



# NMDGF Vendor Licensing System

## 2019-2020 License Year



- Type <https://vendorsales.wildlife.state.nm.us> in the browser address bar to access the New Mexico Game and Fish Vendor Licensing System.

# Manager Login Screen

New Mexico  
Department of Game & Fish  
Over the Counter Sales

Login User

VENDOR MANAGER LOGIN

GLOBAL ANNOUNCEMENT  
Welcome to the Vendor Licensing System!

VENDOR MANAGER LOGIN

\* Manager Username:

\* Manager Password:

Login

- The *Global Announcement* will regularly have important messages for all vendors to view.
- Someone with manager credentials in the system must log into the manager login screen before any user can login. The manager login persists for 9 hours.

# User Login Screen

New Mexico  
Department of Game & Fish  
Over the Counter Sales

NMDGF Time: 10:14:55

Login User Logout Mgr

**USER LOGIN WAL-MART #611**

**GLOBAL ANNOUNCEMENT**  
Welcome to the Vendor Licensing System!

**MESSAGE FOR VENDOR 'WAL-MART #611'**  
Thank you for being a NMDGF License Vendor!

**USER LOGIN WAL-MART #611**

\* User Username:

\* User Password:

Login

- The *Message For Vendor* will have important messages for individual vendors to view. A vendor will be able see these messages after a manager logs in.
- Once a manager has logged in (note message in green at the top), a user must login. User logins expire after 30 minutes of inactivity.
- Store managers are responsible for ensuring that all users in their location are current employees at that location. Employees who transfer from one location to another must be inactivated at the previous store and new credentials created for the new location. Users who leave must also be inactivated.

# Customer Search Screen



New Mexico  
Department of Game & Fish  
Over the Counter Sales

NMDGF Time: 04:35:00

Logged in as User: dgftest1 | Manager: dgftest1

[Logout User](#) [Logout Mgr](#)

Home | My Account ▾ | Search ▾ | Reports ▾ | Admin ▾ | Help ▾

**WELCOME WAL-MART #611**

### CUSTOMER SEARCH

DL Scanner Field:   
(Click here, then scan Driver's License)

First Name:  Last Name:

Date of Birth:  SSN-Last 4:

Username:  CIN:

(Helpful Hint: Search by last name and last four of SSN.)

### VLS LICENSE SEARCH

License/Permit #:











- **NMDGF recommends searching by the customer's last name and SSN-last 4. This will almost always get you the correct customer and take you directly to their account. If more than one customer comes up on the customer search results screen, clarify the correct customer by asking for date of birth, which is part of the CIN number displayed. The CIN number is DOB with 3 randomly-generated letters, example: 10271970-EIV**
- **If you use a driver's license scanner (not provided), you can click in the DL scanner field and then scan the driver's license.**

# Customer Search Results Screen

**CUSTOMER SEARCH RESULTS**

**SELECT A CUSTOMER**

10 ▾ « First « Previous | Page: 1 2 3 4 5 | Next » Last » Showing 1-10 of 100

	<u>Last Name</u>	<u>First Name</u>	<u>Username</u>	<u>Resident</u>	<u>CIN</u>	<u>SSN</u>
 <a href="#">Select</a>	HENDERN	RUBEN	rubenhendren	N	10122002-KQT	6154
 <a href="#">Select</a>	HENDERON	DALE	2apyj5fx	N		4872
 <a href="#">Select</a>	HUNDERMAN	DOUG	dhunderman	N	02241951-PSZ	4911
 <a href="#">Select</a>	HENDERHAN	JEFFREY	e49to32y	N	04281978-EPZ	3711
 <a href="#">Select</a>	HENDERHAN	KYLEE	7f33ntbu	N	07072001-ADZ	1710
 <a href="#">Select</a>	HENDREN	AARON	83xn6eu6	Y	09121972-UVZ	7007
 <a href="#">Select</a>	HENDREN	ALAN	ALANHENDREN	N	12241964-JRZ	0289
 <a href="#">Select</a>	HENDREN	ALEX	alhendrenjr	Y	04031979-DEQ	8104
 <a href="#">Select</a>	HENDREN	ALEX	alhendren	Y	09131949-BIM	5402
 <a href="#">Select</a>	HENDREN	ALEX	x7hvpsi	Y		5402

10 ▾ « First « Previous | Page: 1 2 3 4 5 | Next » Last » Showing 1-10 of 100

[+ Create a new Customer](#) [← Back](#)

- When multiple customers appear after your initial search, click the select link next to the correct customer after you've verified DOB.
- If no CIN number appears for the customer, you'll need to complete the registration for their account.
- If none of the listed customers is correct, you'll need to click the *Create a new Customer* link at the bottom left to create a new account for the customer.
- Do not create a new account if the customer already has one.

