

DEPARTMENT OF FISH AND WILDLIFE
LEFT-OVER PERMIT SALES PROCEDURES

1. A left-over permit sale will begin at 8:00 a.m. on August 10, 2020. Applications will be accepted via email, main office drop box and US Postal Mail.
2. Masks and social distancing requirements will be required of all people coming to the main office to drop off applications. There will be no public restroom and xeroxing services provided.
3. Beginning at 8:00 a.m., both the email inbox and drop box will be checked continuously. As each application is received/printed, staff will date stamp the application and record the time shown as 00:00.00 next to the date stamp. **IT IS THE RESPONSIBILITY OF THE APPLICANT TO ENSURE THE APPLICATION(S) ARE COMPLETE, ACCURATE, LEGIBLE AND ALL PERMIT COSTS ARE ATTACHED, OR A CREDIT CARD AUTHORIZATION FORM IS COMPLETED, SIGNED AND ATTACHED.**
4. The Department's post office box will be checked at 11:00 a.m. and applications will be date stamped and the time will be recorded as the mail is opened.
5. Each application will be screened for completeness and eligibility and if ok to proceed, payment will be processed. Once payment is confirmed, the permit(s) will be considered sold.
6. The sold permit(s) will be deducted from the Leftover Permit numbers.
7. Each person is limited to submitting two (2) applications for left-over permit purchase.
8. A Credit Card Authorization form, money order or cashier's check, for the full permit cost (application fee and permit fee), must accompany each application before submitting their application.
9. If an applicant paid with a money order/cashier's check for their hunt application in the draw and they were not drawn, they can use their credit. The credit amount available will reflect the permit cost minus the application fee of \$15; therefore, another application fee of \$15 will have to be paid if an applicant is using his/her credit to purchase a leftover permit. Failure to have required fees will result in the application being rejected.
10. Cash or personal checks will not be accepted.
11. Incomplete applications will not be accepted. Supporting documentation (i.e. Spouse, Veteran, Senior Citizen, etc.) will be required.
12. In the event there are still left-over permits available after August 10, 2020, the permits will be sold on a first-come, first-serve basis until all are sold out or until the day before the beginning of the hunt.
13. **DUE TO THE COVID-19 PANDEMIC, THE DEPARTMENT IS UNABLE TO SCREEN APPLICATIONS ON-SITE; THEREFORE, PEOPLE WILL NOT BE ALLOWED TO GATHER AND WAIT FOR PERMIT UPDATES. ONCE APPLICATIONS ARE DROPPED OFF, PEOPLE WILL BE EXPECTED TO LEAVE THE PREMISES.**