



# Ohio Department of Natural Resources

JOHN R. KASICH, GOVERNOR

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*Division of Wildlife*  
Scott Zody, Chief  
2045 Morse Road, G-3  
Columbus, Ohio 43229

February 11, 2014

Dear Ohio Hunting & Fishing License Sales Agent:

The Division of Wildlife would like to thank you for being a valued license agent. You have chosen to provide a valuable service which the sportsman and the Ohio Division of Wildlife greatly appreciate.

In 2013, there were several changes to the licensing system. The licenses were available one week prior to the new license year, the paper switched to plain white paper which included a new license layout, licenses were no longer printed in an Adobe PDF format, and the issuing and use of game permits for customers.

For the 2014 license year, I am pleased to inform you there are very few modifications. Just as last year, licenses will again be available starting February 22, 2014. Specific changes are listed below.

### **Resident Fishing License Sales Start Date**

- License sales for the 2014-2015 license year begin on February 22, 2014.

### **Fishing License Prompt Questions**

- Upon selecting any resident annual fishing license, a customer will be required to answer 3 questions concerning turtle and frog harvests. Please make sure to ask the customer the questions and record their response.

### **Fur Taker Prompt Questions**

- Upon selecting a Fur Taker permit, a customer will NO LONGER be asked questions concerning animals they trapped. Customers will still be required to attest to taking a trapping education course.

## **REMINDERS**

### **Fishing Regulations**

- You should receive an initial supply of the 2013-2014 Ohio Fishing Regulations by February 21<sup>st</sup>.
- The regulations are free to any customer and a purchase is not required. Please make sure all customers receive a copy of the regulations with their license purchase.

### **Voids**

- As a reminder, a manager has only 15 minutes to void a transaction. If you require a void outside of this time period you will need to call the Division of Wildlife at (800)-WILDLIFE.
- Do not provide a customer with part of a transaction. If a mistake is made or the customer wants only part of a transaction, you must void the entire transaction and start over. A void will invalidate all licenses or permits associated with the transaction.
- The agent must return any printed voided licenses to the Division of Wildlife. Failure to return the printed licenses results in the licenses being charged to the agent.

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### **Test Customer**

- Please have any new clerks sell a license using the test customer of John Test Jones (customer ID 999912348, date of birth 03/08/1946) to ensure they are familiar with the system. Any sales associated with the test customer are automatically erased upon completion.

To help understand the changes and how it may affect your store, a timeline summary is provided below.

- February 18-21:** 2014 Fishing Regulations will arrive  
**February 21:** Last day the 2013 licenses are available for purchase.  
**February 22:** The new 2014 licenses are available for purchase and valid for use.  
**February 28:** Last day the 2013 licenses are valid for use.  
**April 19 - 20:** Youth spring turkey season.  
**April 21 - May 18:** Spring turkey season.  
**June 1:** Fall turkey and deer permits are available for purchase.

Please circulate this information to anyone who processes license sales at your agent location. The ODNR, Division of Wildlife appreciates your participation in the license sales and game check program.

Sincerely,



Andrew Burt  
Licensing Coordinator