# Create a New Customer Screen

**CREATE A NEW CUSTOMER**

**Attention Vendor:**  
This is a new customer please review information for accuracy and read the following to the customer.  
  
"By completing this you are certifying that the information you provided is true and correct. It is unlawful to provide false information to create a New Mexico Department of Game and Fish account or to procure a New Mexico hunting or fishing license with false information."

**CUSTOMER INFORMATION**

DL Scanner Field:  
(Click here, then scan Driver's License)

DL Scanner Field

\* First Name: Buck

\* Last Name: Hunter

M.I.: M.I.

\* Date of Birth:

\* SSN:  
(Last 4) SSN

Email: Email

\* Are you a New Mexico Resident?:  
☐ yes ☒ no

**ADDITIONAL INFORMATION**

\* Gender:

\* Height (ft): Height (ft)

\* (in): (in)

\* Weight (lb): Weight (lb)

\* Eye Color:

\* Hair Color:

Drivers License #: Drivers License #

D.L. State:

Hunter Ed #: Hunter Ed #

Hunter Ed State:

Mentor Youth #: Mentor Youth #

**CONTACT INFORMATION**

\* Address 1: Address 1

Address 2: Address 2

\* City: City

\* State: NM - NEW MEXICO

\* Zip: Zip

\* Country: United States

\* Primary Phone #: Primary Phone #

Secondary Phone #: Secondary Phone #

Save Customer

Cancel

- When creating an account for a new customer, you'll need to populate all required fields on this page. If any required fields are left blank, you'll see an error message in yellow at the top of the screen.
- Required fields are: first name, last name, date of birth, ssn (last 4 only), residency status (and date if nm resident), gender, height, weight, eye color, hair color, address, city, state, country (defaults to USA) and primary phone number.
- Click *Save Customer* when finished.

# Completing Registration for Existing Account

Customer : DALE L HENDERON CIN : UNREGISTERED [Customer Home](#) [View Customer](#) [Edit Customer](#)

**WARNING**  
The physical address is within the state of New Mexico, but the customer is marked as a non-resident. Verify residency status with customer.

**CUSTOMER INFORMATION**

**Attention Vendor:**  
This is an unregistered customer please review information for accuracy and read the following to the customer.  
"By completing this you are certifying that the information you provided is true and correct. It is unlawful to provide false information to create a New Mexico Department of Game and Fish account or to procure a New Mexico hunting or fishing license with false information."

**PERSONAL**

\* First Name: DALE Middle Initial: L  
\* Last Name: HENDERON  
\* Date of Birth: 02/28/1948  
\* SSN (last 4 only): 4872  
\* Gender: Male Email: nmspechunts@state.nm.us  
\* Username: 2apyj5fx  
\* New Mexico Resident?: no \* Residency Date:  
\* Height (ft): 5 \* (in): (in) \* Weight (lb): 150  
\* Eye Color: \* Hair Color:  
Drivers License #: 083176024 Drivers License State: NM - NEW MEXICO  
Hunter Ed #: Hunter Ed # Hunter Ed State:  
Mentor Youth #: Mentor Youth Registered:  
Mentor Youth Start:

**PHYSICAL ADDRESS**

\* Address 1: DUSTY RTE PO BOX 71  
Address 2: Address 2  
\* City: WINSTON  
\* State: NM - NEW M \* Zip: 87943  
\* Country: United States  
\* Primary Phone #: 5757725514  
Secondary Phone #: Secondary Phone #

**WARNING**  
The physical address is within the state of New Mexico, but the customer is marked as a non-resident. Verify residency status with customer.

[Register](#) | [Cancel](#)

- To complete registration for an unregistered account (no CIN number in customer search results), populate all required fields on this page. If the account has been migrated from NMDGF's old system, most fields will be populated but you should verify with the customer.
- **NOTE:** the old system defaulted to nonresident, so note the warning message at the top. Residency status must be updated if the customer is a NM resident.
- Required fields have an orange asterisk next to them. You'll see an error message if you miss anything.
- Click *Register* when finished.

