

The Idaho Department of Fish and Game considers the following document to be an agency guidance document for purposes of Idaho Executive Order 2020-002. The guidance document is not new law; it is the Department's interpretation or implementation of existing law.

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IDAHO DEPARTMENT OF FISH AND GAME

Procedure for Controlled Hunt Designations

PROCEDURE NO.: ADM-5.0

Revision Date: August 6, 2020

This is the procedure for completing a controlled hunt tag designation to a minor child or grandchild as allowed in Idaho Code 36-405(c)(2)(B) and Commission Rules IDAPA 13.01.08.262., and 13.01.09.102.05.

Moose, Bighorn Sheep, Mountain Goat and Grizzly Bear tags may not be designated to youth hunters.

Designate a controlled hunt tag to a legal child or grandchild

- A. Verify the hunt is not open. The designation is to be completed before the opening date of the hunt for which the tag may be used.
- B. The adult must be the legal parent or grandparent to the minor child/grandchild.
 1. The Department will apply definitions from Idaho Code such that each person has a maximum of two parents (a biological mother and father, unless these are legally replaced through adoption), and four grandparents (two parents of each parent)
 2. It does not include step-parents/grandparents unless legally adopted, great grandparents, non-parent guardian, adult sibling, aunts uncles or other adult household members etc.
- C. Verify the minor qualifies for the designation:
 1. Residency must match the parent/grandparents residency. We can only designate a resident tag to a resident minor, and a non-resident tag to a non-resident minor.
 2. If the minor currently has a general season tag for the same species the tag must be exchanged for the controlled hunt tag (the minor's general season tag must be surrendered at the time we perform the designation).
 3. If the minor currently has another controlled hunt tag for the same species and hunt type (limited or extra), you must cancel the controlled hunt tag and purchase record or permit and set the customers controlled hunt winner record to "Past Date" before completing the adult's designation.
 4. If the minor is a winner of another controlled hunt for the same species and hunt type (limited or extra), you must set the winners record to "Past Date" before completing the adult's designation.
 5. The designation may be completed after the designee turns 18 as long as the designee was a minor at the time the adult purchased the tag.
- D. The adult must first purchase the controlled hunt purchase record and tag, or controlled hunt permit and tag.
 1. **Do not** cancel the adult tag or permit.
- E. Have the parent or grandparent complete the designation form found [here](https://idfg.idaho.gov/sites/default/files/transfer-of-control-hunt-tag-to-child-form.pdf).
(<https://idfg.idaho.gov/sites/default/files/transfer-of-control-hunt-tag-to-child-form.pdf>)
 1. Scan and save this completed form to the appropriate folder as outlined in daily sales report procedures.
- F. Collect the tag from the adult.



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1. Note on the tag 'Designated to' plus the minor's sportsman ID or license number.
 2. Include tag with the daily sales report.
- G. The regional OSS and one other front desk clerk have the ability to complete the designation in IWILD.
1. Contact Licenses to setup the designation if regional staff are not available.
- H. Steps to designate the tag in IWILD
1. Search for the parent/grandparent in the Controlled Hunt Winners list.
 2. Find the hunt being designated.
 3. Click the Designate button.
 4. Enter and verify the license number of the designee.
 - i. Verify residency is the same as designator
 5. Save the designation.
 6. The child/grandchild will now appear as a Controlled Hunt Winner.
 7. The system cancels the adult's tag. No cancellation receipt is printed.
- I. Open the child's/grandchild's customer record and issue the tag and purchase record.
1. There is no charge for the youth's tag because the parent/grandparent purchased the adult tag.
 - i. **Exception:** Parent has a sportsman package and the designation is a deer or elk hunt
 - (1) Charge the adult price on the tag for the youth if the parent/grandparent tag was issued at \$0.00.
 - (2) The parents receipt is reactivated when the controlled hunt tag is designated and the parent can then purchase a general season tag at \$0.00.
 - ii. If the adult tag cost less than the youth tag we still only charge the cost of the adult draw winner's tag.
- J. Remind the parent/grandparent that waiting period rules still apply to them when the designated hunt is an antlered deer or elk hunt.
- K. Reporting the designation on the daily sales report
1. List in the License/Sales Adjustment section details of the designation:
 - i. Example 1:

J SMITH designated CH tag 308-19-001234	{enter amount of adult tag}
to K SMITH designee tag 308-19-020122	- {enter amount of youth tag}
 - ii. Example 2:

Designation: SPID 123123123 J SMITH to SPID 678678678 K SMITH: { amount of adult tag} less {amount of youth tag]
 2. Write a note on the adult tag saying 'designated' and to whom. Include tag with the daily sales report.