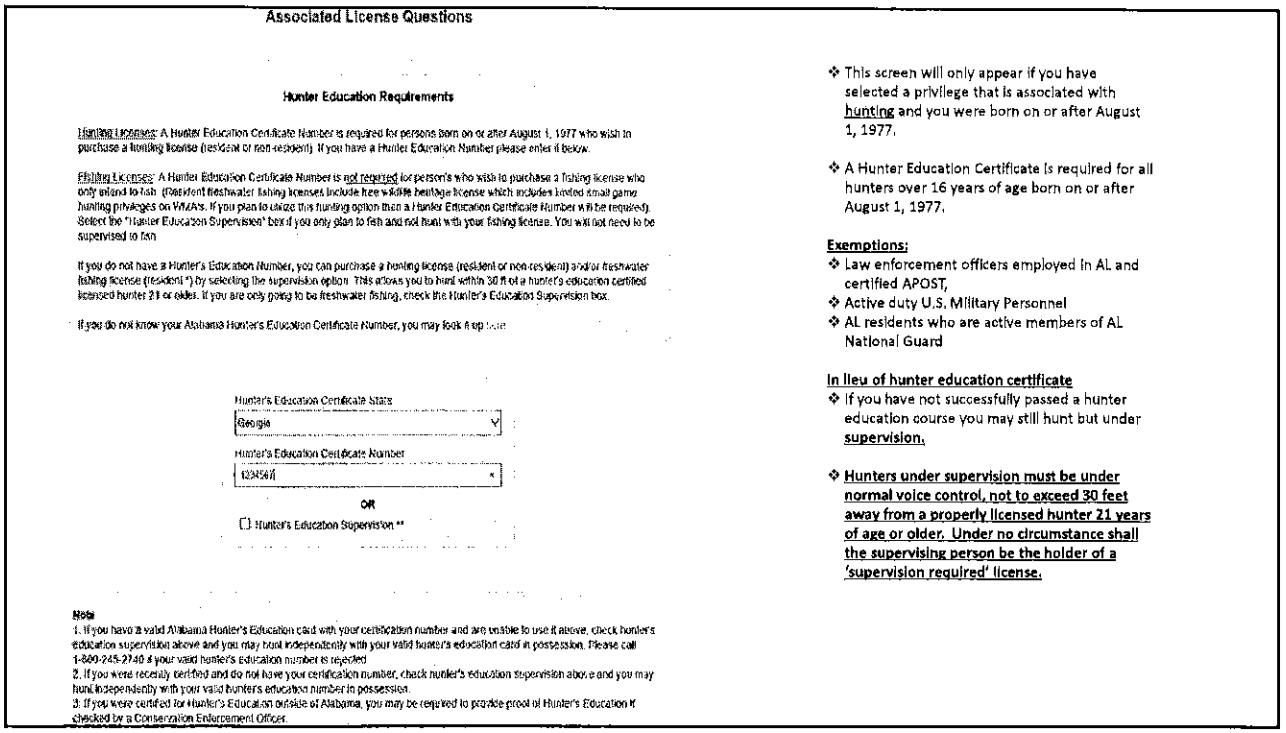
Purchase	2019 Federal Registries Available Privileges	Expires	Cost
☐	Saltwater Angler Registry	08/31/2019	$0.00
Purchase	**2019 Donations Available Privileges**	**Expires**	**Cost**
☐	Donation for Fisheries Research	08/31/2019	$1.00
☐	Donation for Wildlife Research	08/31/2019	$1.00
Purchase	**2019 Trip Available Privileges**	**Expires**	**Cost**
☐	NR All Game Hunt Trip 10-days	10 day trip	$193.00
☐	NR All Game Hunt Trip 3-days	3 day trip	$136.20
☐	NR Commercial Reserve Trip 7-days	7 day trip	$10.00
☐	NR Freshwater Trip 7-days	7 day trip	$29.25
☐	NR Saltwater Trip 7-days	7 day trip	$28.20
☐	NR Small Game Hunt 10-days	10 day trip	$62.30
☐	NR Small Game Hunt Trip 3-days	3 day trip	$45.20
☐	NR Spear Fishing Trip 7-days	7 day trip	$9.50
☐	NR Sport Fish Freshwater Family Trip 3-days	3 day trip	$29.25
Purchase	**2019 Lifetime Available Privileges**	**Expires**	**Cost**
☐	Lifetime License Replacement	04/26/2019	$5.00
Purchase	**2019 Annual Available Privileges**	**Expires**	**Cost**
☐	DCNR Registration Privilege	08/31/2019	$0.00
☐	NR All Game Hunt Annual	08/31/2019	$512.45
☐	NR Fishing Saltwater Pier	08/31/2019	$11.50
☐	NR Freshwater Annual	08/31/2019	$52.00