# Resident Active-Duty or Military Veteran Discount

The screenshot shows the New Mexico Department of Game & Fish Over the Counter Sales system. At the top, there is a header with a bighorn sheep logo and the text "New Mexico Department of Game & Fish Over the Counter Sales". Below the header, there is a navigation bar with links: Home, My Account, Search, Reports, and Admin. To the right of the navigation bar, there is a status bar showing "NMDGF Time: 02:32:36", "Logged in as User: csnelson1 | Manager: csnelson1", and two buttons: "Logout User" and "Logout Mgr". Below the navigation bar, there is a green message box that says "Customer Saved". Below that, there is a dark blue header for "MILITARY DISCOUNT FOR 2017 LICENSE YEAR". Below this header, there is a yellow box with the text "PLEASE READ THE FOLLOWING TO THE CUSTOMER:". Below the yellow box, there is a white box with the text: "The Department of Game and Fish salutes New Mexico veterans and active-duty military service members by offering a 50% discount on licenses, permits and stamps. If you are a resident of New Mexico, you may claim your eligibility for the discount by clicking either the 'ACTIVE DUTY' or 'VETERAN' button below and agreeing to the terms on the following page. Are you currently a New Mexico resident who is serving on active duty or a veteran of the US military?". Below the white box, there are three buttons: "No", "Active Duty", and "Veteran". At the bottom of the screen, there is a footer with the text "Branch: production | Tag Associated: 6.1.8 | End IP: 11 | Location: SF".

- Resident active-duty military and veterans get a 50% discount on all licenses, stamps, etc.
- When you see this screen, ask the customer if they are active-duty military or a veteran.
- Click the appropriate button. (*No, Active Duty or Veteran*)
- Note: if the customer does qualify for this discount but the system did not automatically prompt you to claim it, then you or the customer can call the NMDGF office so we can manually apply the discount to the customer's account.

# Discount Claim Screen

The screenshot shows a web application interface for the New Mexico Department of Game & Fish. At the top, there is a header with a logo of a bighorn sheep and the text "New Mexico Department of Game & Fish Over the Counter Sales". Below the header, a status bar shows "NMDGF Time: 02:55:19" and "Logged in as User: csnelson1 | Manager: csnelson1", with "Logout User" and "Logout Mgr" buttons. A navigation bar contains links for "Home", "My Account", "Search", "Reports", and "Admin". Below this, customer information is displayed: "Customer : BUCK HUNTER CIN : 09281955-CUV", with buttons for "Customer Home", "View Customer", and "Edit Customer". The main content area is titled "TERMS OF '2017 MILITARY VETERAN' DISCOUNT". It features a yellow box with the text "PLEASE READ THE FOLLOWING TO THE CUSTOMER:" followed by a detailed disclaimer. At the bottom of this section are "Claim" and "Cancel" buttons. The footer shows "Branch: production | Tag Associated: 6.1.8 | End IP: 11 | Location: SF".

New Mexico  
Department of Game & Fish  
Over the Counter Sales

NMDGF Time: 02:55:19      Logged in as User: csnelson1 | Manager: csnelson1      Logout User      Logout Mgr

Home   My Account   Search   Reports   Admin

Customer : BUCK HUNTER   CIN : 09281955-CUV      Customer Home   View Customer   Edit Customer

**TERMS OF '2017 MILITARY VETERAN' DISCOUNT**

PLEASE READ THE FOLLOWING TO THE CUSTOMER:

IMPORTANT! By clicking the Claim button below, you certify that you are currently serving in the U. S. Military or are a U. S. Military veteran, as defined by the New Mexico Department of Veterans Services, and that you can provide valid proof of service upon request. Failure to provide verifiable proof of military service within the time frame specified by the Department will result in removal of the discount, suspension of all future discounts, and could result in rejection of all draw applications. Any license obtained by falsely claiming this discount shall be unlawful.

Claim   Cancel

Branch: production | Tag Associated: 6.1.8 | End IP: 11 | Location: SF

- If you click active duty or veteran on the previous screen, you'll need to have the customer agree to the terms on this page before clicking the *Claim* button.
- At a minimum, you must say: "Do you certify that you are active duty/veteran and that you can provide valid proof of service upon request".
- Once the discount has been claimed, the available VLS items screen will display the discounted prices for all items.

