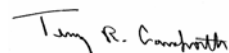


NEVADA DEPARTMENT OF WILDLIFE POLICY AND PROCEDURE	Pages: 7 Effective: November 3, 2005 Approved: 
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TITLE: Hunter Education—Duplicate Card

REFERENCE/AUTHORITY: NRS 502.350, NAC 502.500

AFFECTED EMPLOYEES:

	<u>Conservation Education Staff</u>	<u>Customer Service Staff</u>
Headquarters	0530, 0520, 0210	(N/A)
Eastern Region	2508	2101, 2108, 2113
Southern Region	3500, 3501, 3504	3101, 3102, 3110, 3111, 3112, 3115, 3116, 3117, 3119
Western Region	1500, 1520	1101, 1106, 1119, 1120, 1122, 1128

PURPOSE: To provide guidelines for replacing a lost, damaged, or stolen Nevada hunter education card with a duplicate card.

POLICY: It is the policy of the Department to issue a duplicate hunter education card to an individual who has previously and successfully completed a Nevada hunter education course of instruction in the responsibilities of hunters so the individual may purchase licenses to hunt in Nevada, other states or provinces, or countries that require hunter education courses.

FEE: The fee for issuing a duplicate hunter education card is \$3.

PROCEDURE:

Overview: All individuals born after January 1, 1960, must provide proof of hunter education before a hunting license may be issued. Proof of hunter education must be in the form of an original or duplicate certificate of successful completion of a course of instruction in the responsibilities of hunters administered by a state or a Canadian provincial agency for the management of wildlife; a previously issued hunting license with a hunter education number or unique mark evidencing successful completion of a hunter education course; or the hunter education certification exists in the computer file of the Department. Certificates of the National Rifle Association (NRA), law enforcement, military or other firearms training are not acceptable forms of hunter education.

1. Verification of Original Nevada Hunter Education Certification

- a. The individual requesting a duplicate Nevada hunter education card must provide the damaged card; or if the card is lost or stolen, the individual must provide sufficient information for positive verification with the records of the computer file of the Department or original class rosters. The individual may provide name, social security number, address, date of birth, county, name of the instructor, date of the class, or any other information that will help locate the record.
- b. The regional and headquarters Conservation Education staff and the Customer Service staff who are authorized to issue duplicate cards, will use the information provided by the individual to filter and search the records of the computer file of the Department.
- c. If the search locates the client in the records of the computer file of the Department, then the Customer Service staff will issue the duplicate card.
- d. If the search of the records of the computer file of the Department fails to verify the individual, then regional or headquarters Conservation Education staff will research the original rosters to verify the individual's successful completion of the course.
- e. If the individual is found on the original roster and successfully completed the course, then any updated information will be entered into the computer file of the Department to establish a student record for the client. The Conservation Education staff will inform the Customer Service staff that the student record has been established so the Customer Service staff can issue the duplicate card.
- f. If it is not practicable to enter the updated data into the computer file at the time the individual requests the duplicate card, staff must complete the Nevada Hunter Education Registration form to include the required fields and enter the data as soon as possible. Since this creates an extra step and effort, it is encouraged that the information be entered into the computer file at the time the individual requests the duplicate card if at all possible.
- g. If an individual requests a duplicate hunter education card, but no record of the computer file is found or no roster exists with the individual's name and information, the authorized state or regional hunter education coordinator will determine if the individual is eligible based on knowledge of the class rosters known to be missing, and the coordinator's evaluation of all evidence, including student recollection of details of the class, instructor name, location, etc. If the hunter education coordinator determines that the individual has successfully taken a Nevada course, please refer to the Hunter Education—Exceptions When Issuing New Cards policy and procedure so the individual can be entered into the computer file of the Department and a new card issued.

2. Issuance of Duplicate Hunter Education Cards

- a. Individuals can apply for a duplicate hunter education card in person at a Department customer service office, through the mail, or online through the Nevada Wildlife Data System (in development).
- b. The fee for issuing the duplicate card must be collected before the duplicate card can be issued. The individual's name and fee will be recorded on a cash advice receipt and processed as miscellaneous revenue using the regional cash procedures.
- c. Staff will then complete the duplicate card with the individual's name, date, and the original card number typed or legibly printed on the edge of the card above the word "Duplicate." The card must be signed by the Customer Service staff issuing the card on the line labeled "instructor". The staff issuing the card must remind the individual that the cardholder must sign the card.
- d. If the duplicate card request was received through the mail, the completed card will be mailed to the requestor once issued.
- e. Staff will not fax the duplicate card to the hunter once it is issued.

3. Release of Hunter Education Certificate or Duplicate Card Numbers

- a. Hunter education card numbers or duplicate card numbers cannot be given or accepted over the phone when the individual is attempting to purchase a license from a license agent. The individual must present the original certificate or duplicate hunter education card, or show a previously issued hunting license which bears a number or other unique mark evidencing hunter education. If the request for a hunter education duplicate card is made through the mail, a legible photocopy of such documents may be provided as proof.
- b. The hunter education coordinators may provide Nevada issued hunter education card numbers over the phone when requested by authorized representatives from other states, Canadian provincial agencies for the management of wildlife, or countries, if that individual is attempting to hunt in that state, province or country and must have proof of hunter education.

4. Requests for Hunter Education Cards

- a. Obtaining a duplicate of a hunter education card or certificate is always the responsibility of the hunter.
- b. The Department cannot issue hunter education cards for another state, province, or country. Staff must refer the individual to the state or Canadian provincial agency for the management of wildlife in which the hunter education course was

taken so the individual can obtain the duplicate card from the issuing state or province.

5. Inventory Control and Reconciliation

- a. Duplicate hunter education cards have an inherent value because of the fee; therefore, the cards are pre-printed and sequentially number for inventory control and accounting purposes.
- b. The State Hunter Education Coordinator (Pos. No. 0530) will determine the specifications for the duplicate card printing and paper stock to be used and is responsible for ordering and maintaining adequate inventory to meet the customer demands.
- c. Each new block of inventory ordered will be recorded and tracked on a manual inventory accounting form as soon as they are received from the printing vendor.
- d. The inventory will be kept in a secured location with limited access.
- e. The State Hunter Education Coordinator is responsible for the control and distribution of the inventory to the regional Customer Service staff.
- f. The regional Customer Service staff will keep the inventory in a secured location until issued.
- g. If a hunter education duplicate card is voided for any reason, the issuing staff will write "void" across the face of the card, give a simple explanation for the void (i.e., typo, etc.) and initial the voided document. A second individual will verify the void by initialing the duplicate card.
- h. Voided cards must be returned at the end of each quarter to the State Hunter Education Coordinator.
- i. The State Hunter Education Coordinator is responsible for reconciling the hunter education duplicate card inventory at the end of each fiscal year. The reconciliation must be maintained in a file and available for audit purposes.