

INSTRUCTIONS FOR ISSUING AGENTS

FOR THE SALE OF 2020-21
PENNSYLVANIA HUNTING AND FURTAKEER LICENSES,
PERMITS AND SPECIAL-DRAW APPLICATIONS

NOTICE TO AGENTS

YOU AND YOUR SALES STAFF ARE RESPONSIBLE FOR
FOLLOWING THE ENCLOSED INSTRUCTIONS
PLEASE BE SURE TO PLACE THIS MANUAL AT SALES DESK



Pennsylvania Game Commission
License Division
2001 Elmerton Avenue
Harrisburg, PA 17110-9797

Office Hours: 7:45 AM to 4:00 PM
Monday through Friday
Closed on State Holidays
Phone No. 717-787-2084
Fax No. 717-705-1628
<http://www.pgc.pa.gov>

QUICK REFERENCE FOR PALS

HELP DESK PHONE NUMBER: 1-800-964-7705

RUNNING AN ACH REPORT:

- (1) Login with your User ID, Password, and Location ID.
- (2) Click the View Reports link under the Reporting section on the left side of the screen.
- (3) The ACH Summary Report screen will appear.
- (4) Click on a date to view detailed sales information for that day.
- (5) Click on the ACH Amount to view Sales Totals for an EFT. You can view daily sales amounts, agent commission, and voids.

ORDERING SUPPLIES *(see page 18 for more details):*

- (1) Login with your User ID, Password, and Location ID.
- (2) Click Supply Order on the left side of the screen.
- (3) Select the Quantity to Order for the supplies you require:

WEB POS Full Kit (4 yellow license rolls)	Order per kit
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Instruction Manuals, Posters, and Void Logs (1 each)	Order per unit
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Hunting & Trapping Digest w/ Harvest Report Cards inserted (100 per case)	Order by case, 4 case max
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Antlerless Deer Application Envelopes (1,000 per case)	Order by case, 2 case max
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- (4) Click the Order Supplies button to place the order. Print confirmation for reference.

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SECTION 1 GENERAL INFORMATION

A. The Pennsylvania Automated License System (PALS) will be activated for the sale of 2020 hunting licenses on **Monday, June 22nd**.

B. 2020-21 License Year: 2020-21 licenses are valid from July 1, 2020 through June 30, 2021. In addition to 2020-21 licenses, you may also issue 2019-20 licenses through June 30th, if necessary (example: replacements for 2019-20 licenses previously issued through PALS).

When you initiate a sale through PALS from June 22nd through June 30th, the system will prompt for a license year the customer is purchasing a hunting license, either 2019-20 or 2020-21. Please be sure that the hunter indicates which license year is requested.

C. 2020-21 Supplies and how to order: The Hunting & Trapping Digest shipment should have been received prior to this Manual and other supplies. Official Antlerless Deer License Envelopes, forms, posters, etc. are included with this supply shipment. Additional supplies should be ordered through PALS. If you have not received your Digest shipment, please contact the License Division as soon as possible. Information not included in the Digest can be found on the PGC website.

D. Revision of Privileges for the 2020-21 License Year:

- Mentored Permits for the 2020-21 license year have been revised to include Spring Turkey, Fall Turkey and Antlered/Flintlock Deer harvest tags. Each permit holder can apply for one antlerless license and as many DMAP Permits as all license holders. See page 8 for details.
- DMAP Permit limit increased in certain DMAP Units. Certain Units will allow up to four permits per person. See page 11 for sales information.

F. Resident Licenses Issued to Non-residents: Please verify residency and select the correct residency criteria at the beginning of the sales process to access the appropriate privileges. Issuing Resident privileges to non-residents is a violation of state law. If you are in doubt, please call PGC's License Division during normal business hours.

G. Who Should Be Familiar with These Instructions? All agents and their employees involved with issuing licenses and verifying monies are collected. Agents are solely responsible for each employee who issues licenses. Electronic Manuals are available on PGC's website. Additional hard copies are available upon request.

H. Disclosure of Information: The Game and Wildlife Code strictly prohibits any license issuing agent, or any agency obtaining licenses of any type, to sell, publish or disclose in any manner whatsoever those license records or affiliations to any person, except as necessary to carry out the functions and business of the Game Commission. Any inquiries regarding license information for law enforcement purposes should be directed to your local Game Warden. Your local Game Warden may be contacted through the appropriate PGC Regional Office for your area. (See page 28 of this Manual for telephone numbers).

I. Customer Service: As a reminder, you are providing a public service by issuing licenses and permits through PALS. Refusing to sell a license to a qualified person because you are too busy or because the person has not made other purchases at your business is a reflection on the image of the PGC and cannot be tolerated.

J. Fees: Credit/debit card processing fees can be passed on to the customer as long as that amount is posted at the license sales desk. Regardless of whether a flat fee or a percentage of the sale, you are required to post this fee at your license if you intend to pass the cost on to the customer. If you do not post the fees, you cannot charge those additional fees to the hunting license customer.

No additional fees can be added for cash or personal check payments.

K. Exhibits: The following exhibits are provided at the end of this instruction manual.

Exhibit 1 – Map of Harrisburg Area Showing Game Commission Headquarters

Exhibit 2 – PA Hunting and Furtaker License/Permit Table and Privilege Code List

Exhibit 3 – SSN Exemption form

SECTION 2 ISSUING LICENSES

ALL GENERAL HUNTING LICENSES AND MENTORED PERMITS INCLUDE AN ANTLERED DEER HARVEST TAG, A FALL TURKEY HARVEST TAG AND A SPRING TURKEY HARVEST TAG.

ALL COMBINATION LICENSES INCLUDE HUNTING, FURTAKER, ARCHERY & MUZZLELOADER PRIVILEGES.

LIFETIME LICENSE HOLDERS MUST APPLY FOR A FREE RENEWAL EACH LICENSE YEAR TO RECEIVE VALID HARVEST TAGS FOR THAT PARTICULAR LICENSE YEAR.

The following license/permit types and special-draw applications can be issued by commercial issuing agents, County Treasurers and PGC offices:

A. Non-Hunting/Trapping Purchases in PALS

900 Shooting Range Permits (\$31.90): This Permit allows NON-HUNTERS/TRAPPERS the ability to utilize more than 30 PGC-owned shooting ranges found across Pennsylvania. Customers must be 16 years of age or older at time of application. The privilege will only be available and valid beginning July 1 THROUGH June 30, no presales period. Anyone with an active hunting or furtaker license cannot purchase the Shooting Range Permit since they already have this privilege included with their hunting license.

B. Types of General Hunting Licenses and Their Costs:

300 Resident Adult Hunting License (\$20.90): Issued to bona fide residents of Pennsylvania ages 17 yrs. and up.

301 Resident Junior Hunting License (\$6.90): Issued to bona fide residents of Pennsylvania ages 12 through 16. Eleven-year-olds may apply for a junior license if they reach age 12 by June 30 of the current license year and have successfully completed the required Hunter-Trapper Education Course. The actual hunting privileges granted to the junior license holder may not be exercised until he or she reaches age 12. In addition to the junior applicant's signature, a parent or guardian must sign the license to validate it and the information provided before the junior license holder goes afield. **If a junior hunter wants archery, muzzleloader or furtaker privileges, a Resident Junior Combination License must be purchased. If the Junior Hunter purchases a combination license, agent must shred or mail to the PGC Junior Hunting License if one was purchased in the same license year.**

302 Resident Junior Combination License (\$9.90): Issued to bona fide residents of Pennsylvania ages 12 through 16. Eleven-year-olds may apply for a junior combination license if they reach age 12 by June 30 of the current license year and have successfully completed the required Hunter-Trapper Education Course. The actual privileges granted to the junior combination license holder may not be

exercised until he or she reaches age 12. In addition to the junior applicant's signature, a parent or guardian must sign the license to validate it and the information provided before the junior license holder goes afield. Combination licenses grant hunting, furtaker, archery and muzzleloader privileges. **Combination licenses do not include bear, migratory game bird, special spring gobbler, antlerless deer or pheasant license privileges.**

303 Resident Senior Hunting License (\$13.90): Issued to bona fide residents of Pennsylvania ages 65 and older. 64-year-olds may apply for a senior hunting license if they reach age 65 by June 30 of the current license year. This license is valid for only the license year of issuance.

304 Resident Senior Lifetime Hunting License (\$51.90): Issued to bona fide residents of Pennsylvania ages 65 and older. 64-year-olds may apply for a senior lifetime hunting license if they reach age 65 by June 30 of the current license year. **Lifetime license holders must apply for a free renewal hunting license each year to receive valid harvest tags for that license year.**

305 Senior Resident Lifetime Combination License (\$101.90): Issued to bona fide residents of Pennsylvania ages 65 and older. 64-year-olds may apply for a senior lifetime combination license if they reach age 65 by June 30 of the current license year. **Lifetime Combination licenses purchased after May 13, 2017, do not include pheasant hunting privileges.**
Bear, migratory game bird, special spring gobbler or antlerless deer license privileges must also be purchased separately.