# Customer Home Screen

New Mexico  
Department of Game & Fish  
Over the Counter Sales

NMDGF Time: 10:46:00

Logged in as User: test1234 | Manager: test1234

Logout User Logout Mgr

Home My Account Search Reports Admin Help

Customer : BUCK HUNTER CIN : 09281955-FJS

Customer Home View Customer Edit Customer

**VLS LICENSE YEAR 2018**

Original Reprint Void

**PRIVATE LAND ELK AND ANTELOPE**

Original Reprint Void

**CARCASS TAGS**

Tag History Issue/Reissue

- Click *Original* to vend licenses, permits and stamps.
- Click *Reprint* to reprint an existing license for a customer. Note: **SOME** licenses (including draw licenses) are only available to reprint if the customer is issued a duplicate tag.
- Click *Void* to void a transaction that has been processed within the past 8 hours. If the transaction was processed more than 8 hours previously, you'll need to contact NMDGF at 888-248-6866 to have us void it.

# Available VLS Items Screen

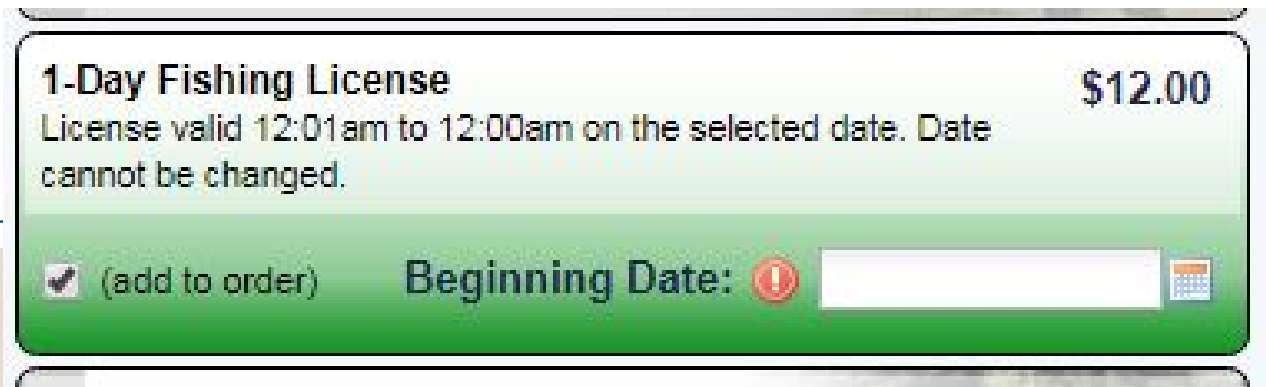
**AVAILABLE VLS ITEMS**

[Review Order](#) [Cancel](#)

