

## LICENSE AGENT RESPONSIBILITIES

**You must inform the Division of Wildlife Resources of any change in ownership of the business at least 30 days prior to the change of ownership.** Before a change in ownership occurs, the current owner must close out the existing account with the Division. A change of ownership automatically cancels the *License Agent Authorization*. A new owner may apply to become an Agent.

### **The Agent shall:**

- Have the owner or manager and all person(s) responsible for selling wildlife documents, submitting daily sales, preparing monthly reports and payments **attend the initial training session.** Additional training may be required, when the Division deems it necessary.
- **Display all signs** provided by the Division.
- Have all **guidebooks** provided by the Division in an area where the public will have access to them.
- Keep the ***License Agent Manual*** updated and available for use by the sales staff during the course of selling wildlife documents.
- Keep **fees from the sale of wildlife documents**, except remuneration, separate and apart from the private funds of the Agent.
- Report daily sales in a manner prescribed by the Division when requested. **Submit a monthly report** of sales of wildlife documents to the Division *on or before the 10th* of the calendar month following the sales and accompany the report with all fees received from the sales, less the remuneration. Previous shortages should be included with payment; previous overages should be deducted from payment.
- **Safeguard all wildlife documents** and/or other Division property issued to the Agent by the Division, and shall remit full payment, to the Division for any wildlife documents, or other Division property lost, stolen, damaged or otherwise unaccounted for.
- **Keep all wildlife documents in a secure place**, out of public view during business hours and in an area such as a cabinet, safe or closet that can be locked after business hours.