306 Resident Senior Lifetime Combination Upgrade License (\$51.90): Issued to current senior lifetime hunting or furtaker license holders who desire to upgrade their license privileges to the combination category. **If the Senior Lifetime Hunter purchases a Senior Combination Upgrade, agent must shred or mail to the PGC any current Senior Hunting Lifetime License if one was purchased the same license year.**

307 Resident Senior Lifetime Hunting Renewal License (No Charge): Issued to Resident Senior Lifetime Hunting license holders to renew a lifetime license for the current year. Lifetime license holders renewing their license must provide their valid PA Driver's License or some other form of positive ID showing their current address. If a license holder moves out-of-state, he or she is **not** eligible to renew their senior lifetime license. Senior lifetime license holders are entitled to only one free license per year. If their renewal license is lost, they must be issued a replacement at the cost of \$6.90.

308 Resident Senior Lifetime Combination Renewal License (No Charge): Issued to Resident Senior Lifetime Combination license holders to renew a lifetime combination license for the current year. Lifetime furtaker license holders renewing their license must provide their valid PA Driver's License or some other form of positive ID showing their current address. If a license holder moves out-of-state, he or she is **not** eligible to renew their senior lifetime license. Senior lifetime license

holders are entitled to only one free license per year. If their renewal license is lost, they must be issued a replacement at the cost of \$6.90.

310 Resident Landowner Hunting License (\$4.90): Issued to qualified resident owners or possessors of land, comprising 80 or more contiguous acres enrolled in a Pennsylvania Game Commission cooperative public access program. Applicants must provide their PGC cooperative public access program agreement number (referred to as “subscription number” in PALS). This number is required to verify qualifications for this reduced-fee license type. If the applicant does not have his or her agreement number, the applicant can contact the PGC Regional Office for their county. **This license type does not include antlerless hunting privileges. See page 25 for information on Landowner Antlerless Deer Licenses.**

311 Resident Military Hunting License (\$2.90): To qualify, applicants must meet all the following requirements and provide the appropriate documentation. See page 11 for more details.

- Be a resident of Pennsylvania, and provide proof that it is their home of record
- Be currently serving on active and full-time duty in the U.S. Armed Forces or the U.S. Coast Guard, and provide documentation of their military status
- Be currently assigned to a facility outside of Pennsylvania, and provide official orders showing that they are stationed outside of this Commonwealth
- Be on temporary leave in Pennsylvania, and provide leave papers

These documents are for your review only and should not be photocopied or kept. If you are in doubt as to whether an applicant qualifies for the reduced fee military license, call the License Division at 717-787-2084.

**312 Resident National Guard Hunting License (\$2.90) and
313 Resident Reserves Hunting License (\$2.90)**

To qualify, applicants must meet all the following requirements and provide the appropriate documentation. See page 14 for more details.

Be a qualified resident who, within the previous 24 months, has been deployed overseas as a member of the Pennsylvania Army National Guard or Air National Guard on active Federal service, or a reserve component of the armed forces for a period of 60 consecutive days or more, or was released early from such service because of injury or disease incurred in the line of duty. Only one Pennsylvania National Guard or Reserves hunting license may be issued for each qualifying deployment of a person applying for this license.

All applicants must provide documentation of:

- Pennsylvania being their home of record
- Documentation of military status or discharge papers, if applicable
- Individual or unit orders showing the return date from overseas.

These documents are for your review only and should not be photocopied or kept. If you are in doubt as to whether an applicant qualifies for either license, call the License

Division at 717-787-2084.

317 Resident Disabled Veteran (DV) Lifetime Hunting Renewal License (No Charge): Issued to Resident DV Lifetime Hunting license holders to renew a DV lifetime hunting license for the current year. DV lifetime hunting license holders renewing for the first time through PALS must provide their SSN and their valid PA Driver's License or some other form of positive ID showing their current address.

320 Non-resident Adult Hunting License (\$101.90): Issued to non-residents of Pennsylvania (from any state or nation) who are age 17 and older.

321 Non-resident Junior Hunting License (\$41.90): Issued to non-residents of Pennsylvania (from any state or nation) who are ages 12 through 16yrs. Eleven-year-olds may apply for a junior license if they reach age 12 by June 30 of the current license year and have successfully completed the required Hunter-Trapper Education Course. The actual hunting privileges granted to the junior license holder may not be exercised until he or she reaches age 12. In addition to the junior applicant's signature, a parent or guardian must sign the license to validate it and the information provided before the junior license holder goes afield. **No archery, muzzleloader or furtaker add-on privileges are available for this license. If a junior hunter wants any of these privileges, a Non-resident Junior Combination License must be purchased.**

322 Non-resident Junior Combination License (\$51.90): Issued to non-residents of Pennsylvania (from any state or nation) who are ages 12 through 16 yrs. Eleven-year-olds may apply for a junior license if they reach age 12 by June 30 of the current license year and have successfully completed the required Hunter-Trapper Education Course. The actual privileges granted to the junior combination license holder may not be exercised until he or she reaches age 12. In addition to the junior applicant's signature, his or her parent or guardian must sign the license to validate it and the information provided before the junior license holder goes afield. **Combination licenses do not include pheasant, bear, migratory game bird, special spring gobbler or antlerless deer license privileges.**

323 Non-resident 7-Day Small Game License (\$31.90): Issued to non-residents of Pennsylvania (from any state or nation) who are age 12 yrs. and older. For applicants under 17 yrs., the applicant's parent or guardian must co-sign the license to validate it and the information provided before the license holder goes afield. This license is not valid for pheasant and big game, including turkey. Non-residents may purchase this license to lawfully hunt waterfowl in Pennsylvania if they also possess a PA Non-resident Migratory Game Bird License and a Federal Duck Stamp.

C. Elk Special-Draw Applications and Their Costs:

Available to all customers, with or without a current hunting or combination license. Customers can be entered one, two or all three special drawings for elk licenses or continue to accumulate points for later drawings. Only one elk license application or point per elk season may be submitted each license year. Three applications and/or points are eligible for purchase in each license year. Issuing Agents receive a

commission for elk applications which increases the cost by \$1.00 for each application. **Hunter can only be awarded one elk license per year.**

Please enter NP (No Preference) if the hunter does not request or desire a specific Elk Hunt Zone. License panel will now be printed for verification of purchase of applications. See current Digest or PGC website for additional details. **Deadline for Issuance:** July 31, 2021.

580 ARCHERY Antlered Elk Application (\$11.90): Applicant entry in the ARCHERY season bull drawing.

581 ARCHERY Antlerless Elk Application (\$11.90): Applicant entry in the ARCHERY season cow drawing.

582 ARCHERY Either Sex Elk Application (\$11.90): Applicant entry in either sex ARCHERY season drawing.

583 ARCHERY Elk Preference Point Only (\$11.90): Purchase of one preference point to be applied to future drawing(s). Applicant will not be entered into the current year's ARCHERY season drawing.

530 REGULAR Antlered Elk Application (\$11.90): Applicant entry in the REGULAR season bull drawing.

531 REGULAR Antlerless Elk Application (\$11.90): Applicant entry in the REGULAR season cow drawing.

532 REGULAR Either Sex Elk Application (\$11.90): Applicant entry in either sex REGULAR season drawing.

533 REGULAR Elk Preference Point Only (\$11.90): Purchase of one preference point to be applied to future drawing(s). Applicant will not be entered into the current year's REGULAR season drawing.

585 LATE Antlerless Elk Application (\$11.90): Applicant entry in the LATE season cow drawing.

587 LATE Elk Preference Point Only (\$11.90): Purchase of one preference point to be applied to future drawing(s). Applicant will not be entered into the current year's LATE season drawing.

D. Types of Furtaker Licenses and Their Costs:

400 Resident Adult Furtaker License (\$20.90): Issued to bona fide residents of Pennsylvania ages 17 and older. An applicant over the age of 65 yrs. can purchase this privilege.

401 Resident Junior Furtaker License (\$6.90): Issued to bona fide residents of

Pennsylvania ages 12 through 16. Eleven-year-olds may apply for a junior furtaker license if they reach age 12 by June 30 of the current license year and have successfully completed the required Hunter-Trapper Education Course. The actual furtaking privileges granted to the junior license holder may not be exercised until he or she reaches age 12. In addition to the junior applicant's signature a parent or guardian must sign the license to validate it and the information provided before the junior license holder goes afield.

402 Resident Senior Furtaker License (\$13.90): Issued to bona fide residents of Pennsylvania ages 65 and older. 64-year olds may apply for a senior furtaker license if they reach age 65 by June 30 of the current license year.

403 Resident Senior Lifetime Furtaker License (\$51.90): Issued to bona fide residents of Pennsylvania ages 65 and older. 64-year olds may apply for a senior lifetime furtaker license if they reach age 65 by June 30 of the current license year. License holders apply for free renewal furtaker licenses each year as desired.

