

## Chapter NR 8

### STANDARDS AND PROCEDURES FOR THE AUTOMATED LICENSE ISSUANCE SYSTEM

NR 8.01	County clerk, duties.	NR 8.05	Telephone issuance of approvals.
NR 8.02	Authorization to issue approvals.	NR 8.06	Purchasing a ch. 29, Stats., approval for another person.
NR 8.03	License agent application; eligibility; and contract.	NR 8.07	Variations.
NR 8.04	Forms of approvals.		

**Note:** Chapter NR 8 as it existed on December 31, 1998 was repealed and a new chapter NR 8 was created effective January 1, 1999. Corrections made under s. 13.93 (2m) (b) 7., Stats., Register, November, 1998, No. 515.

#### NR 8.01 County clerk, duties. In this chapter:

(1) "Approval means any type of approval or authorization issued by the department under ch. 29, Stats., through the automated license issuance system, including any license, permit, certificate, card, stamp, tag, sticker, purchase receipt or customer identification number, unless the context requires a different meaning.

(2) "Automated license issuance system" means a network of computer terminals at license agents that provide for the issuance of licenses and other approvals.

(3) "County clerk" means a county clerk as defined in s. 59.20, Stats., who has accepted an appointment as an agent of the department pursuant to s. 29.024 (6) (a) 2., Stats., to issue approvals.

(4) "License agent" means a person who is not an employee of the department but who is appointed pursuant to s. 29.024 (6), Stats., to issue approvals.

(5) "Retail agent" means a person who is not a county clerk and not an employee of the department but who is appointed pursuant to s. 29.024 (6) (a) 3., Stats., to issue approvals.

(6) "Service provider" means the business firm to which the department has awarded a contract to develop, test and operate the automated license issuance system.

**History:** Cr. Register, November, 1998, No. 515, eff. 1-1-99; am. (1), Register, December, 1999, No. 528, eff. 1-1-00.

**NR 8.02 Authorization to issue approvals. (1)** All license agents shall issue daily vehicle admission receipts and annual vehicle admission receipts under s. 27.01 (7) (d), Stats.

(1m) All license agents shall issue the nonresident snowmobile trail use stickers required under s. 350.12, Stats.

(2) All license agents shall issue all recreational fishing and hunting licenses and stamps in ch. 29, Stats., except:

(a) *Issued only by the department, county clerks and license agents authorized by the department.* The following licenses shall be issued only by the department, county clerks and license agents authorized by the department to issue them:

1. Disabled fishing license under s. 29.193 (3), Stats.
2. Veteran's disabled fishing license under s. 29.193 (3) (c), Stats.
3. Duplicate senior citizen recreation card under s. 29.624, Stats.
4. Military fishing license under s. 29.194 (2), Stats.
5. Military small game license under s. 29.194 (3), Stats.
6. Slat net licenses under s. 29.526, Stats.
7. Set or bank pole licenses under s. 29.531, Stats.
8. Set line licenses under s. 29.533, Stats.

(3) All license agents shall issue the following approvals: antlerless bonus deer permits under s. 29.181, Stats.; trapping

licenses under s. 29.241, Stats.; wild rice harvest license under s. 29.607, Stats.; and ginseng harvest license under s. 29.611, Stats.

**History:** Cr. Register, November, 1998, No. 515, eff. 1-1-99; cr. (1m), Register, December, 1999, No. 528, eff. 1-1-00; correction in (1) made under s. 13.93 (2m) (b) 7., Stats., Register, December, 1999, No. 528; **CR 01-038; am. (2) (a) (intro.), cr. (2) (a) 6. to 8., and r. (2) (b) and (4), Register November 2001 No. 551, eff. 12-1-01.**

#### NR 8.03 License agent application; eligibility; and contract. (1) APPLICATION FORMS. (a)

Any person or county clerk wishing to become a license agent shall submit a written application to the department on forms provided by the department. The department shall review the application and determine whether the applicant shall be appointed as a license agent.

**Note:** License agent application forms are available from the Department of Natural Resources Bureau of Customer Service and Licensing, 101 South Webster, P.O. Box 7924, Madison, Wisconsin 53707.

(b) Applications to become a license agent shall be accepted at any time during the year.

(2) ELIGIBILITY CRITERIA. (a) Pursuant to s. 29.024 (6), Stats., all county clerks are eligible to become license agents.

(b) All persons who were license agents on December 31, 1998 are eligible to become license agents if they submit an application to the department no later than June 30, 1999.

(c) All license agent applicants not included in par. (a) or (b) shall be considered for approval by the department. Factors which may be considered for approval of an application include, but are not limited to the following:

1. Need for a license vendor in the area.
2. Convenience of location of the establishment.
3. Potential sales volume.
4. Amount and timing of hours open for business.
5. Stability of the business and personal and financial standing of the applicant.