HUNTING / TRAPPING	FISHING / HUNTING AND FISHING	PERMITS / STAMPS / FEES
<b>Game Hunting License</b> \$15.00 Allows license holder to purchase big game or turkey license and to hunt small game. Valid during open seasons April 1 to March 31. <input type="checkbox"/> (add to order)	<b>Annual Fishing License</b> \$25.00 Valid April 1 through March 31 <input type="checkbox"/> (add to order)	<b>Vendor Fee</b> \$1.00 <input checked="" type="checkbox"/> (add to order)
<b>Handicapped Game Hunting License</b> \$15.00 Must have one or more disabilities that substantially limit one or more major life activities. Allows license holder to purchase big game or turkey license, fish and to hunt small game. Valid April 1 to March 31. <input type="checkbox"/> (add to order)	<b>1-Day Fishing License</b> \$12.00 License valid 12:01am to 12:00am on the selected date. Date cannot be changed. <input type="checkbox"/> (add to order) <b>Beginning Date:</b> <input type="text"/>	<b>Habitat Management and Access Validation</b> \$4.00 Required once per season in conjunction with any hunting, fishing or trapping license; not required for persons under 18, or in conjunction with any free license or Disabled Veteran cardholder privilege. <input type="checkbox"/> (add to order)
<b>Barbary Sheep License</b> \$103.00 Game Hunting License required. BBY-1-200 and BBY-1-201 are valid only on private deeded land (hunters must possess written permission from landowner while hunting). See the Hunting Rules and Information Booklet for more information. Carcass tag required. <b>Weapon:</b> <input type="text" value="Select Weapon"/> <b>Hunt:</b> <input type="text" value="Select Hunt"/> <input type="checkbox"/> (add to order)	<b>5-Day Fishing License</b> \$24.00 License valid 5 days beginning at 12:01am on the selected start date. Start date cannot be changed. <input type="checkbox"/> (add to order) <b>Beginning Date:</b> <input type="text"/>	<b>Habitat Stamp</b> \$5.00 Required once per season in conjunction with any hunting, fishing or trapping license used on US Forest Service or BLM land. Not required for anglers or trappers under 12, or in conjunction with any free license or Disabled Veteran cardholder privilege. <input type="checkbox"/> (add to order)
<b>Ibex License</b> \$103.00 IBX-1-528. Not valid on Florida Mountain hunt area. Game hunting license required. Carcass tag required. <b>Ibex (IBX-1-528)</b> <input type="checkbox"/> (add to order)	<b>Second Rod Validation</b> \$4.00 Allows properly licensed anglers to use two fishing rods in most waters. <input type="checkbox"/> (add to order)	<b>Harvest Information Program Number (HIP)</b> \$0.00 USFW permit required once per year for migratory game bird hunters. <input type="checkbox"/> (add to order)
<b>Private Land-only Deer License</b> \$34.00 Game hunting license required. Valid only on deeded private land. Hunters must possess written permission from the landowner while hunting. Carcass tag required. <b>Weapon:</b> <input type="text" value="1 - Any Legal Weapon"/> <b>Hunt:</b> <input type="text" value="DER-1-275   Jan 16-31   Unit(s): 32   A"/> <input type="checkbox"/> (add to order)	<b>Handicapped Fishing License</b> \$8.00 Must have one or more disabilities that substantially limit one or more major life activities. Valid April 1 through March 31. <input type="checkbox"/> (add to order)	<b>Light Goose Conservation Order</b> \$0.00 Free permit required for Light Goose Conservation Order, February 1 through March 10 in Central Flyway. No bag or possession limit. <input type="checkbox"/> (add to order)
	<b>Game Hunting and Fishing License</b> \$30.00 Allows license holder to purchase big game or turkey license, fish and to hunt small game. Valid April 1 to March 31. <input type="checkbox"/> (add to order)	<b>Sandhill Crane Permit</b> \$0.00 Free permit required for regular season (Eastern) sandhill crane hunts in Chaves, Curry, De Baca, Eddy, Lea, Quay and Roosevelt counties. <input type="checkbox"/> (add to order)
	<b>Disabled Veteran Game Hunt and Fish</b> \$10.00 Disabled Veterans Only. Must have a service-related disability of less than 100%. Allows license holder to purchase big game or turkey license, fish and to hunt small game. Valid April 1 to March 31. <input type="checkbox"/> (add to order)	<b>Federal Duck Stamp</b> \$26.50 Federal requirement for waterfowl hunting. Printed license meets...
	<b>Handicapped Game Hunting and Fishing License</b> \$20.00 Must have one or more disabilities that substantially limit one or more major life activities. Valid April 1 through March 31. <input type="checkbox"/> (add to order)	

- After clicking original on the customer home screen, you'll see all available products the customer is eligible to purchase. (This is a partial screenshot)
- Check the *(add to order)* box next to each product you want to add to the order. The \$1 vendor fee is checked by default.
- Click on *Review Order* located at the bottom of the screen after you have selected all the products the customer wants to purchase.

# Temporary Licenses



The screenshot shows a software interface for adding a license to an order. The license is titled "1-Day Fishing License" and costs "\$12.00". Below the title, it states "License valid 12:01am to 12:00am on the selected date. Date cannot be changed." At the bottom left, there is a checked checkbox and the text "(add to order)". To the right, the label "Beginning Date:" is followed by a red circle containing an exclamation mark, indicating an error. Next to the error is an empty text input field, and to its right is a small calendar icon.

- If adding any temporary license to an order, the system requires a beginning date. You'll see an error message if you fail to enter the beginning date.
- For all customers, a one-day and five-day fishing license is available. For nonresidents a temporary game hunting license (4-day) is also available.

# Required Stamps



- When adding any hunting, fishing or trapping license to an order, when you click the review order at the bottom, you'll see this popup. (Click **OK**)
- The habitat stamp is only required on forest service and BLM lands with a few exceptions.
- The habitat management and access validation will automatically be added to the shopping cart with the first purchase of a hunting, fishing or trapper license. It is required anywhere in NM, also with a few exceptions.
- If selecting any game hunting license, the harvest information program number will also appear on the popup. This is required for hunting of migratory game birds, and requires completion of a survey regarding the previous year's hunting if selected.

## Firearm Eligibility Notice

**NOTICE**

**FIREARM ELIGIBILITY**

Any applicant who is a felon according to New Mexico law shall be restricted to the use of archery equipment only if successful in drawing or purchasing a license that allows for the use of a firearm, including "any legal sporting arm" or "muzzleloader" license types.