404 Resident Senior Lifetime Furtaker Renewal License (No Charge): Issued to Resident Senior Lifetime Furtaker license holders to renew their lifetime furtaker license for the current year. Lifetime furtaker license holders renewing their license must provide their valid PA Driver's License or some other form of positive ID showing their current address.

407 Resident DV Lifetime Furtaker Renewal License (No Charge): Issued to Resident DV Lifetime Furtaker license holders to renew their DV lifetime furtaker license for the current year.

410 Non-resident Adult Furtaker License (\$81.90): Issued to non-residents of Pennsylvania (from any state or nation) who are age 17 and older.

411 Non-resident Junior Furtaker License (\$41.90): Issued to non-residents of Pennsylvania (from any state or nation) who are age 12 through 16. Eleven-year-olds may apply for a junior furtaker license if they reach age 12 by June 30 of the current license year and have successfully completed the required Hunter-Trapper Education Course. The actual furtaking privileges granted to the junior license holder may not be exercised until he or she reaches age 12. In addition to the junior applicant's signature, a parent or guardian must sign the license to validate it and the information provided before the junior license holder goes afield.

MENTORED JUNIOR AND ADULT HUNTING PERMITS HAVE A THREE-YEAR PURCHASE LIMIT OVER THE COURSE OF THEIR LIFETIME. AFTER THE THREE-YEAR LIMIT HAS BEEN REACHED AND THE HUNTER IS OVER THE AGE OF 12 YEARS, THE HUNTER MUST COMPLETE THE REQUIRED HUNTER-TRAPPER TRAINING AND PURCHASE A HUNTING LICENSE IN ORDER TO HUNT IN PENNSYLVANIA.

E. Types of Mentored Hunting Permits:

340 Mentored Youth Hunting Permit (\$2.90): Issued to resident and non-resident youth 7 to 11 years old at the time of application. The applicant and parent/guardian

must sign the permit to validate it and the information provided before the mentored youth hunter goes afield. This permit includes one Fall Turkey tag, one Antlered or Flintlock Deer tag and one Spring Turkey tag. This Mentored Youth Hunting Permit remains valid after the youth reaches the age of 12 yrs. through the end of the license year. The cost to replace a lost Mentored Youth Hunt Permit is \$2.90.

347 Mentored Youth Hunting Permit – No Tags (\$2.90): Issued to resident and non-resident youth under 7 years old at the time of application. The applicant and parent/guardian must sign the permit to validate it and the information provided before the mentored youth hunter goes afield. The cost to replace a lost Mentored Youth Hunt Permit is \$2.90.

342 Resident Mentored Junior Hunting Permit (\$6.90): Issued to bona fide residents of Pennsylvania 12 to 16 yrs. at the time of application. Applicants may not hold or have previously held a hunting or furtaking license. The applicant and parent/guardian must sign the permit to validate it and the information provided before the mentored youth hunter goes afield. This permit includes one Fall Turkey tag, one Antlered or Flintlock Deer tag and one Spring Turkey tag. The cost to replace a lost Mentored Youth Hunt Permit is \$6.90.

348 Non-Resident Mentored Junior Hunting Permit (\$41.90): Issued to non-residents of Pennsylvania between 12 and 16 years old at the time of application. Applicants may not hold or have previously held a hunting or furtaking license. The applicant and parent/guardian must sign the permit to validate it and the information provided before the mentored youth hunter goes afield. This permit includes one Fall Turkey tag, one Antlered or Flintlock Deer tag and one Spring Turkey tag. The cost to replace a lost Mentored Youth Hunt Permit is \$6.90.

341 Resident Mentored Adult Hunting Permit (\$20.90): Issued to bona fide residents of Pennsylvania **17 yrs.** or older. Applicants may not hold or have previously held a hunting or furtaking license or Mentored Hunting Permit 3 or more times in Pennsylvania or any other state or nation. This permit includes one Fall Turkey tag, one Antlered or Flintlock Deer tag and one Spring Turkey tag. The applicant must sign the permit to validate it and the information provided before going afield. The cost to replace a lost Resident Mentored Adult Hunting Permit is \$6.90.

346 Non-resident Mentored Adult Hunting Permit (\$101.90): Issued to non-residents of Pennsylvania **17yrs.** or older. Applicants may not hold or have previously held a hunting or furtaking license or Mentored Hunting Permit for 3 or more times in Pennsylvania or any other state or nation. This permit includes one Fall Turkey tag, one Antlered or Flintlock Deer tag and one Spring Turkey tag. The applicant must sign the permit to validate it and the information provided before going afield. The cost to replace a lost Non-resident Mentored Adult Hunting Permit is \$6.90.

F. Types of Add-on Licenses/Permits and Their Costs:

500 Resident Archery License (\$16.90): Issued in addition to a general hunting

license to resident applicants who wish to hunt during the archery deer seasons.

520 Non-resident Archery License (\$26.90): Issued in addition to a general hunting license to non-resident applicants who wish to hunt during the archery deer seasons.

501 Resident Muzzleloader License (\$11.90): Issued in addition to a general hunting license to resident applicants who wish to hunt during the muzzleloader and flintlock muzzleloader deer seasons.

521 Non-resident Muzzleloader License (\$21.90): Issued in addition to a general hunting license to non-resident applicants who wish to hunt during the muzzleloader and flintlock muzzleloader deer seasons.

502 Resident Migratory Game Bird License (\$3.90): Issued in addition to a general hunting, combination license or mentored permit to resident applicants who wish to hunt migratory game birds. To lawfully hunt waterfowl, hunters age 16 and older must also obtain a Federal Duck Stamp. Please be sure to ask all hunters the migratory game bird harvest questions. Since HIP survey information is collected through the PALS application process and sent electronically to the U.S. Fish & Wildlife Service, it is very important to answer these questions accurately so that critical federal and state harvest surveys are not compromised.

522 Non-resident Migratory Game Bird License (\$6.90): Issued in addition to a general hunting, combination license, mentored permit or 7-Day non-resident small game license to non-resident applicants who wish to hunt migratory game birds. To lawfully hunt waterfowl, hunters age 16 and older must also obtain a Federal Duck Stamp. Please be sure to ask all hunters the migratory game bird harvest questions. Since HIP survey information is collected through the PALS application process and sent electronically to the U.S. Fish & Wildlife Service, it is very important to answer these questions accurately so that critical federal and state harvest surveys are not compromised.

503 Resident Bear License (\$16.90): Issued in addition to a general hunting license, combination license or mentored permit to resident applicants age 12 yrs. and older, who wish to hunt bears during any bear season.

523 Non-resident Bear License (\$36.90): Issued in addition to a general hunting license, combination license or mentored permit to non-resident applicants age 12 yrs. and older, who wish to hunt bears during any bear season.

504 Resident Special Spring Turkey License (\$21.90): Issued in addition to a general hunting license, combination license or mentored permit to resident applicants who wish to obtain an additional spring turkey tag. Limit of one Special Spring Turkey license/tag per license year. **Deadline for Issuance:** April 30, 2021.

524 Non-resident Special Spring Turkey License (\$41.90): Issued in addition to a general hunting or combination license or mentored permit to non-resident

applicants who wish to obtain an additional spring turkey tag. Limit of one second spring gobbler license/tag per license year. **Deadline for Issuance:** April 30, 2021.

548 Bobcat Permit (\$6.90): Available to resident and non-residents who hold a current furtaker or combination license and wish to hunt or trap bobcats during the bobcat season. The cost to replace a lost Bobcat Permit is \$6.90. See current Digest or PGC website for season dates and details. **Deadline for Issuance:** December 18, 2020.

549 Fisher Permit (\$6.90): Available to resident and non-residents who hold a current furtaker or combination license and wish to trap fishers during the fisher season. The cost to replace a lost Fisher Permit is \$6.90. See current Digest or PGC website for season dates and details. **Deadline for Issuance:** December 18, 2020.

550 River Otter Permit (\$6.90): Available to residents and non-residents who hold a current furtaker or combination license and wish to trap river otters during the river otter season. The cost to replace a lost River Otter Permit is \$6.90. See current Digest or PGC website for season dates and details. **Deadline for Issuance:** February 12, 2021.

551 Federal Duck Stamp (\$28.40): Issued to residents and non-residents with or without a general hunting license who wish to purchase a Federal Duck Stamp. The customer makes the purchase through PALS, the temporary eDuck panel is printed on license paper immediately and is valid for 45 days from date of purchase. The actual Federal Duck Stamp will be mailed within 45 days to the individual's current address in PALS. This privilege will be activated on June 29, 2020 and remain active until the end of the migratory game bird season, April 24. **Please confirm the customer's address is correct in PALS to reduce delays in shipping the Federal Duck Stamp.**

552 Adult Pheasant Hunting Permit (\$26.90): Available to residents and non-residents who hold a current hunting, combination license or mentored permit and wish to hunt pheasant. The cost to replace a lost Adult Pheasant Permit is \$6.90.

