



Ohio Department of Natural Resources

JOHN R. KASICH, GOVERNOR

JAMES ZEHRINGER, DIRECTOR

September 20, 2016

*Division of Wildlife
Raymond Petering, Chief
2045 Morse Road, G-3
Columbus, Ohio 43229*

Dear Ohio Hunting & Fishing License Sales Agent:

Beginning February 22, 2017, a new license system will be implemented! The Division of Wildlife is working with the new vendor make many needed improvements to the sales process which will benefit the customer and you, our sales agents. License types, prices, and writing fees will not change. The only change will be the internet program used to sell the licenses.

As part of the roll-out of the new system, all agents will be required to agree to the terms of an updated license agent agreement. The updated agreement will be sent out when it is finalized in the next couple months. Before agents can be trained on the new system, a signed agreement will need to be returned to the Division of Wildlife and all agents will be required to validate their contact information. The sales process in the new system will not change significantly, but it will be important for your staff to understand the new features prior to selling licenses next year.

If you are a seasonal agent that closes for the winter, please contact the Division of Wildlife and provide your winter contact information. Any license agent who fails to respond to communication requests this winter will be considered resigned and they must re-apply to be a license agent.

Fall 2016 Reminders

The fall 2016 hunting season is upon us so it is important to make sure you are prepared. The following are the major season dates for the remainder of the license year. You can expect license sales to increase a few days prior to each opening date. In preparation for the increase in sales, please ensure you have enough hunting regulations in stock.

September 24 – February 5	Deer archery season
October 8 – November 27	Fall turkey season (limited counties)
November 19 and 20	Youth deer gun season
November 28 – December 4	Deer gun season
December 17 – December 18	
January 7 – January 10	Deer muzzleloader gun season

Other Reminders:

- Make sure the customer is fully aware of licenses purchased before leaving the store. To prevent voids and customer frustration, it is recommended to ask every customer if the licenses and permits you provided are correct and to have them sign each license.
- Remind all your staff that if the customer does not take possession of all license products, the ENTIRE transaction must be voided. The store is responsible to pay for any license that cannot be voided.

Please make sure all license sales clerks at your agent location are properly trained. You can visit ohiolicenseagent.com to view reference materials or you can contact the Ohio Division of Wildlife at 800-945-3543 for additional assistance. We appreciate your participation in the license sales and game check program.

Sincerely,

Andrew Burt
Licensing Coordinator