



## IDAHO DEPARTMENT OF FISH AND GAME

### Procedure for Controlled Hunt Application Corrections

PROCEDURE NO.: ADM - 4.0

Revision Date: 5/06/2025

Follow these procedures when a customer requests a change to a controlled hunt application or gives up a controlled hunt tag.

**Always verify the identification of the person making the request and that they are an applicant on the application.**

#### **A. During a Controlled Hunt application period**

1. **Phone Call/Email Request:** (Wrong applicant on the application, error in the hunt numbers)
  - i. Request an email to be sent or send the Affidavit to Cancel Controlled Hunt Application to the customer. Have customer also state they understand they will not get a refund if outside the two hour window and is customer error.
  - ii. If transaction was completed by Internet or Telephone sales and **is within two business hours of completion** please have them email the licenses email inbox at licenses@idfg.idaho.gov
  - iii. If the transaction was **completed after the 2 hour window** you can void out the transaction.
  - iv. If this was an IDFG/Vendor error and it is after the two hour window a refund request will need to be submitted to HQ if being corrected through a regional office. You can then void out the application and have the customer apply again.
2. **In person Request:** (Wrong applicant on the application, error in the hunt numbers)
  - i. Have the customer fill out the Affidavit to Cancel Controlled Hunt Application.
  - ii. Cancel and re-issue the application at no cost if this was an IDFG/Vendor Error via correction guidelines.
  - iii. Charge for the new application if this was a customer error.
3. **Request to cancel the application:**
  - i. An affidavit is required if customer is in office.
  - ii. Have customer send an email with request to cancel application and state they understand they will not get a refund.
  - iii. Cancel the application.
4. **Group Applications:**
  - i. Purchasing applicant must submit the request for any changes to application. (Wrong hunt number, applicant no longer wants to be on the application, IDFG/Vendor Error etc.)

#### **B. After the application period closes**

Do not make changes to applications after the application period. We can't make any accommodation, as this extends the draw period and is not provided for in rule.

#### **C. Customer drew but didn't apply**

1. When the "wrong applicant" is drawn, it is still his/her tag and we cannot transfer the tag. (Normal CH designation rules still apply).
2. Customers may complete an Affidavit to Decline Controlled Hunt if they don't want the tag.



## IDAHO DEPARTMENT OF FISH AND GAME

### Procedure for Controlled Hunt Application Corrections

PROCEDURE NO.: ADM - 4.0

Revision Date: 5/06/2025

- i. First application period: If they do not purchase the controlled hunt purchase record and tag by end of day August 1 (unless it's an unlimited hunt), the tag is returned and included in the second application period. No affidavit required.
3. Customers may send a written request to License Headquarters Supervisor to review their account if they are concerned about how the waiting period rules will affect future drawing opportunities.

#### **D. Decline Controlled Hunt: customer drew but now wants a general season tag**

1. Customer has not purchased the tag
  - i. Have customer complete a Decline Controlled Hunt Affidavit
    - (1) If the customer is not present, they must have the affidavit notarized or provide a photocopy of their driver's license (signatures should be similar).
  - ii. Set customer's controlled hunt win record to past date. The OSS and person with OSS user role have permission to make this change in IWILD. This will remove the customer from the winners list. Any waiting period rules still apply to this individual.
    - (1) Contact Licenses to past date the individual if regional staff are not available.
2. Customer purchased the tag
  - i. Customer can return the tag prior to the opening day of the hunt.
  - ii. Cancel the controlled hunt tag and purchase record in IWILD.
  - iii. Issue the general season tag.
  - iv. Charge an exchange fee to change the controlled hunt tag to a general season tag.
  - v. Contact the license section to make that tag available in the second drawing or as a leftover.
    - (1) Send an email to Licenses with a subject of 'Returned CH Tag hunt #[the hunt #]'
      - (a) Include the customer's sportsman ID, returned tag #, and controlled hunt # in the body of the email.
3. Remind the customer that waiting period rules still apply to them when the declined hunt is an antlered deer or elk hunt.

#### **E. Escalation of request**

Follow the normal escalation path when a customer requests a review of a decision:  
Escalate to the next level supervisor in your region on up to the Regional Supervisor or Licenses Supervisor.

#### **Related Procedures:**

Correcting Issuing Errors

Controlled Hunt Designations