Please note that all Senior Lifetime and Senior Lifetime Combination License holders who purchased prior to May 13, 2017, are not required to purchase the Adult Pheasant Hunting Permit to hunt pheasant. **The original purchase date of the Senior Lifetime and Senior Lifetime Combo licenses are now printed on the second panel of the license.**

553 Junior Pheasant Hunting Permit (\$0): Available to resident and non-resident junior hunters who hold a current junior hunting license, junior combo license or mentored permit and wish to hunt pheasant. If Junior Pheasant Permit is lost, hunter must purchase a no-cost replacement Junior Pheasant Permit.

620 Resident DMAP (coupon) (\$10.90): Issued in addition to a general hunting license, combination license or mentored permit to resident applicants who wish to obtain a DMAP harvest permit to harvest an antlerless deer in a specific DMAP unit.

These DMAP Units require that the applicant obtain a DMAP coupon from the landowner. This coupon must be presented to an issuing agent prior to the issuance of a DMAP harvest permit. See PGC website or Digest for additional details.

621 Non-resident DMAP (coupon) (\$35.90): Issued in addition to a general hunting license, combination license or mentored permit to non-resident applicants who wish to obtain a DMAP harvest permit to harvest an antlerless deer in a specific DMAP unit. These DMAP Units require that the applicant obtain a DMAP coupon from the landowner. This coupon must be presented to an issuing agent prior to the issuance of a DMAP harvest permit. See PGC website or Digest for additional details.

622 Resident DMAP (no coupon) (\$10.90): Issued in addition to a general hunting license, combination license or mentored permit to resident applicants who wish to obtain a DMAP harvest permit to harvest an antlerless deer in a specific DMAP unit. These DMAP Units do not require a DMAP coupon to purchase the harvest permit. In these Units, DMAP harvest permits are issued until the allocation is exhausted. See PGC website or Digest for additional details.

623 Non-resident DMAP (no coupon) (\$35.90): Issued in addition to a general hunting license, combination license or mentored permit to non-resident applicants who wish to obtain a DMAP harvest permit to harvest an antlerless deer in a specific DMAP unit. These DMAP Units do not require a DMAP coupon to purchase the harvest permit. In these Units, DMAP harvest permits are issued until the allocation is exhausted. See PGC website or Digest for additional details.

Please note: DMAP coupons should be retained by agents until July 31, or thirty-one (31) days after the license year ends. Due to personal information contained on a coupon, completely shred/destroy these forms after the retention period has ended. County Treasurers must retain DMAP coupons for at least one year after date of audit and settlement (see Section 4 for details).

G. Deadline and Cut-off Dates for Certain Add-on Privilege Purchases: Throughout the hunting season there will be license issuance cut-off dates. Listed below are the type of privileges and the cut-off dates:

<u>Bobcat and Fisher:</u>	available June 22, 2020 until December 18, 2020
<u>River Otter:</u>	available June 22, 2020 until February 12, 2021
<u>Special Spring Turkey:</u>	available June 22, 2020 until April 30, 2021
<u>eDuck Stamp:</u>	available June 29, 2020 until April 24, 2021

H. Residents of Pennsylvania: Any person who has been domiciled (maintains a true, fixed and permanent home and principal residence) in Pennsylvania for a period of 30 consecutive days immediately preceding application for a license, and who established identity, age and fact of bona fide residency to the satisfaction of the PGC or an authorized issuing agent may be issued a resident license. Applicants for resident licenses must produce:

1. Valid Pennsylvania Motor Vehicle Operator's License, or
2. Current receipts evidencing payment of PA state or local personal income tax, (example: recent pay stub showing PA personal income tax deducted), or
3. Some other form of positive ID verifying residency - this provision is provided primarily to accommodate youth and certain other persons who may not possess documentation as set forth in items 1 or 2 above. If the applicant can furnish satisfactory information either orally or with some form of documentation, or a combination of both, the applicant may be issued a resident license. For junior license applicants who are too young to drive, the parent or legal guardian must present proof of their residency.

Be advised: If you have reasonable doubt about an applicant's residency, do not issue a resident license. It is the applicant's responsibility to prove their residency status. If you need help with a specific case, call the License Division (717-787-2084) or the PGC Regional Office for your area (refer to the current Digest or the PGC website for telephone numbers). Please note, a prior year's license is **not** proof of residency.

I. MILITARY PERSONNEL:

Resident Active duty members of the U.S. Armed Forces or U.S. Coast Guard but residing outside of Pennsylvania while serving on active duty are considered residents of Pennsylvania if they list Pennsylvania as their home of record. Their immediate family members are also considered residents if they are living in his or her home. If these members meet the legal requirements listed below, Resident Active duty members will be issued a Military Hunting license.

Nonresident Active duty members of the U.S. Armed Forces or U.S. Coast Guard who have been officially stationed and quartered in Pennsylvania for a period of 30 consecutive days immediately preceding application for a license, may be issued a Resident Adult Hunting license, **DO NOT A ISSUE A RESIDENT MILITARY LICENSE.**

Military personnel who apply for a resident license, Military or Adult Hunting, **MUST** produce their military identification card and proof of their active duty status and residency via:

1. Official orders verifying residency status or home of record, or
2. Pay stub verifying residency status or home of record, or
3. Official Residency Certificate issued by the military branch they serve in.

In lieu of the documentation described on page 11, military personnel may produce the following three items together; an expired Pennsylvania driver's license, a valid, active military identification card and official orders documenting actual service outside of this Commonwealth. Under the Vehicles Law of Pennsylvania, Section 1514(d), a driver's license held by a person who enters or is on active duty in the armed forces is valid as long as active service continues, and the person is absent from this Commonwealth.

J. Students from Other States or Nations: Students from other states or nations who attend college in Pennsylvania **are not** considered residents for the purpose of purchasing a

resident license, unless they establish and maintain their permanent residence in Pennsylvania. (Refer to Part G, Residents of Pennsylvania)

K. Hunter-Trapper Education Requirements: Hunting license applicants who have not previously held a prior hunting license lawfully issued to them in Pennsylvania or another state or nation, or have not hunted under the resident license and fee exemptions in Section 2706 of the Game and Wildlife Code (relating to agricultural lands), or do not possess a certificate of training approved by the Director, must attain accreditation in a Hunter-Trapper Education Course before a hunting license may be issued. U.S. Armed Forces, U.S. Coast Guard, National Guard, and Reserves personnel on active duty or within six (6) months of discharge or separation under honorable conditions are exempt from the Hunter-Trapper Education requirements as they relate to the issuance of hunting licenses.

Furtaker license applicants who have not held a prior furtaker or trapping license lawfully issued to them in Pennsylvania or another state or nation or have not completed a voluntary trapping course sponsored by the PGC or have not hunted or trapped furbearers within the last five years, must attain accreditation in a Hunter-Trapper Education Course before a furtaker license may be issued.

Please make sure every “first time hunter or furtaker” is asked the hunter-trapper education question and that the applicant understands that they must complete a Hunter-Trapper Education Course to qualify for a hunting license if they have never held one in the past.

L. License Revocations:

License Suspensions: PALS will automatically stop the issuance of a license to an individual on suspension for general hunting violations or non-payment of child support. Hunting privileges of such persons are suspended or denied only when a court issues an order requiring such action.

If the applicant has questions or believes that the license was denied in error, please have the applicant contact the **Bureau of Wildlife Protection directly at 717-787-4024.**

M. PALS License Issuance and Customer Identification Number (CID):

Customers already in PALS: If an applicant has already purchased or renewed a hunting or fishing license through PALS, the system assigned them a 9-digit CID that was printed on their license. Applicants should use this number when reapplying each year since it will identify them in the database and speed the license issuance process.

If the applicant is applying for a resident license, he or she will still need to provide proof of residency each year. This is usually done through a valid PA driver's license. If the applicant doesn't have or can't remember their CID, they will need to provide their SSN or PA driver's license number to access their record in the database. If the customer has the new-style driver's license, you will have to key in the Driver's License number.

Please ask the customer if the address shown on their driver's license is current. If it isn't,

update the information in the address fields using the PALS keyboard. The customer will still need to update their address information with the PA Department of Transportation.

First-time PALS license buyers: First-time PALS license buyers, both residents and non-residents, will need to provide their SSN. For security purposes, allow customers to enter their own SSN using the PALS pin-pad that comes with your equipment.

For resident licenses, swipe the customer's valid PA driver's license through the card reader device. The information on the magnetic stripe will pre-fill most customer information fields. Make corrections if needed. Ask the customer if the address shown on their driver's license is correct. If it is not correct, update the applicant's address. If the applicant does not have a valid PA driver's license, you will need to key-in the information.

For the issuance of non-resident licenses and the resident hunters who have a new or newly renewed PA driver's license or ID card, you will need to key-in the customer's information using the PALS keyboard. Once they are assigned a CID, applicants should use this number to renew their license each year. PALS does not recognize non-resident driver's licenses so they can't be swiped to pre-fill customer information fields. Do not enter spaces or dashes when entering a non-resident driver's license; enter only letters and numbers.