Per New Mexico statute 30-7-16 NMSA 1978, "firearm" includes any handgun, rifle, muzzleloader or shotgun.

According to New Mexico law, can you legally possess and hunt with a handgun, rifle, muzzleloader or shotgun?

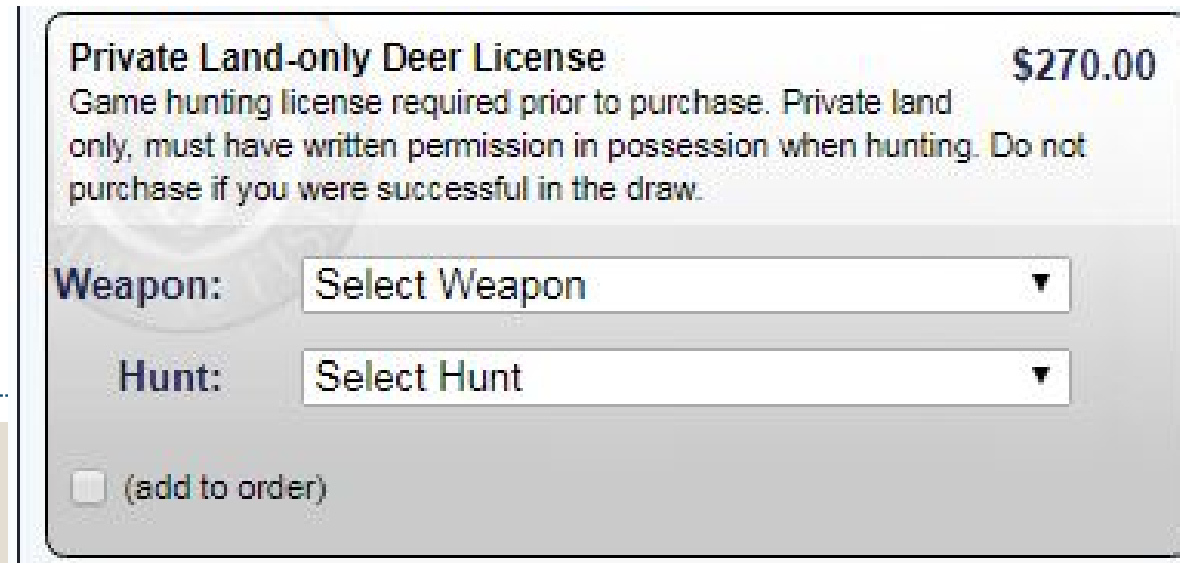
☐ Yes, I can legally possess and hunt with a firearm.

☐ No, I cannot legally possess and hunt with a firearm.

**SAVE**

- If a game hunting license is added to an order, you'll see this popup.
- Ask the customer if they can legally possess and hunt with a firearm in New Mexico and select the appropriate radio button and click Save.

# Big-Game Licenses



The screenshot shows a web form for purchasing a "Private Land-only Deer License" for \$270.00. Below the title and price, there is a paragraph of text: "Game hunting license required prior to purchase. Private land only, must have written permission in possession when hunting. Do not purchase if you were successful in the draw." The form includes two dropdown menus: "Weapon:" with the text "Select Weapon" and "Hunt:" with the text "Select Hunt". At the bottom of the form is a checkbox labeled "(add to order)".

- **Certain big-game licenses require a hunt code, including private-land deer (nonresidents would also see quality private-land deer), private-land barbary sheep, private-land oryx, private-land pronghorn antelope and javelina.**
- **You'll first need to select the weapon, 1=any legal weapon (rifle, muzzleloader, crossbow or bow), 2= bow only, 3=muzzleloader (or crossbow or bow)**
- **After selecting the weapon, you'll choose the hunt. The entire hunt code is displayed in the drop-down list, with the hunt dates, unit and bag limit.**
- **Note: Customers who purchase over-the-counter private-land licenses must possess written permission before entering private lands. (not required to purchase license)**

# Game Hunting License



- A current-year game hunting license is required for any big-game or turkey license purchase. If adding a big-game or turkey license to an order, you'll see this popup if the customer doesn't have a game hunting license.
- Click *OK* and then click edit selection to go back to the available VLS items screen and add the game hunting license and/or appropriate stamps.
- If required, the habitat management and access validation will automatically be added to the shopping cart after the game hunting license has been added.

# Review Order Screen


A Habitat Management and Access Validation Stamp has been added to this order. The customer must purchase an HMAV stamp (at the same time) when purchasing a fishing, hunting or trapper license.