Privilege Selection

- These are the privileges available for a Non-Resident, 16 years of age or older.
- All NON-RESIDENTS 16 years and older must purchase a license when hunting/fishing in AL.

Exceptions:

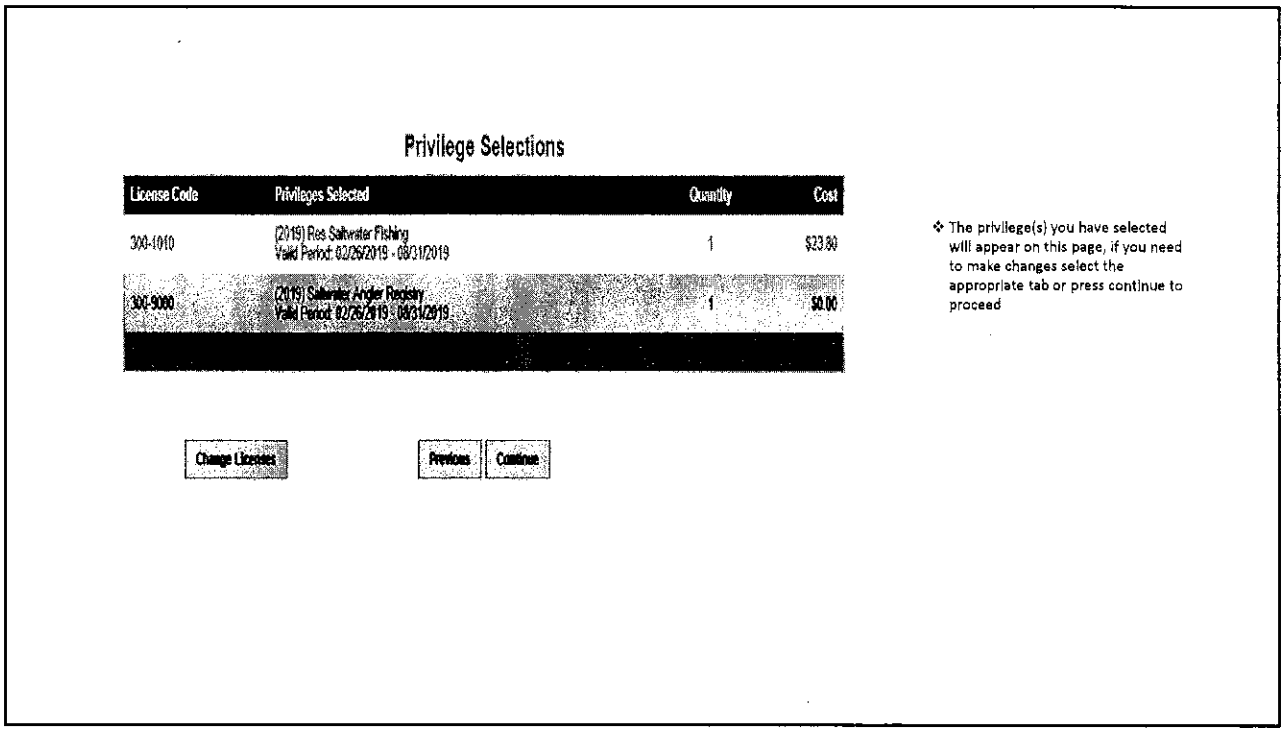
- Military home on leave
- Students 17-23 enrolled fulltime in an AL approved college/university.
- Select your desired privileges then click continue