Validating a license: To validate a license, the licensee must personally sign the document before going afield. The licensee's signature certifies that (1) he or she has either held a prior hunting and/or furtaker license or completed a Hunter-Trapper Education Course, (2) his or her hunting and/or furtaker privileges are not revoked for the license year and (3) all information presented is true and correct. Please remind the customer of this requirement.

Purchasing a license for someone else: It is possible for someone to apply for/purchase a general hunting or furtaker license for someone else, as long as all licensee information is provided including proof of residency for those who desire a resident license. When the licensee signs his or her license as required, he or she is certifying the correctness of all information presented (see previous section on "validating a license").

Youth and Junior applicants: The applicant's parent or guardian must approve the issuance of a Mentored Youth Permit, Mentored Junior Permit, Junior Hunting, Junior Combination license and Junior Furtaker license and co-sign in the space provided before the hunter goes afield. All hunters age 16 yrs. and under must have parent's permission to purchase these privileges.

Collection of Social Security Numbers: The U.S. Congress enacted a number of laws to improve enforcement of child support obligations which requires states to obtain SSNs from applicants for ALL recreational licenses including hunting/furtaker licenses. Act 1997-58, signed into law in December of 1997, addresses this issue in Pennsylvania. License applicants are required to supply their SSN, if they have one, when they apply for a general hunting or furtaker license, or when they renew their lifetime license for the first time. Applicants do not have to show their Social Security card.

For security purposes, allow customers to enter their own SSN using the pin-pad that comes with your equipment.

SSN Exemption Process for License Applications: It is very important to understand that this exemption only applies to **first time customers** in PALS. There are three types of exemptions that are recognized by the federal government.

If a first-time PALS customer falls under any of these exemptions, please choose one of the following methods to create a new Customer Identification Number (CID). By following these instructions agents will fulfill their responsibilities of compliance with this exemption. These methods are listed in order of preference and shall be utilized in this order if available.

1. Contact the License Division at 717-787-2084 during regular business hours (7:45-4:00) Monday thru Friday to request administrative creation of the CID. Please note our offices are closed on state holidays.
2. Contact the Help Desk at 1-888-773-8450 after the License Division's normal business hours, weekends and state holidays to request administrative creation of the CID.
3. If options 1 or 2 are unavailable (regardless of the cause), agents should instruct the customer to mail the completed form to the PGC in the manner provided on the form to facilitate the administrative creation of the CID.

N. Replacement Licenses and Permits: Except for the following licenses and permits, the cost of replacement licenses and permits is \$6.90.

Migratory Game Bird license – a new license must be purchased at \$3.90

Federal Duck Stamp – no replacement offered

Mentored Youth Hunting Permit – replacement for \$2.90

Junior Pheasant Permit – replaced at no cost.

The issuance of a replacement license or permit, or the purchase of a second or subsequent license or permit of any class immediately invalidates any license or permit of the same kind previously issued.

If an individual loses the antlerless deer license application panel that comes with their general hunting license, they should use the paper antlerless application form included with the Digest or print one from the PGC website. Do not issue a replacement license solely for the application

Please note: Applicants who lose their Senior Lifetime Hunting, Combination, Furtaker or Renewal license during the year must purchase a replacement license at the cost of \$6.90.

SECTION 3

REPORTING LICENSE SALES - REORDERING SUPPLIES

A. Reporting and Remitting Requirements: Please refer to the PALS User's Guide for detailed information on reporting and the required weekly electronic transfer of funds (EFTs) for license sales.

The Pennsylvania Game and Wildlife Code, Section 2725, states in part that "any issuing

agent who fails to comply with any of the provisions of this Title or regulations adopted thereunder relating to the issuance, recording of data or remitting costs for licenses issued shall not be entitled to retain the sum fixed for his services. These sums shall be paid to the Commission and, if not paid, may be recovered by the Commission, by suit. Delinquent agents are subject to a penalty of 10% payable to the Commission on any outstanding balance of license money due the Commission, which penalty shall be compounded on a monthly basis. Delinquent agents shall be recalled after a delinquency period of 30 days."

If the PGC files a claim against your surety bond or irrevocable letter of credit to recover monies owed for licenses sold or voided licenses not returned, your agency is considered delinquent and subject to recall.

Voided Licenses/Permits: Commercial agents and Game Commission offices are required to return voided licenses and permits to the License Division within fifteen (15) days. The PALS Void Log form should be used to track and report voided licenses and permits. Failure to return a voided license or permit within this timeframe results in the license or permit being charged to your account. This charge would be swept from your account in the following EFT. To avoid these additional charges, please return voided licenses/permits promptly, in an envelope marked "FIRST CLASS MAIL" to:

PGC – LICENSE VOIDS
LICENSE DIVISION
2001 ELMERTON AVENUE
HARRISBURG, PA 17110-9797

Fishing license voids must be returned directly to the PA Fish & Boat Commission.

County Treasurers must retain voided licenses/permits for the audit conducted by the Auditor General's Office, Bureau of County Audits (see Section 4).

Issuing agent fee (\$1): Agents retain \$1 from the sale of most license, permit and application sold including replacement licenses and permits. For senior lifetime renewal licenses (hunting, furtaker and combination) and DV lifetime renewal licenses (hunting and furtaker), agents are credited \$1 per renewal license issued.

B. Reordering Supplies: Agents should order additional supplies through PALS. Instruction Manuals, Posters, and Void Logs are ordered per unit. Hunting & Trapping Digests with Harvest Report Cards and Antlerless Deer Envelopes are ordered by case with limits as listed below.

Rolls of yellow license stock come four rolls per box. Contact the License Division if you order rolls of yellow license stock and it does not arrive within three business days from the date of order.

WebPOS Agents

- (1) Login with your User ID, Password, and Location ID.
- (2) Click Supply Order on the left side of the screen.
- (3) Select the Quantity to Order for the supplies you require:

WEB POS Full Kit (4 yellow license rolls)	Order per kit
Instruction Manuals, Posters, and Void Logs (1 each)	Order per unit
Hunting & Trapping Guides w/ Harvest Report Cards (100/case)	Order per case, 4 case max
Antlerless Deer Application Envelopes (1,000/case)	Order per case, 2 case max

(4) Click the Order Supplies button to place the order. Print confirmation for reference.

Antlerless Deer License Envelopes: Official envelopes are pink in color and designed to be mailed directly to County Treasurers. Distribute the pink envelopes only to applicants who will use them to apply for antlerless deer licenses. **Provide applicants with the number of envelopes they ask for, but don't stack them on a counter unattended.** Reorder envelopes as needed; reorders are by case.

Please make sure that you have enough supplies before brisk license sales periods in mid-June, July, and November (week before the regular deer season). Since UPS does not have regular deliveries on the Friday and Saturday after the Thanksgiving holiday, you must reorder the week before to have supplies delivered in time for the holiday weekend. It is your responsibility as an agent to keep an ample supply of license paper, Hunting & Trapping Digests, and Antlerless Deer License envelopes on hand to serve the public.

If your supply shipment is damaged when delivered, please notify PGC immediately with the day of delivery and visual damage to delivery.

Will Calls: If you plan to pick up PGC specific supplies at our Harrisburg Headquarters, you must call ahead to make an appointment and arrangements for pickup. You must arrive here no later than 3:00 p.m. to pick up supplies. (Refer to Exhibit 1 at the end of this manual for an area map of Harrisburg.)

C. Failed Electronic Fund Transfers (EFTs): If your weekly EFT fails due to insufficient funds, your account will be put on hold immediately. This would prevent any additional license transactions from occurring. Your account will be swept again the following week for funds to cover (1) the failed EFT amount, (2) an additional \$25 fee for the failed EFT and (3) funds covering any sales that may have occurred after the initial failed EFT. Failure to have funds in your account to cover the full amount due may result in the PGC initiating legal action and/or a claim against your bond or irrevocable letter of credit. Your agency will then be subject to recall.

PGC will contact all Agents who fail the EFT and offer to reactivate account upon signing and submitting an affidavit of available funds for the next EFT.

D. Security Coverage: New, first-time commercial agents must post a surety bond or irrevocable letter of credit of at least \$18,000 for each location. Our legal counsel must approve security coverage before licenses can be issued through PALS. After three license years of being an agent and selling licenses through PALS, the Commission may consider, upon request, lowering your security coverage based on agent sales data.

Surety Bond Cancellations: If we receive notice from a surety company requesting cancellation of your bond, we will notify you that your account will be placed on hold upon the effective date of cancellation. The cancellation notice must be formally rescinded by the

surety company or you must post a new bond or irrevocable letter of credit in order to continue selling licenses.

Irrevocable Letters of Credit: Letters of credit must carry an expiration date of June 30th of any given year, to secure coverage for at least one entire license year. They must be on official bank letterhead and contain the signature, complete printed name, and title of the bank officer who signs it.

E. Minimum Sales Requirement: In order to continue as an issuing agent, a minimum of 50 licenses must be sold annually. Qualifying licenses, for the purpose of calculating 50 licenses, shall be the general resident and non-resident hunting and furtaker licenses. Add-on licenses/permits such as archery, muzzleloader, bear, migratory game bird, special spring gobbler, mentored hunting permits, river otter, bobcat permit, fisher permit, DMAP, and replacement licenses are not included as qualifying licenses.

