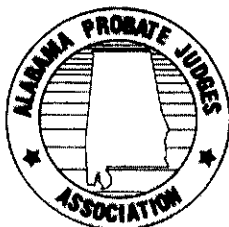


Processing Hunting & Fishing Licensing

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 (only if available).

You are considered a Non-Resident if you have an Alabama Driver's License or Non-Driver's ID card:

- You possess a valid driver's 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, Wildlife & Freshwater Fisheries Montgomery Office in person to provide proofs of residency.

Military Residency Exemption 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 Exemption 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: 1/1/1977

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 Exemption

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
- ❖ Must be age 17-23
- ❖ Must be enrolled in an Approved AL Higher Education Institution

Privilege Selection

2019 Available Privileges

Purchase	2019 Federal Register Available Privileges	Expires	Cost
<input type="checkbox"/>	Saboteur Angler Registry	05/31/2019	\$0.00
Purchase	2019 Donations Available Privileges	Expires	Cost
<input type="checkbox"/>	Donation for Fisheries Research	09/31/2019	\$1.00
<input type="checkbox"/>	Donation for Wildlife Research	09/31/2019	\$1.00
Purchase	2019 Trip Available Privileges	Expires	Cost
<input type="checkbox"/>	Fun Commercial Pleasure Trip 7-days	7 day trip	\$10.00
<input type="checkbox"/>	Pleasure Saboteur Trip 7-days	7 day trip	\$9.95
Purchase	2019 Lifetime Available Privileges	Expires	Cost
<input type="checkbox"/>	Lifetime Freshwater/Saltwater Fishing (12-49) (Includes the Wildlife Heritage Lifetime License)	04/26/2019	\$681.15
<input type="checkbox"/>	Lifetime Freshwater Fishing & State Duck Stamp (12-49) (Includes the Wildlife Heritage Lifetime License)	04/26/2019	\$618.20
<input type="checkbox"/>	Lifetime Freshwater Hunting (12-49) (Includes the Wildlife Heritage Lifetime License)	04/26/2019	\$795.20
<input type="checkbox"/>	Lifetime Freshwater, Saltwater Fishing & State Duck Stamp (12-49) (Includes the WFL)	04/26/2019	\$813.15
<input type="checkbox"/>	Lifetime Hunting & State Duck Stamp (12-49) (Includes the Wildlife Heritage Lifetime License)	04/26/2019	\$795.40
<input type="checkbox"/>	Lifetime Hunting (12-49) (Includes the Wildlife Heritage Lifetime License)	04/26/2019	\$589.40
<input type="checkbox"/>	Lifetime Hunting / Freshwater Fishing (12-49) (Includes the Wildlife Heritage Lifetime License)	04/26/2019	\$795.05
<input type="checkbox"/>	Lifetime Hunting / Saltwater Fishing (12-49) (Includes the Wildlife Heritage Lifetime License)	04/26/2019	\$967.45
<input type="checkbox"/>	Lifetime Hunting, Freshwater Fishing & State Duck Stamp (12-49) (Includes the Wildlife Heritage Lifetime License)	04/26/2019	\$1,028.05
<input type="checkbox"/>	Lifetime Hunting, State Duck Stamp & Saltwater Fishing (12-49) (Includes the WFL)	04/26/2019	\$1,197.45
<input type="checkbox"/>	Lifetime Hunting/Saltwater Fishing (12-49) (Includes the Wildlife Heritage Lifetime License)	04/26/2019	\$1,194.05
<input type="checkbox"/>	Lifetime Hunting/State Duck Stamp/Saltwater Fishing (12-49) (Includes the WFL)	04/26/2019	\$1,424.05
<input type="checkbox"/>	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 Register Available Privileges	Expires	Cost
<input type="checkbox"/>	Saboteur Angler Registry	09/31/2019	\$0.00
Purchase	2019 Donations Available Privileges	Expires	Cost
<input type="checkbox"/>	Donation for Fisheries Research	09/31/2019	\$1.00
<input type="checkbox"/>	Donation for Wildlife Research	09/31/2019	\$1.00
Purchase	2019 Trip Available Privileges	Expires	Cost
<input type="checkbox"/>	NR All Game Hunt Trip 10-days	10 day trip	\$193.00
<input type="checkbox"/>	NR All Game Hunt Trip 3-days	3 day trip	\$136.50
<input type="checkbox"/>	NR Commercial Pleasure Trip 7-days	7 day trip	\$10.00
<input type="checkbox"/>	NR Freshwater Trip 7-days	7 day trip	\$29.25
<input type="checkbox"/>	NR Saboteur Trip 7-days	7 day trip	\$28.20
<input type="checkbox"/>	NR Small Game Hunt 10-days	10 day trip	\$62.50
<input type="checkbox"/>	NR Small Game Hunt Trip 3-days	3 day trip	\$45.20
<input type="checkbox"/>	NR Spear Fishing Trip 7-days	7 day trip	\$3.80
<input type="checkbox"/>	NR Sport Fish Freshwater Family Trip 3-days	3 day trip	\$29.25
Purchase	2019 Lifetime Available Privileges	Expires	Cost
<input type="checkbox"/>	Lifetime License Replacement	04/26/2019	\$5.00
Purchase	2019 Annual Available Privileges	Expires	Cost
<input type="checkbox"/>	DCFL Registration Privilege	06/31/2019	\$0.00
<input type="checkbox"/>	NR All Game Hunt Annual	09/31/2019	\$312.45
<input type="checkbox"/>	NR Fishing Saboteur Fee	06/31/2019	\$11.50
<input type="checkbox"/>	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