(d) License agent applications that are denied shall be retained for a period of 2 years and reconsidered if another license agent is needed in that area. Applications shall also be reconsidered at the request of the applicant after a 6-month waiting period.

(3) CONTRACT AGREEMENTS. (a) All license agent applicants are required to sign a written contract with the department in order to become a license agent. The contract shall include but is not limited to accountability, record keeping, and payment methods.

(b) All license agents are required to enter into an agreement with the service provider covering maintenance and support of the electronic license issuance equipment.

(c) The department may rescind the license agent status of any license agent who fails to comply with all provisions of the contract.

**History:** Cr. Register, November, 1998, No. 515, eff. 1-1-99.

#### NR 8.04 Forms of approvals. (1) APPLICATION AND APPROVAL REQUIREMENTS. (a)

An applicant shall provide appropriate identification and update all application information as indicated by the department's license issuance handbook when applying for an approval. In addition, an applicant shall sign the purchase receipt attesting to his or her residency and that his or

her privileges for all approvals issued have not been revoked by a court of law.

**Note:** The department's license issuance handbook is available from the Department of Natural Resources' Bureau of Customer Service and Licensing, 101 South Webster, P.O. Box 7924, Madison, Wisconsin 53707.

(b) A first-time applicant through the automated license issuance system, who has not been issued a customer identification number, shall complete and sign an application for a customer identification number. The applicant shall carry the completed application when exercising privileges authorized by the approval.

(c) An applicant shall sign the issued approval, if required by the department on the approval form, before exercising any privileges authorized by the approval.

(d) Pursuant to s. 29.024 (5), Stats., the license agent is not required to sign the approval.

**(2) STAMPS AND THEIR FACSIMILES.** (a) Privileges conferred by the purchase of a waterfowl stamp under s. 29.191 (1), Stats., turkey stamp under s. 29.164, Stats., pheasant stamp under s. 29.191 (2), Stats., trout stamp under s. 29.2285 (1), Stats., or salmon stamp under s. 29.2285 (2), Stats., shall be in the form of a written authorization imprinted on the issued approval.

(b) Persons purchasing privileges conferred under par. (a) may obtain a stamp at no additional charge from the department by doing one of the following:

1. Presenting the approval in person at a department service center.

2. Mailing a written request to the department at the end of the license year which includes the expired license and a handling fee to cover mailing and handling costs as described in s. 29.556, Stats., and in s. NR 19.02.

**History:** Cr. Register, November, 1998, No. 515, eff. 1-1-99; correction in (1) (d) made under s. 13.93 (2m) (b) 7., Stats., Register, December, 1999, No. 528; corrections in (2) (a) made under s. 13.93 (2m) (b) 7., Stats.

**NR 8.05 Telephone issuance of approvals.** (1) The department may issue approvals by telephone according to proce-

dures described in the department's telephone license issuance manual.

**Note:** The department's telephone license issuance manual is available from the Department of Natural Resources' Bureau of Customer Service and Licensing, 101 South Webster, P.O. Box 7924, Madison, Wisconsin 53707.

**(2)** Applicants who receive a telephone issued approval shall carry the approval authorization number while lawfully exercising privileges under the approval, until receiving the printed approval in the mail.

**History:** Cr. Register, November, 1998, No. 515, eff. 1-1-99.

**NR 8.06 Purchasing a ch. 29, Stats., approval for another person.** (1) An individual may purchase an approval for another person who is not required to complete and submit an application for a customer identification number, pursuant to s. NR 8.04 (1) (b). A signed purchase receipt under s. NR 8.04 (1) (a) is not required. The purchaser shall submit an application form completed and signed by the applicant except that:

(a) A parent or guardian of a child under the age of 18 may submit and sign an application on behalf of a child under 18 years of age.

(b) Stamp approvals may be purchased for another person if a customer identification number is provided.

**(2)** A person purchasing an approval for another person may purchase the approval from any license agent.

**History:** Cr. Register, November, 1998, No. 515, eff. 1-1-99; **CR 01-038: am. (1), Register November 2001 No. 551, eff. 12-1-01.**

**NR 8.07 Variances.** The department may approve a variance from nonstatutory requirements of this chapter upon request when the department determines that the variance is essential to accomplish the objectives of the automated license issuance system and where special circumstances make the variances in the best interest of the program. Before granting a variance, the department shall take into account factors such as good cause and circumstances beyond the control of the requester.

**History:** Cr. Register, November, 1998, No. 515, eff. 1-1-99.