If an agent sells less than the required 50 qualifying licenses in any given year and is removed by the Commission, any subsequent reapplication to become an issuing agent would require a new application and payment of the application fee.

SECTION 4

SPECIAL INSTRUCTIONS FOR COUNTY TREASURERS AND GAME COMMISSION OFFICES

A. Resident Disabled Veteran (DV) Hunting and Furtaker Licenses: Issued by County Treasurers and PGC Offices only. County Treasurers will receive \$1 credit for each free DV license they issue. To be eligible for a resident DV license, the veteran must have a service-related disability incurred during a war or armed conflict and meet one of the three criteria shown below.

1. The loss of one or more limbs
2. The loss of use of one or more limbs
3. Veterans Affairs certification of 100% physical disability or documentation that the veteran is receiving 100% or total compensation*.

The term "War" as used in Section 2706 of the Pennsylvania Game and Wildlife Code shall include both declared and undeclared wars for which veterans receive benefits from the federal government. Eligible disabled veterans include: World War I veterans who served from April 6, 1917 to November 11, 1918; World War II veterans who served from December 7, 1941 to December 31, 1946; Veterans of the Korean conflict who served from June 27, 1950 to January 31, 1955; Vietnam Era veterans who served from February 28, 1961 to May 7, 1975; Persian Gulf War veterans who served from August 2, 1990 to April 6, 1991, Iraq War veterans who served from March 19, 2003 to December 15, 2011, and Afghanistan War veterans who served from October 7, 2001 to December 28, 2014.

* Under Veterans Administration regulations, total disability ratings for compensation may be assigned where the injury rating is less than total, when the disabled veteran is unable to secure or follow a gainful occupation as a result of service-connected

disabilities. In such cases, the veteran will have documentation that he is receiving 100 percent or total compensation. Since the U.S. Government has assigned a total disability rating for compensation for such a veteran, we will recognize the veteran as a 100 percent disabled veteran who qualifies for a free hunting license with proper documentation.

For some veterans discharged in 1973 or later, the claim number and SSN are the same. A Veteran's Administration form letter may be obtained from the following address: Department of Veterans Affairs, P.O. Box 8079, Philadelphia, PA 19101.

315 Resident DV Hunting License (No Charge): Issued annually to residents that meet one of the requirements listed in Section 4(A). This type of license is generally provided to those veterans that may have a future review of their disability rating. A qualified veteran who has a disability rating of less than 100 percent, but meets the first or second criteria, may also be eligible. This disability must be directly related to injuries incurred while on active duty during a war or armed conflict. Discharge papers may also be required.

316 Resident DV Lifetime Hunting License (No Charge): Issued to residents that meet one of the requirements listed in Section 4(A), and, if qualifying under the second or third criteria, present documentation that the condition is permanent. A qualified veteran who has a disability rating of less than 100 percent, but meets the first or second criteria, may also be eligible. This disability must be directly related to injuries incurred while on active duty during a war or armed conflict. Discharge papers may also be required. Applicants may obtain yearly renewal licenses through any issuing agent. If a license holder moves out-of-state, he or she is not eligible to renew their DV Lifetime license.

318 Resident Reduced DV Hunting License (\$2.90): Issued to resident veterans that have a service-related disability incurred during a war or armed conflict and possess a disability rating between 60% and 99% as certified by the United States Department of Veterans Affairs.

405 Resident DV Furtaker (No Charge): Issued annually to residents that meet one of the requirements listed in Section 4(A). This type of license is generally provided to those veterans that may have a future review of their disability rating. A qualified veteran who has a disability rating of less than 100 percent, but meets the first or second criteria, may also be eligible. This disability must be directly related to injuries incurred while on active duty during a war or armed conflict. Discharge papers may also be required.

406 Resident DV Lifetime Furtaker (No Charge): Issued to residents that meet one of the requirements listed in Section 4(A) and, if qualifying under the second or third criteria, present documentation that the condition is permanent. A qualified veteran who has a disability rating of less than 100 percent, but meets the first or second criteria, may also be eligible. This disability must be directly related to injuries incurred while on active duty during a war or armed conflict. Discharge papers may also be required. Applicants obtain yearly renewal licenses through any issuing

agent. If a license holder moves out-of-state, he or she is not eligible to renew their DV Lifetime license.

408 Resident Reduced DV Furtaker (\$2.90): Issued to resident veterans that have a service-related disability incurred during a war or armed conflict and possess a disability rating between 60% and 99% as certified by the United States Department of Veterans Affairs.

DV License Replacements: An individual who loses his or her DV license (yearly, lifetime or renewal) may purchase a replacement at the cost of \$6.90 at any issuing agent. Qualified DV license holders are entitled to only one free license per year.

B. Prisoner of War (POW) Hunting Licenses (\$2.90): Issued annually and only by County Treasurers and PGC offices. To qualify, applicants must meet the following criteria:

- Be a qualified resident who was imprisoned by enemy forces while in the service of the Armed Forces of the United States as certified by the appropriate branch of the Armed Forces of the United States.
- Applicants should produce a copy of orders showing the award of the Prisoner of War Medal or a DD 214 stating prisoner of war status and proof of residency.

C. Antlerless Deer Licenses: (Residents: \$6.90 – Non-residents \$26.90) Please note: The 2020 Antlerless Deer License Regulations will be forwarded under separate cover to County Treasurers prior to the start of the new license year. Please review these regulations carefully.

The Board of Commissioners has revised the Mentored Program this year to allow mentored permit holders, over the age of 7 years, to apply for and receive ONE antlerless license.

Using the pink Official Antlerless Deer License Application Envelope, hunters will mail their antlerless deer license applications directly to a County Treasurer of their choice, not the PGC. County Treasurers can issue antlerless deer licenses for any wildlife management unit (WMU) not only those in which their counties are located. Hunters may use the application panel that comes with the general hunting license, the paper application included with a license purchase or print application forms on the PGC website. An original signature on the application is required.

Hunters may indicate their first, second and third WMU preference on the application. If the first WMU of choice is sold out, the County Treasurer will issue a license for the second or third WMU preference based on license availability. PALS automatically tracks allocations and monitors personal license limits, so hunters are not issued more licenses than they are entitled to at any given point.

The following information is an outline of the application schedule for 2020. Please note that Landowner antlerless deer licenses must be issued prior to the start of the regular application period, which begins July 13th this year.

2020 Antlerless Deer License Application Schedule

- Mon., July 13: First day resident antlerless deer license applications accepted by County Treasurers (Mail Only)
- Mon., July 20: First day non-resident antlerless deer license applications accepted by County Treasurers (Mail Only)
- Mon., August 3: If antlerless deer licenses are still available, County Treasurers accept antlerless deer license applications from residents and non-residents for a first unsold tag (Mail Only – first round, one unsold tag per applicant)
- For WMUs 2B, 5C and 5D only, applicants may apply for an unlimited number of unsold tags, by mail only, limit of three applications per envelope
- Mon., August 17: If antlerless deer licenses are still available, County Treasurers accept antlerless deer license applications from residents and non-residents for a second unsold tag (Mail Only – second round)
- Mon., August 24: Over-the-counter sales begin for applicants who desire antlerless deer licenses (unlimited) in WMUs 2B, 5C and 5D
- Mon., Sept. 14: Regular and first round unsold licenses are scheduled to be mailed to successful applicants
- Mon., Sept. 28: Second round unsold licenses are scheduled to be mailed to successful applicants
- Mon., Oct. 5: If antlerless deer licenses are still available and the applicant has not exceeded his or her license limit, County Treasurers accept antlerless deer license applications over the counter.

Antlerless deer licenses are issued without regard to the applicant's county of residence.

Antlerless deer license applications are retained by County Treasurers. If a Game Warden needs an original application related to an investigation, please make a copy of it for your records.

A non-negotiable check might not permanently void the antlerless license associated with it. If the County Treasurer has not yet mailed the license, the County Treasurer must provide proof to the License Division that they made an attempt to contact the hunter (typically a letter), and that the County Treasurer gave a specific amount of time (usually 10 days) to provide payment. The County Treasurer must also fax or scan and email a copy of the license to the License Division to prove it is in their possession and not the hunter's. The License Division will reverse the license (crediting the County Treasurer's office) after the specific amount of time has elapsed and after receiving copies of County Treasurer's due diligence.

If the hunter has received the license, the County Treasurer must contact the License Division to invalidate the license, then contact the hunter and explain that the license is not valid until a sufficient check/money order is received to replace the non-negotiable check. The Treasurer must give a specific time (usually 10 days) to replace the NSF check. If the hunter makes the payment, the License Division will validate the license. If the hunter fails to remit payment, the County Treasurer will need to file charges with their local Magisterial District Judge.