## REVIEW ORDER

Item	Beginning Date	Fee
Game Hunting License Allows license holder to purchase big game or turkey license and to hunt small game. Valid during open seasons April 1 to March 31.		\$15.00
Spring Turkey License Game Hunting license required. Valid April 15 to May 10. See the Hunting Rules and Information Booklet for open areas. Carcass tags required.		\$25.00
Vendor Fee		\$1.00
Habitat Stamp Required once per season in conjunction with any hunting, fishing or trapping license used on US Forest Service or BLM land. Not required for anglers or trappers under 12, or in conjunction with any free license or Disabled Veteran cardholder privilege.		\$5.00
Habitat Management and Access Validation Required once per season in conjunction with any hunting, fishing or trapping license; not required for persons under 18, or in conjunction with any free license or Disabled Veteran cardholder privilege.		\$4.00
		Total: \$50.00

### SHARE WITH WILDLIFE

VENDOR: Please ask customer if they want to support New Mexico's non-game wildlife by making a donation to the Share with Wildlife program. More information can be found [here](#) if they're interested. Select 'Add to Cart' and return to VLS to add a Share with Wildlife donation.

 Add To Cart

 Edit Selection

- On the review order screen, you will review with the customer the items they are purchasing. In this example, the customer is a resident purchasing a game hunting license, a spring turkey license, habitat management and access validation (HMAV) and habitat stamp, with the vendor fee added.
- Click *Add To Cart* if the order is correct, or *Edit Selection* to add or subtract items by checking or unchecking the appropriate boxes on the available items screen.


## Items Added to Shopping Cart



- Once you click add to cart, you'll see a message in green indicating that the order has been added, and you'll see a green shopping cart icon at the top, with one or more items in it.
- Click the green *Shopping Cart* icon to continue.

# Shopping Cart



[Home](#) [My Account ▾](#) [Search ▾](#) [Reports ▾](#) [Admin ▾](#) [Help ▾](#)

Customer : BUCK HUNTER CIN : 09281955-FJS Shopping Cart  ( 1 ) [Customer Home](#) [View Customer](#) [Edit Customer](#)

**SHOPPING CART**

**SHOPPING CART**

VLS Orders

Type	Items	Total		
ORIGINAL	Game Hunting, Turkey (Sprg), Vendor Fee, Habitat Stamp, HMAV	\$50.00	 <a href="#">Edit</a>	 <a href="#">Delete</a>

Total: \$50.00

[Checkout](#) [Back](#) [Clear Cart](#) [Remove Vendor Fee](#)

- In the shopping cart screen, you will have the option to *Edit* or *Delete* the order on the right, clear the cart at the bottom, or click the *Checkout* button to process the payment.

# Terms of Agreement

Customer : BUCK HUNTER CIN : 09281955-FJS Shopping Cart ( 1 ) [Customer Home](#) [View Customer](#) [Edit Customer](#)

[View Cart](#)

**PAYMENT AMOUNT**  
Customer will be charged **\$50.00** when you submit this form.

**CHECKOUT**

**PURCHASE SUMMARY**  
You will be charged **\$50.00** when you submit this form.  
**All sales are final. Thank you.**

**TERMS OF AGREEMENT**

- By applying for or purchasing a license, you acknowledge that you are subject to all New Mexico Department of Game and Fish laws, as set forth in Chapter 17 NMSA 1978 (New Mexico Statutes Annotated), Title 19 NMAC (New Mexico Administrative Code), and the New Mexico Game and Fish Rules and Information booklets, available online at [www.wildlife.state.nm.us](http://www.wildlife.state.nm.us). You certify that the information provided is true and correct and that you are eligible to apply for, or purchase a license. As part of the terms of this Agreement, you grant consent to the Department of Game and Fish to charge your credit card or checking account for full license fees and non-refundable application fees.

☒ \* By checking this box I acknowledge I have read and agree to the Terms of Agreement

How would you like to make a payment? [Credit Card](#) [Checking Account](#) [Cash](#)

- On the checkout screen, you'll need to have the customer acknowledge the terms of agreement.
- At a minimum, you should say: "Do you acknowledge that you are subject to all game and fish rules and regulations?".
- Check the box if they agree. Once the box is checked, the payment options will appear.
- If processing a credit card payment through terminal (not through our system), or accepting a physical check (also not through our system) you'll need to select cash.
- A message will appear that says a cash payment record will be created, click *Continue* and then you'll run the credit card on your terminal.

