



## GENERAL INSTRUCTIONS FOR SPORTING LICENSES

(If you purchased a sporting license through DEC'S Automated Licensing System (DECALS) from 2002 to 2007 you have the option to apply by phone instead of mail **Call 1-86-NY-DECALS or 1-866-933-2257**), or visit our website at [www.dec.ny.gov](http://www.dec.ny.gov) to purchase a sporting license online.

Applicants who reside outside of the United States must apply by phone to 518-402-8843; fax application and hunter proof to 518-473-2105; or mail this application and copy of hunter proof to License Sales, 625 Broadway, Albany NY 12233-4790. Please allow two weeks from date of receipt in License Sales for delivery.

- 1) If applying by mail, complete the other side of this form and submit to: **VERIZONbusiness**, P.O. Box 36985, Phoenix, AZ 85067-6985. Payment must be made via credit card Visa, MasterCard, American Express or Discover (no cash or personal checks). *If you purchased a sporting license through our computerized licensing system last year, please include the 12-digit Customer ID Number from your license privilege panel in the space provided on the top of the form.*
- 2) NYS residents must provide one of the following as proof of residency (photocopies are acceptable):
  - a NYS motor vehicle driver's license or NYS motor vehicle non-driver's ID
  - NYS Income Tax Form IT-201 or W-2 form for previous year
  - Current Voter Registration Card
  - Military LES (Leave & Earnings Statement) or Military Orders
  - Religious Verification (Letter from Elders)
  - Student ID (current)
- 3) You must include one of the following documents as proof of sportsman education training (photocopies are acceptable). Backtags are **not** acceptable proof.
  - previous hunting or big game license
  - previous NYS bowhunting license
  - previous trapping license
  - hunter education certificate
  - bowhunter education certificate
  - trapper education certificate
- 4) Juniors must apply **in person** with parent or legal guardian to apply for a Junior license and present appropriate proof of age copy of birth certificate and sportsman education. Proof of residence for minors is the parent's residency proof.
- 5) Native Americans should contact their reservation or call 518-402-8843. For more information go to [www.dec.ny.gov](http://www.dec.ny.gov)
- 6) Active Military must be NYS residents who have the appropriate sportsman education and are **active service members of the NYS Militia, US Reserve Forces or certain members of the US Armed Forces**. For more detailed information, visit [www.dec.ny.gov](http://www.dec.ny.gov) or call 518 402-8843.

**IMPORTANT  
PLEASE PHOTOCOPY  
BOTH SIDES OF  
ALL DOCUMENTS**

## INSTRUCTIONS FOR DEER MANAGEMENT PERMITS

- 1) You must also be applying for a small/big game license on this application, or already be in possession of a current year license to hunt big game, in order to apply for a Deer Management Permit (DMP).
- 2) Applications must be received by **October 1, 2008** in order to be included in the DMP selection process.
- 3) Fill in the Wildlife Management Unit number(s) you wish to apply for (See WMU maps and chances of selection for each WMU in the Hunting and Trapping Regulations Guide, or online at [www.dec.ny.gov](http://www.dec.ny.gov))
- 4) You may apply for up to two DMPs. They may be for the same or different WMUs and both must be applied for at the same time.
- 5) If you are applying as a landowner (50 or more contiguous acres of land within a WMU), you will receive preference in the DMP selection process. Please write in your SWIS code and tax map identification number in the space provided, and the WMU in which you own land.
- 6) If you are a disabled veteran with a 40% or greater service-connected disability and a NYS resident, you will receive preference on DMP selection. Please fill in your NYS Division of Veteran's Affairs case number in the space provided.
- 7) If you applied for but did not receive a DMP in 2007 and have a 2008 Preference Credit, please be sure you have included your Customer ID Number from your 2007/2008 license in the space provided, so we may access the file containing your preference credit information.
- 8) If you are selected for a DMP, it will be mailed to you with your sporting licenses.
- 9) If you have any other questions regarding your Deer Management Permit, call our DMP hotline: 1-866-472-4332.

## INSTRUCTIONS FOR LIFETIME LICENSES

- 1) You must be a NYS resident to apply for a Lifetime License and provide proof of one year's legal residence in New York State (see list of acceptable proof of residency under GENERAL INSTRUCTIONS above).
- 2) **Purchases for minors under 16 years of age can only be made in person at any license issuing agent with the parent's residency proof and a copy of the child's birth certificate. They cannot be purchased via mail or online.**
- 3) You must include proof of sportsman education training (see acceptable proofs under GENERAL INSTRUCTIONS above).
- 4) If purchasing as a gift, documentation for all requirements must be included with the applications. Allow at least two weeks after receipt for processing.