- D. Replacement Antlerless Deer Licenses** (\$6.90): County Treasurers can issue Replacement Antlerless Deer Licenses for any WMU. If the applicant cannot appear in person, they may mail a completed “Mail-Order Application/Affidavit for Replacement of a Lost Antlerless Deer License” form along with the proper remittance to a County Treasurer. This form is available on the PGC website. The applicant should mail the completed form and remittance in a plain envelope marked “Replacement Antlerless Application.” Applicants who apply by mail must include a self-addressed stamped return envelope.
- E. Armed Forces (AF) Antlerless Deer Licenses** (\$6.90): These licenses are issued by County Treasurers to eligible PA resident U.S. Armed Forces or PA resident U.S. Coast Guard personnel. Qualified applicants may apply to any County Treasurer for the WMU in which they desire to hunt. To qualify, applicants must be full-time active duty or within sixty (60) days of their honorable discharge. Applicants are not required to be stationed outside of Pennsylvania. Immediate family members of qualified applicants and individuals serving in the Reserves or National Guard are not eligible for this license.

If a resident applicant who normally serves in the Reserves or National Guard is called to serve in a Federal full-time active duty (generally referred to as Title 10) status prior to applying, this person could qualify for the license. If you are unsure about a particular case, please fax the documentation to the License Division for review (fax no. 717-705-1628). The documentation will be examined to make a determination as to whether or not that person qualifies for an AF license under this circumstance.

Applicants must produce substantial proof of their military status (refer to Section 2, Item H, Military Personnel). In lieu of the standard documentation described in that section, military personnel may produce the following three items together; an expired Pennsylvania Driver’s license, a valid military identification card and official orders or discharge papers documenting the time frame of active duty service.

Under the Vehicles Law of Pennsylvania, Section 1514(d), a driver’s license held by a person who enters or is on active duty in the armed forces is valid as long as active duty continues, and the person is absent from this Commonwealth. In fact, the driver’s license remains valid 45 days following the date of the person’s discharge from active duty or return to this Commonwealth unless otherwise suspended by law.

An applicant may obtain only one guaranteed AF antlerless deer license. These licenses may be issued at any time. If the applicant cannot apply in person, they may mail their antlerless deer license application, remittance and supporting documentation (official orders) directly to a County Treasurer using a plain envelope marked “Armed Forces Antlerless Application.” Applicants who apply by mail must include a self-addressed

stamped return envelope.

Regardless of the type of general hunting license the hunter has purchased for the current license year, they are considered eligible for this type of antlerless hunting license with proper documentation provided, as listed above.

F. Disabled Veteran (DV) Antlerless Deer Licenses (\$6.90): Eligible PA resident disabled war veterans as described in Item A, may apply to any County Treasurer for the WMU in which they desire to hunt. If the qualified veteran cannot apply in person, he or she should mail their antlerless deer license application, remittance and supporting documents (Veterans Administration form letter) directly to the County Treasurer in a plain envelope marked "Disabled Veteran Antlerless Application." Applicants who apply by mail must include a self-addressed stamped return envelope.

An applicant may obtain only one guaranteed DV antlerless deer license. This license may be issued at any time. Applicants who receive the Reduced DV Hunting license do not qualify for the DV Antlerless Deer License.

Regardless of the type of general hunting license the hunter has purchased for the current license year, they are considered eligible for this type of antlerless hunting license with proper documentation provided, as listed above.

G. Landowner Antlerless Deer Licenses (Residents: \$6.90 – Non-residents \$26.90): These licenses are issued only by the County Treasurer in the county in which the applicant owns (leased land does not qualify) fifty (50) or more contiguous (all adjoining) acres of land totally within the county of application. The applicant understands and must agree to at the time of application, that the subject fifty (50) or more contiguous acres of land are open to public hunting and trapping and shall remain open to public hunting and trapping during the entire license year (July 1 to June 30) for which the Landowners Antlerless Deer license is issued. This license is available to both residents and non-residents.

If the qualifying acreage is located within a county with two or more WMUs, the applicant selects the WMU he or she desires.

The Landowner Antlerless Deer license may be applied for and issued prior to the regular Antlerless Deer licenses going on sale (July 13 this year). The applicant must furnish proof of ownership of land to the County Treasurer in the form of the original deed or true copy thereof. Applicants or their agents may present their antlerless deer license application, Landowner Antlerless Deer license affidavit, etc. to the County Treasurer in person. If this is not possible, applicant may mail these items and remittance to the County Treasurer in a plain envelope marked "Landowner Antlerless Application." Applicants who apply by mail must include a self-addressed stamped return envelope.

Only one Landowner Antlerless Deer license shall be issued per qualifying deed regardless of acreage in excess of 50. Under no circumstances may an individual make application for more than one or receive more than one Landowner Antlerless Deer license in any given year regardless of the number of qualifying tracts held or acreage above the minimum involved. Copies of affidavits must be sent to PGC Headquarters within a reasonable period

of time.

- H. Record Retention and Disposition:** County Treasurers must retain all voided licenses for audit purposes by the Auditor General's Office, Bureau of County Audits. Antlerless deer license applications, DMAP coupons and original copy of affidavit forms are to be held for a minimum of one (1) year after date of audit and settlement, before being destroyed by County Treasurers. This ruling does not abrogate any county regulations contrary thereto. Due to the personal information contained on the forms, please make sure these items are completely shredded/destroyed after the retention period has ended.

SECTION 5

MISCELLANEOUS INFORMATION

- A. First Year Issuing Agent Rebates:** First year issuing agents shall be entitled to a rebate based on their first license year sales only. The 2020-21 license year runs from June 20, 2020 through June 30, 2021. The rebate schedule provides for the prorate return of a portion of the initial \$500.00 application fee as per the following schedule:

- \$100.00 Rebate if 250 qualifying licenses are sold the first year.
- \$200.00 Rebate if 500 qualifying licenses are sold the first year.
- \$300.00 Rebate if 750 qualifying licenses are sold the first year.
- \$400.00 Rebate if 1000 qualifying licenses are sold the first year.

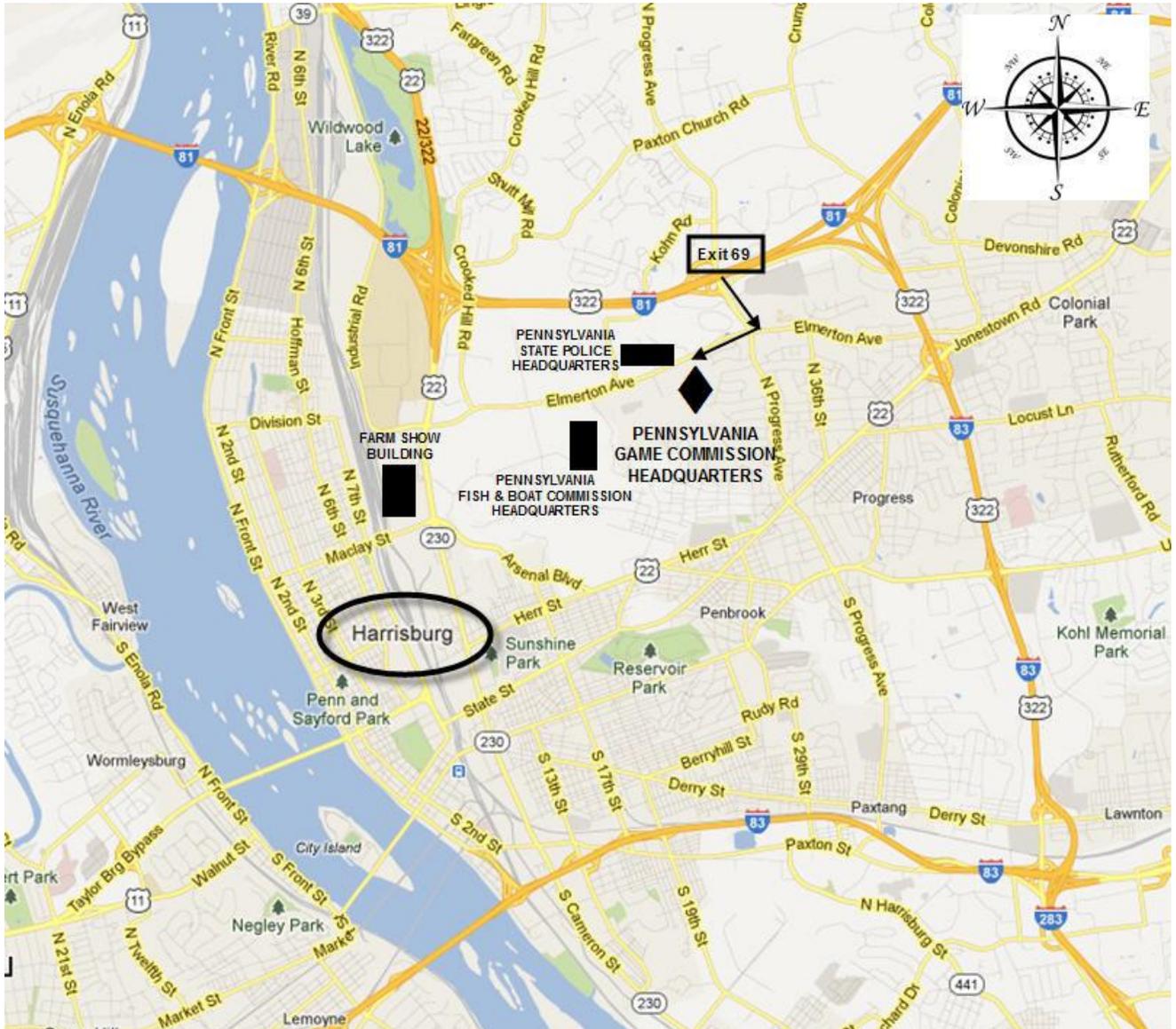
Qualifying licenses for the purpose of calculating a rebate include combined resident and non-resident, hunting and furtaker licenses. Archery, muzzleloader, migratory game bird, bear, special spring turkey, river otter, bobcat, fisher, DMAP, Mentored Hunting and replacement licenses are not included as qualifying licenses sold.

