



**STATE OF NEVADA
DEPARTMENT OF WILDLIFE
Data and Technology Services Division**
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MEMORANDUM:**DECEMBER 27, 2022**

To: Nevada Board of Wildlife Commissioners, County Advisory Boards to Manage Wildlife, and Interested Publics

From: Alejandra Medina, Program Officer I, Data and Technology Services

Title: **Commission General Regulation 509, License and Vessel Product Refunds**

Purpose: The Commission will consider and may take action to approve amending Nevada Administrative Code (NAC) 502 and 488 to allow the Department authority to provide refunds on license and vessel products.

Summary

This is a temporary regulation allowing for the return of all, or a portion of fees collected on license, permit and vessel related products.

Brief Explanation of Proposed Regulation

The Licensing Division offers clients a variety of license, permit, and vessel related products. As currently written in regulation, tags and hunting licenses are the only refundable products. The proposed amendment would align business practices with regulation and offer clients a stronger customer service experience.

Recommendation

The Department recommends that the Commission review and adopt the proposed temporary regulation as presented.

NAC 502.199, NAC 488.100

NAC 502.199 Application for initial issuance of licensing document; required information and statement. ([NRS 501.105](#), [501.181](#))

1. For each application for the initial issuance of a license, tag, permit or other licensing document, the applicant or license agent shall correctly enter the information required on the application for the license, tag, permit or other licensing document.
2. The information required pursuant to subsection 1 must include:
 - (a) The applicant's:
 - (1) Legal name;
 - (2) Physical and mailing address;
 - (3) City, county and state of residence; and
 - (4) Zip code.
 - (b) The applicant's social security number or, if the applicant is a citizen of a country other than the United States, the passport number issued to the applicant by that country. If the applicant has not been issued a social security number, the application must include a notarized affidavit on a form provided by the Department indicating that the applicant has not been issued a social security number.
 - (c) If the applicant was born after January 1, 1960, and is applying for a hunting license or permit or combination hunting and fishing license, a statement indicating that the applicant has presented proof of successful completion of a course in the responsibilities of hunters pursuant to [NRS 502.330](#).
 - (d) If the applicant is a resident of this State, an attestation by the applicant indicating that he or she is eligible for a resident license, tag or permit pursuant to [NRS 502.015](#).
 - (e) A description of the applicant, including his or her height, weight, gender, hair color, eye color and date of birth.
 - (f) The applicant's electronic mail address, if any.
3. In addition to the information required pursuant to subsection 2, the applicant must include in his or her application the statement required pursuant to [NRS 502.060](#) indicating whether the applicant is entitled to the license, tag, permit or other licensing document. If the applicant is at least 12 years of age but less than 18 years of age, the parent or legal guardian of the applicant must, pursuant to [NRS 502.060](#), acknowledge an attached statement indicating that the parent or legal guardian has been advised of the provisions of [NRS 41.472](#).
4. *The Department may return all, or a portion of any fee collected from a person pursuant to the provisions of this section, in accordance with NRS 353.1465.*

(Added to NAC by Bd. of Wildlife Comm'rs by R029-17, eff. 12-19-2017)

NAC 488.100 Application for certificate of number or certificate of ownership. ([NRS 488.045](#), [488.075](#), [501.181](#))

1. Except as otherwise provided in subsection 2, each application for a certificate of number or certificate of ownership must contain:
 - (a) The name of the owner.
 - (b) The physical address and mailing address, including the zip codes, of the registered owner.
 - (c) The mailing address, including the zip code, of the lien holder, if any.
 - (d) Other identifying information for each registered owner, including, without limitation:
 - (1) The social security number, or the tax identification number or employer identification number if the application is made under a business name; and
 - (2) The date of birth and either the registered owner's driver's license number or another unique number from an identification document that is issued by a governmental authority.
 - (e) The state of principal operation of the vessel.
 - (f) The identification number previously issued for the vessel, if any.
 - (g) The reason for the application, including applying for a new identification number, renewal of the certificate of number or transfer of ownership.
 - (h) The manner in which the vessel is operated, including pleasure, livery, government, dealer or manufacturer, commercial carrying of passengers, commercial fishing, charter fishing or other operation.

- (i) The manufacturer, make and model of the vessel.
 - (j) The model year of the vessel.
 - (k) The hull number assigned to the vessel.
 - (l) The length of the vessel.
 - (m) The type of vessel, including open motorboat, cabin motorboat, houseboat, sail only, inflatable boat, personal watercraft, rowboat, airboat, auxiliary sail, paddlecraft, pontoon boat or other type of vessel.
 - (n) The material from which the hull was made, including wood, steel, aluminum, fiberglass, plastic, rubber, vinyl, canvas or other material.
 - (o) The type of propulsion used, including air thrust, water jet, sail only, manual, propeller or other type of propulsion.
 - (p) The type of drive of the engine, including inboard, outboard, sterndrive, pod drive or other type of drive.
 - (q) The type of fuel or power used, including gasoline, diesel, electric or other type of fuel or power.
 - (r) The signature of the owner.
2. An application for a certificate of number for a vessel which is to be operated by a manufacturer or dealer for demonstration need not include the information described in paragraphs (i) to (r), inclusive, of subsection 1.
3. The following documents, when presented with an application for a certificate of number or certificate of ownership as evidence of proof of ownership of a vessel, will be attached to the application and may be used as evidence of information requested in the application:
- (a) A certificate of ownership to the vessel;
 - (b) A manufacturer's statement of origin;
 - (c) A Statement of Fact submitted pursuant to subsection 2 of [NAC 488.305](#);
 - (d) A dealer's report of vessel sale;
 - (e) A copy of a valid marine document issued by the United States Coast Guard for a documented vessel;
 - (f) A certificate of inspection of the vessel completed by an employee of the Department;
 - (g) Proof of payment of Nevada sales or use tax paid to the Department of Taxation or proof of exemption from those taxes as provided in [NRS 372.320](#);
 - (h) Such other proof of ownership as may be requested by the Department; and
 - (i) A statement signed by the owner indicating that:
4. *The Department may return all, or a portion of any fee collected from a person pursuant to the provisions of this section, in accordance with NRS 353.1465.*