Associated License Questions

Hunter Education Requirements

Hunting Licenses: A Hunter Education Certificate Number is required for persons born on or after August 1, 1977 who wish to purchase a hunting license (resident or non-resident). If you have a Hunter Education Number please enter it below.

Fishing Licenses: A Hunter Education Certificate Number is not required for persons who wish to purchase a fishing license who only intend to fish (resident freshwater fishing licenses include free 90-day heritage license which includes limited small game hunting privileges on WMAs. If you plan to utilize this hunting option then a Hunter Education Certificate Number will be required). Select the "Hunter Education Supervisor" box if you only plan to fish and not hunt with your fishing license. You will not need to be supervised to fish.

If you do not have a Hunter's Education Number, you can purchase a hunting license (resident or non-resident) and/or freshwater fishing license (resident *) by selecting the supervision option. This allows you to hunt within 30 ft of a hunter's education certified licensed hunter 21 or older. If you are only going to be freshwater fishing, check the Hunter's Education Supervisor box.

If you do not know your Alabama Hunter's Education Certificate Number, you may look it up here

Hunter's Education Certificate State

 Hunter's Education Certificate Number

 OR
 Hunter's Education Supervisor **

Note

1. If you have a valid Alabama Hunter's Education card with your certification number and are unable to use it above, check hunter's education supervisor above and you may hunt independently with your valid hunter's education card in possession. Please call 1-800-745-2148 if your valid hunter's education number is rejected.
2. If you were recently certified and do not have your certification number, check hunter's education supervisor above and you may hunt independently with your valid hunter's education number in possession.
3. If you were certified for Hunter's Education outside of Alabama, you may be required to provide proof of Hunter's Education if checked by a Conservation Enforcement Officer.

❖ 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.**

Privilege Selections

License Code	Privileges Selected	Quantity	Cost
300-4010	(2019) Res Saltwater Fishing Valid Period: 02/28/2019 - 08/31/2019	1	\$23.50
300-9000	(2019) Saltwater Angler Privilege Valid Period: 02/28/2019 - 08/31/2019	1	\$0.00

❖ 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 _____

State/Zip

*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 (making 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 request 3 forms maximum)

❖ 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 driver's/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 *State *Zip Code
 MONTGOMERY Alabama 36108
(ex: montgomery)

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

Email Address Confirm Email Address
 DCNR.License@dcnr.alabama.gov DCNR.License@dcnr.alabama.gov x

(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.

❖ 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

6 feet

*Height Inches

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: 07/25/1962

Privilege Selections [Edit Privilege Selections](#)

100-9100 (2019) CCAT7 Registration Privilege
 Valid Period: 02/27/2019 - 02/27/2019 1 \$0.00

Identifying Information [Edit Identifying Information](#)

Name: JANE DOE
 Driver's License State: GA - Georgia
 Driver's License Number: 741552963

Personal Information [Edit Personal Information](#)

Physical Address: 84 NORTH UNION STREET
 ROOM 438
 MONTGOMERY, AL 36130
 Telephone Number: 254-242-3826
 Email Address: DONRLLicense@donr.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

Errors Occurred

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.