The rebate amount will be credited to the agent in the form of a Manual Adjustment. Manual Adjustments appear on the weekly ACH Report.

Agents are responsible for monitoring the number of qualifying licenses sold, which will be counted towards a rebate. Please note, rebates will not be granted to agents who are delinquent in remitting for license sales. Rebates will be credited to 2020-21 first year agent accounts in June or July 2021.

- B. Agents Who Relocate:** Agents must notify the License Division in writing before relocating their business. They must also submit a new issuing agency application and forward a rider for their bond or irrevocable letter of credit and a new PALS Agent Agreement to the License Division showing their new address.
- C. Agents Who Suffer a Fire or Other Loss:** Agents must notify the License Division in writing within five (5) days from the date of incident, if they suffer a fire or other occurrence that destroys or temporarily closes their business. Written notification must include a statement concerning any PALS equipment that may have been damaged or destroyed. The agent may be required to submit copies of police reports and/or insurance claims related to the loss to the License Division.

- D. Agents Who Voluntarily Withdraw:** Agents who voluntarily withdraw (choose not to be a hunting license issuing agent any longer) must notify the License Division immediately in writing, letter or email. If this notification is not made and the PALS equipment is abandoned or destroyed, the agent is held fully responsible for the cost of the equipment. If the former agent subsequently decides to reapply for an issuing agency, they must submit another issuing agency application along with the appropriate application fee, bond and PALS agent agreement.
- E. Change of Ownership Within Existing Agency:** If an agency changes ownership in any manner (examples: other family member transfer(s) ownership to another family member/s or forms a partnership with another family member/s, individual owner takes on/loses a partner, individual owner or partnership incorporates, corporation dissolved into an individual owner or partnership, etc.) a new application and \$500.00 application fee is required along with a new PALS agent agreement. The new owner, partnership or corporation has the opportunity to receive a first year issuing agent rebate to help offset the fee for re-application. The new owner, partnership or corporation must also post a new bond or irrevocable letter of credit to insure licenses. PALS equipment cannot be shipped or activated until the new application, application fee, PALS agent agreement and bond or irrevocable letter of credit is approved by the License Division and our legal counsel.



**PENNSYLVANIA GAME COMMISSION
STATE HEADQUARTERS BUILDING
2001 ELMERTON AVENUE
HARRISBURG, PA 17110-9797
717-787-2084**

REGIONAL OFFICE PHONE NUMBERS

Northwest:
(814)432-3187
(814)432-3188
(814)432-3189

Northcentral:
(570)398-4744
(570)398-4745
(570)398-3423

Northeast:
(570)675-1143
(570)675-1144

Southwest:
(724)238-9523
(724)238-9524
(724)238-3423

Southcentral:
(814)643-1831
(814)643-9635

Southeast:
(610)926-3136
(610)926-3137
(610)926-1966

**MORE INFORMATION CAN BE FOUND IN THE HUNTING & TRAPPING DIGEST OR
@ www.pgc.pa.gov**

**PENNSYLVANIA HUNTING AND FURTKER LICENSE/PERMIT TABLE
AND PRIVILEGE CODE LIST**

General Hunting Licenses		Fees
300	Resident Adult Hunting	\$ 20.90
301	Resident JR Hunting	\$ 6.90
302	Resident JR Combination	\$ 9.90
303	Resident SR Hunting	\$ 13.90
304	Resident SR Lifetime Hunting	\$ 51.90
305	Resident SR Lifetime Combo	\$101.90
306	Resident SR Lifetime Combo Up	\$ 51.90
307	Resident SR Lifetime Renewal	Free
308	Resident SR Lifetime Combo Renew	Free
310	Resident Landowner Hunting	\$ 4.90
311	Resident Military Hunting	\$ 2.90
312	Resident National Guard Hunting	\$ 2.90
313	Resident Reserves Hunting	\$ 2.90
317	Resident DV Lifetime Hunting Renew	Free
320	Non-Res Adult Hunting	\$101.90
321	Non-Res JR Hunting	\$ 41.90
322	Non-Res JR Combo	\$ 51.90
323	Non-Res 7-Day Small Game Hunting	\$ 31.90
Mentored Hunting Permits		Fees
340	Mentored Youth Permit (7-11 yrs)	\$ 2.90
341	Resident Mentored Adult Permit (17 yrs+)	\$ 20.90
342	Resident Mentored Junior Permit (12-16yrs)	\$ 6.90
346	Non-Res Mentored Adult Permit	\$101.90
347	Mentored Youth Permit - No Tags	\$ 2.90
348	Non-Res Mentored Junior Permit	\$ 41.90
General Furtaker Licenses		Fees
400	Resident Adult Furtaker	\$ 20.90
401	Resident JR Furtaker	\$ 6.90
402	Resident SR Furtaker	\$ 13.90
403	Resident SR Lifetime Furtaker	\$ 51.90
404	Resident SR Lifetime Furtaker Renew	Free
407	Resident DV Lifetime Furtaker Renew	Free
410	Non-Res Adult Furtaker	\$ 81.90
411	Non-Res JR Furtaker	\$ 41.90
DMAP Permits		Fees
620	Resident DMAP Permit (Coupon)	\$ 10.90
621	Non-Res DMAP Permit (Coupon)	\$ 35.90
622	Resident DMAP Permit (No Coupon)	\$ 10.90
623	Non-Res DMAP Permit (No Coupon)	\$ 35.90
Non-Hunt Permits		Fees
900	Shooting Range Permit	\$ 31.90

Add-on Privileges		Fees
500	Resident Archery	\$ 16.90
501	Resident Muzzleloader	\$ 11.90
502	Resident Migratory Game Bird	\$ 3.90
503	Resident Bear	\$ 16.90
504	Resident Special Spring Turkey	\$ 21.90
520	Non-Res Archery	\$ 26.90
521	Non-Res Muzzleloader	\$ 21.90
522	Non-Res Migratory Game Bird	\$ 6.90
523	Non-Res Bear	\$ 36.90
524	Non-Res Special Spring Turkey	\$ 41.90
548	Bobcat Permit	\$ 6.90
549	Fisher Permit	\$ 6.90
550	River Otter Permit	\$ 6.90
551	Federal eDuck Stamp	\$ 28.40
552	Adult Pheasant Hunting Permit	\$ 26.90
553	Junior Pheasant Hunting Permit	Free
554	Snow Goose Permit	\$ 1.90
Elk Applications		Fees
530	Regular Antlered Elk Application	\$ 11.90
531	Regular Antlerless Elk Application	\$ 11.90
532	Regular Either Sex Elk Application	\$ 11.90
533	Regular Elk Preference Point Only	\$ 11.90
580	Archery Antlered Elk Application	\$ 11.90
581	Archery Antlerless Elk Application	\$ 11.90
582	Archery Either Sex Elk Application	\$ 11.90
583	Archery Elk Preference Point Only	\$ 11.90
585	Late Antlerless Elk Application	\$ 11.90
587	Late Elk Preference Point Only	\$ 11.90
County Treasurers and PGC Offices		
314	Resident POW Hunting	\$ 2.90
315	Resident DV Hunting	Free
318	Resident Reduced DV Hunting	\$ 2.90
405	Resident DV Furtaker	Free
408	Resident Reduced DV Furtaker	\$ 2.90
Sold by County Treasurers Only		Fees
316	Resident DV Lifetime Hunting	Free
406	Resident DV Lifetime Furtaker	Free
600	Resident Antlerless Deer	\$ 6.90
601	Resident Landowner Antlerless Deer	\$ 6.90
603	Resident Armed Forces Antlerless Deer	\$ 6.90
604	Resident DV Antlerless Deer	\$ 6.90
610	Non-Res Antlerless Deer	\$ 26.90
611	Non-Res Landowner Antlerless Deer	\$ 26.90

- All replacement licenses/permits are \$6.90 except: Mentored Youth Hunting (\$2.90) and Junior Pheasant Permits (free).
- Migratory game bird and temporary Federal Duck stamp are not available for replacement.

EXHIBIT 2