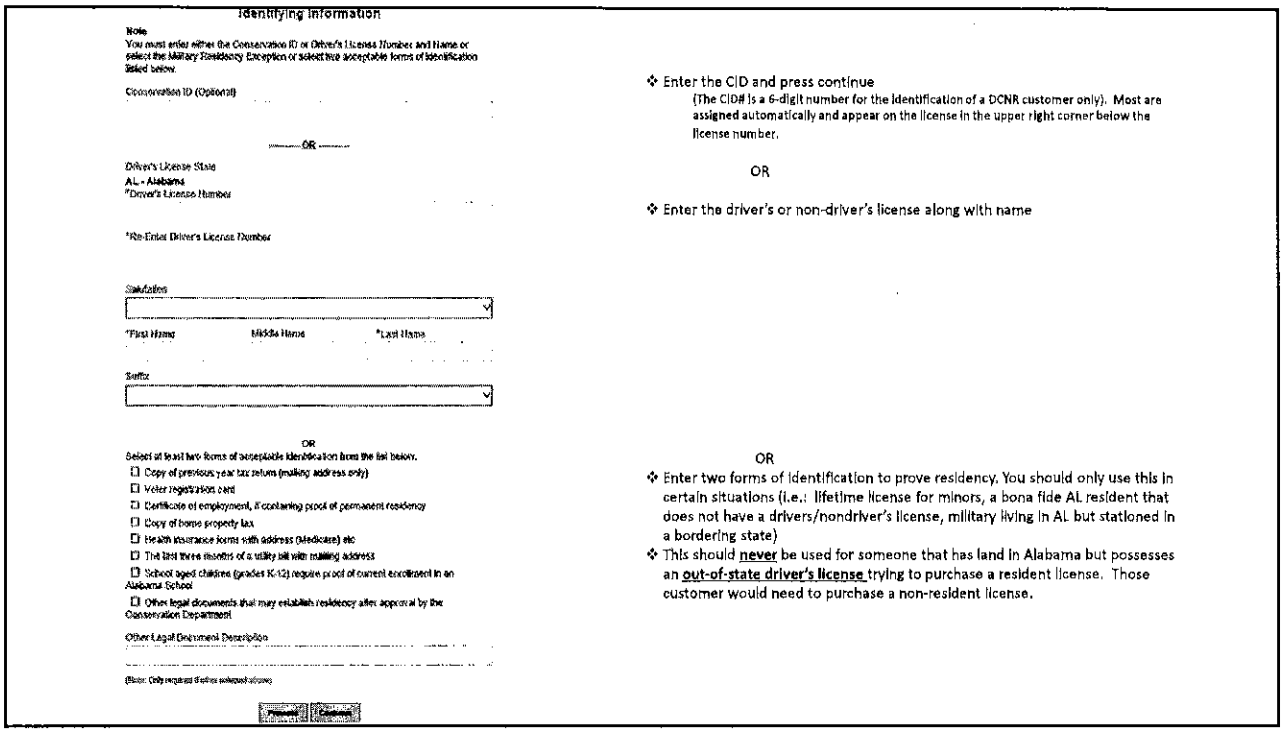
- This screen will only appear if you have selected a privilege that is associated with hunting and you were born on or after August 1, 1977.
- A Hunter Education Certificate is required for all hunters over 16 years of age born on or after August 1, 1977.

Exemptions:
- Law enforcement officers employed in AL and certified APOST,
- Active duty U.S. Military Personnel
- AL residents who are active members of AL National Guard

In lieu of hunter education certificate
- If you have not successfully passed a hunter education course you may still hunt but under **supervision.**
- **Hunters under supervision must be under normal voice control, not to exceed 30 feet away from a properly licensed hunter 21 years of age or older. Under no circumstance shall the supervising person be the holder of a 'supervision required' license.**



- The privilege(s) you have selected will appear on this page, if you need to make changes select the appropriate tab or press continue to proceed



Identifying Information

Note
You must enter either the Conservation ID or Driver's License Number and Name or select the Military Residency Exception or select two acceptable forms of identification listed below.

