



GARY R. HERBERT
Governor

GREGORY S. BELL
Lieutenant Governor

State of Utah

DEPARTMENT OF NATURAL RESOURCES

MICHAEL R. STYLER
Executive Director

Division of Wildlife Resources

JAMES F. KARPOWITZ
Division Director

Dear Prospective Agent:

Enclosed is an application form to become a License Agent for the Division of Wildlife Resources.

Also included are copies of the *Utah Wildlife Code* and a listing of the responsibilities required as a license agent for the State of Utah. You will be responsible for compliance to the *Utah Code*, the Division rules and these procedures. We ask that you read them and become familiar with them.

The application should be completed and returned with a nonrefundable \$20 license agent application fee.

If your application is approved, two copies of the *License Agent Authorization* will be sent to you to be signed and notarized. Both copies must be returned to be co-signed by the Division. You will also be required to obtain a \$5,000 surety bond.

When the Division receives both copies of the signed and notarized authorization form and surety bond, a fully commissioned copy of the form will be returned to you for your records.

At that time, you will be contacted to schedule a training session and the delivery of your initial issue of supplies. The training will include an explanation of the *License Agent Manual*, signs, all aspects of selling wildlife documents, reporting daily and monthly sales, and submitting payments. *Utah Code* states the Agent shall report all sales to the Division on or before the 10th day of each calendar month and shall accompany the report with all fees received for wildlife documents, less the remuneration. This training is very important to ensure compliance with the obligations you will be under as a License Agent.

A *License Agent Authorization* is granted for a period of ten years. The Division will contact the Agent before the authorization expires. At that time the Agent **must** apply for a new *License Agent Authorization*.

If you have any questions regarding the requirements to become an Agent, please call 801-538-4877.

Sincerely,

Della Kay Higham
Accounting Technician III