# Issuing Carcass Tags

**VEND HUNT TAGS TO BUCK HUNTER**

TAG 1 OF 1

ENTER THE CONTROL NUMBER PRINTED VERTICALLY AT THE UPPER LEFT CORNER OF THE TAG.

1 201

123456 2019-2020


First Name Last Name

Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec 1 2 3 4 5 6 7 8 9 10

VERIFY THE CONTROL NUMBER DISPLAYED MATCHES THE TAG ON NEXT PAGE.

**ENTER CONTROL NUMBER**

Control Number:

 Continue Tag 1 of 1

- This process must be completed prior to printing the licenses(s) for any big game or turkey license sale, or duplicate tag.
- First, enter the control number at the top left of the tag and click *Continue Tag 1 of 1*.

# Carcass Tags (cont.)

Control Number: 373008

**ATTENTION VENDOR:**  
 PLEASE WRITE THE INFORMATION DISPLAYED IN ALL TAG FIELDS CLEARLY. YOU MUST COMPLETE THE ANTLER/HORN TAG PORTION AS WELL AS THE CARCASS TAG PORTION—EVEN FOR NON-ANTLERED/HORNED SPECIES.  
 USE THE PROVIDED SHARPIE AND PRINT ALL INFORMATION DISPLAYED LEGIBLY -- DO NOT WRITE IN CURSIVE.  
 MAKE SURE THE CONTROL NUMBER DISPLAYED MATCHES THE NUMBER ON THE TAG.  
 DO NOT DISCARD ANY TAGS IF YOU MAKE A MISTAKE AND HAVE TO REISSUE!

PRINT OR REPRINT THE LICENSE AND VERIFY THAT THE TAG NUMBER MATCHES. ISSUE THE CUSTOMER THE LICENSE AND TAG(S) TOGETHER.

NEW MEXICO DEPARTMENT OF GAME AND FISH

373008 2019-2020

NEW MEXICO DEPARTMENT OF GAME AND FISH

373008 2019-2020

First Name: BUCK Last Name: HUNTER SECOND TAG

Turkey 19-367616 01191983-ABC

2986436

NEW MEXICO DEPARTMENT OF GAME AND FISH

373008 2019-2020

CARCASS TAG

First Name: BUCK Last Name: HUNTER

Turkey 19-367616 01191983-ABC

2986436

Keep this tag! Game storage authorized for one year from date of kill.

✓ Turkey Tag Completed 1 of 1 If the handwritten tag looks exactly like the image above, click to proceed to Print License.

← Entered Wrong Control Number Click to go back and re-enter a different control number. No information is recorded in the system.

⊖ Unusable-Not Issued DO NOT DISCARD! If the handwritten tag cannot be issued to the customer for any reason, this button marks control number as Unusable in the system. You may enter a different control number to re-write the tag.

- Verify control number on screen matches tag-click *Entered Wrong Control Number* if you need to go back and correct it.
- Clearly write the information on the screen in all fields on the tag with a thin sharpie. Do not write in cursive. VENDORS WILL NOT BE REQUIRED TO COMPLETE THE TOP PORTION, and must cross this portion out as shown. When finished, the tag should look exactly like what's on the screen.
- Click *Tag Completed 1 of 1* if the tag looks acceptable. Repeat for all tags in the order if the customer purchased more than one big game license.
- Only one control number will need to be entered if the order includes the purchase of a spring turkey or cougar license.
- If there's a mistake or for any reason the tag can't be issued, click *Unusable-Not issued*. Do not discard the tag!!! Return all unusable tags to the Department.

# Order Successfully Processed

New Mexico  
Department of Game & Fish  
Over the Counter Sales

NMDGF Time: 03:56:23

Logged in as User: msgonzales | Manager: msgonzales

Logout User Logout Mgr

Home My Account Search Reports Admin

Customer : BUCK HUNTER CIN : 09281955-GMR

Customer Home View Customer Edit Customer

ORDER HAS BEEN SUCCESSFULLY PROCESSED

Print License Print Receipt Done

- Once you've completed the transaction and/or issued all tags, you'll be able to click *Print License*. You must print the license every time you issue tag(s).
- After printing the license, you'll need to go back to the tab that says order complete to *Print Receipt*.
- Once you've printed the license and receipt for the customer and issued any tags, click the *Home* tab at the upper left to exit the customer's account.
- Note: if you click *Done*, you'll go back to the customer's home screen.