Conservation ID (Optional)

-------OR-------

Driver's License State
AL - Alabama
*Driver's License Number

*Re-Enter Driver's License Number

Salutation

*First Name | Middle Name | *Last Name

Suffix

OR
Select at least two forms of acceptable identification from the list below.
- ☐ Copy of previous year tax return (mailing address only)
- ☐ Voter registration card
- ☐ Certificate of employment, if containing proof of permanent residency
- ☐ Copy of home property tax
- ☐ Health insurance forms with address (Medicare) etc
- ☐ The last three months of a utility bill with mailing address
- ☐ School aged children (grades K-12) require proof of current enrollment in an Alabama School
- ☐ Other legal documents that may establish residency after approval by the Conservation Department

Other Legal Document Description

(Note: Only required if box selected above)

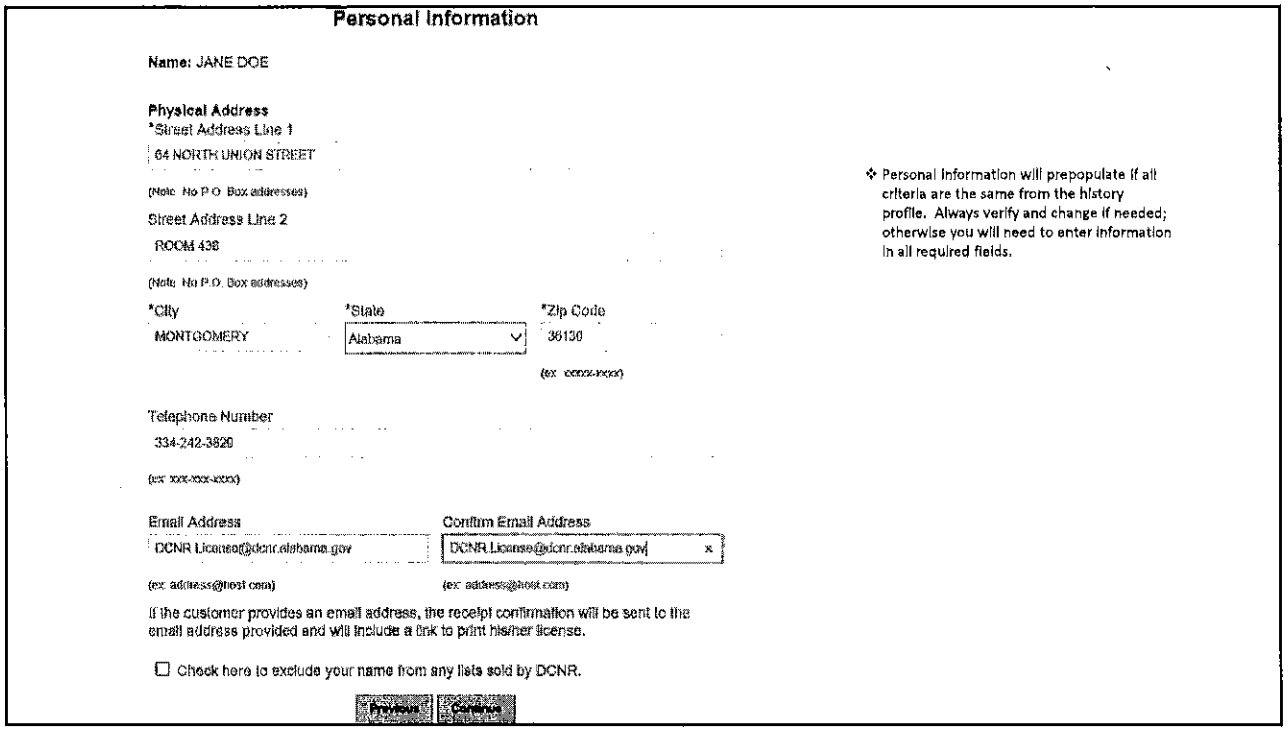
❖ Enter the CID and press continue
(The CID# is a 6-digit number for the identification of a DCNR customer only). Most are assigned automatically and appear on the license in the upper right corner below the license number.

OR

❖ Enter the driver's or non-driver's license along with name

OR

❖ Enter two forms of identification to prove residency. You should only use this in certain situations (i.e.: lifetime license for minors, a bona fide AL resident that does not have a drivers/nondriver's license, military living in AL but stationed in a bordering state)
❖ This should **never** be used for someone that has land in Alabama but possesses an **out-of-state driver's license** trying to purchase a resident license. Those customer would need to purchase a non-resident license.



Personal Information

Name: JANE DOE

Physical Address
*Street Address Line 1
64 NORTH UNION STREET
(Note: No P.O. Box addresses)
Street Address Line 2
ROOM 438
(Note: No P.O. Box addresses)
*City: MONTGOMERY | *State: Alabama | *Zip Code: 36130
(ex: xxxxx-xxxx)

Telephone Number
334-242-3820
(ex: xxx-xxx-xxxx)

Email Address: DCNR License@dcnr.alabama.gov | Confirm Email Address: DCNR License@dcnr.alabama.gov
(ex: address@host.com) (ex: address@host.com)

If the customer provides an email address, the receipt confirmation will be sent to the email address provided and will include a link to print his/her license.

☐ Check here to exclude your name from any lists sold by DCNR.

Previous | Continue

❖ Personal Information will prepopulate if all criteria are the same from the history profile. Always verify and change if needed; otherwise you will need to enter information in all required fields.

Demographic Information

*Gender

○ Male

◉ Female

*Race

Black or African American, not of Hispanic origin

*Height Feet | *Height Inches

5 feet | 7

*Weight

150

(Note: Weight entered is U.S. pounds)

*Eye Color

Brown

*Hair Color

Brown

Previous | Continue

❖ Demographic information will prepopulate if all criteria are the same from the history profile. Always verify and change if needed; otherwise you will need to enter information in all required fields.

Summary Information Page

Purchase Type [Edit Purchase Type]

Type of License Purchase: Individual

General Information [Edit General Information]

Country of Residency: USA - UNITED STATES OF AMERICA
State of Residency: GA - Georgia
Birth Date: 07/23/1982

Privilege Selections [Edit Privilege Selections]

100-9100 (2019) DCNR Registration Renewal Valid Period: 02/27/2019 - 03/31/2019 1 $0.00

Identifying Information [Edit Identifying Information]

Name: JANE DOE
Driver's License State: GA - Georgia
Driver's License Number: 741852963

Personal Information [Edit Personal Information]

Physical Address: 64 NORTH UNION STREET
ROOM 438
MONTGOMERY, AL 36130
Telephone Number: 334-242-3620
Email Address: DCNRLicense@dcnr.alabama.gov
Exclude your name from any lists sold by DCNR: No

Demographic Information [Edit Demographic Information]

Gender: Female
Race: Black or African American, not of Hispanic origin
Height: 5'7"
Weight: 150 lbs.
Eye Color: Brown
Hair Color: Brown

Payment Information

Summary Information Page:

❖ All the information you entered from previous screens will appear here. This is your last chance to change any information before completing the transaction. If you need to make changes please press the edit button next to the appropriate area; otherwise press the complete transaction button.

Error Message:

At times while processing a license you will receive an ERROR MESSAGE

If you have entered the information correctly it means that one of the following is preventing the license purchase:

- **Driver's License**
- **Name and/or date of birth**
- **Privilege selected**

Whenever you receive these errors you should contact the License Section at 334-242-3829 and provide the error code or message and they will assist you in getting the license processed. **DO NOT TRY AND CORRECT THE PROBLEM YOURSELF or turn the customer away.**