

Alabama Department of Conservation and Natural Resources

*Alabama Licensing Officials Conference
December 7-8, 2022*

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License Section Supervisor**

Physically Disabled Resident Annual Licenses

Documents below must be dated within one (1) year of purchase date and include disability criteria.

(Take current date, subtract 1 from year – document cannot be dated before this date to be acceptable).

Social Security Administration

Mail documentation w/License Payment

- Submit a Benefits Verification Letter (BVL) that includes the type of benefits, Notice of Award Letter, documents indicating receipt of SSI or SSDI or document stating applicant is disabled, entitled to, or receiving disability income.
- Physically Disabled Application must be completed, and qualifying documents are to be retained by the Agent and MAILED to Montgomery.
- **If the document presented, does not contain both criteria above, instruct the applicant to obtain a BVL from SSA:**
 - **Online at www.ssa.gov Click on My Social Security, create an account or sign into your account. Once in your account, you will see an option to print a BVL letter**
 - **Contact SSA via phone by calling 1-800-772-1213**
 - **Visit your local SSA Office and request a BVL stating type of benefits**
- SSA 1099 Forms, SSA Form 4926 Monthly Benefits Amount, Yearly Income Statements, Physician letter or SSA documents that just state receiving Social Security Benefits **ARE NOT ACCEPTABLE.**

Railroad Retirement (only Disability Retirement)

Mail documentation w/License Payment

- Document must state applicant is 100% permanent and totally disabled.
- Document must be dated within one (1) year of purchase date.
- Physically Disabled Application must be completed, and qualifying document is to be retained by the Agent and forwarded to Montgomery.

Any Federal, State, County, or Municipal Government

Mail documentation w/License Payment

- Document must state applicant is 100% permanent and totally disabled.
- Document must be dated within one (1) year of purchase date.
- Physically Disabled Application must be completed, and qualifying document is to be retained by the Agent and forwarded to Montgomery.

▼ 2023 Physically Disabled

Applicants presenting documents that fulfill all the requirements listed above for that entity can be issued the following ANNUAL privileges.

Purchase	Physically Disabled (SSA Documentation Required)	Expires	Cost
<input type="checkbox"/>	Physically Disabled Resident Freshwater Annual License	08/31/2023	\$3.20
<input type="checkbox"/>	Physically Disabled Resident Hunting Annual License (100% SSA disability)	08/31/2023	\$6.70
<input type="checkbox"/>	Physically Disabled Resident Saltwater Annual License	08/31/2023	\$3.20
<input type="checkbox"/>	Res Nighttime Feral Swine / Coyote Hunting License (must have valid 100% Physically Disabled Hunt)	08/31/2023	\$1.05

NR College Student Exemption

NR College Student

Mail documentation w/License Payment

- Must submit College Student application and prove each item below:
 - Be age 17-23
 - Be a fulltime student (provide student ID)
 - Be enrolled in an approved AL Higher Education Institute
 - Proof of residency
 - If living off campus provide lease – only the page containing tenant and address is needed
 - if living on campus school official must indicate on application.

Annual Disabled Veteran's Appreciation Licenses

(Review the document and issue based on % and give back to customer) DO NOT SEND TO DCNR

Veteran Affairs

- *Document from the VA must include your disability % to qualify for the following licenses:*
 - Disabled Military Hunting (100% disabled)
 - Disabled Military Hunting (50% - 99%)
 - Disability Military Freshwater Fishing (20% or more disabled)
 - Disability Military Saltwater Fishing (20% or more disabled)

▼ 2023 Physically Disabled

VA DOCUMENT ONLY

Purchase	Veteran Appreciation (VA Documentation Required)	Expires	Cost
<input type="checkbox"/>	Disabled Military Veteran's Appreciation Freshwater Fishing (20% or more disabled)	08/31/2023	\$3.30
<input type="checkbox"/>	Disabled Military Veteran's Appreciation Hunting License (100% VA disabled)	08/31/2023	\$3.30
<input type="checkbox"/>	Disabled Military Veteran's Appreciation Hunting License (50% -99% disabled)	08/31/2023	\$15.65
<input type="checkbox"/>	Disabled Military Veterans Appreciation Saltwater Fishing (20% or more Disabled)	08/31/2023	\$3.30
<input type="checkbox"/>	Res Nighttime Feral Swine / Coyote Hunting License- must have valid 100% Disabled Military VA Hunt	08/31/2023	\$1.05

Reporting

Reports should be generated for each privilege above; this can be accomplished by:

- Click the **Reporting Tab**,
- Enter Start and End date
- Select the appropriate report from the drop down under **REPORT TYPE**
- Click Submit
- Print Reports

For Mail Documentation – Provide the correct documentation presented for issuance and place the report on top.

For Email Documentation – Email report and documentation; in subject field enter: Agent #, along with VALT or BC.

Please DO NOT send copies of licenses for Hunting, Fishing, Bait, Lifetime Replacements, Commercial Fowl Preserve, Business Detail Reports, Sales Detail Reports, Lifetime Privilege Reports. Sending excess documents causes extra work for you, additional postage, and paper that can be utilized for other purposes. Please only send documentation if it relates to the issuance of the privileges we have outlined on this flyer.

12/5/2022

Lifetime Disabled Veteran's Appreciation Licenses

Veteran Affairs

Email – VA document & application

- Document from Veteran Affairs certifying the military veteran to be physically disabled and fall within the disability % below:
 - Lifetime Disabled Military Hunting (100% disabled)
 - Lifetime Disabled Military Hunting (40% - 99%)
 - Lifetime Disabled Military Freshwater Fishing (20% or more disabled)
 - Lifetime Disabled Military Saltwater Fishing (20% or more disabled)
- Physically Disabled Application must be completed, and qualifying document is to be retained by the Agent and emailed to Montgomery.

Lifetime Licenses

Based on your age, please provide the following:

0-4 years of age:

Email Birth Certificate and DL

- 1) Birth Certificate, 2) Parent/Guardian AL DL, 3) Physicians Statement, Daycare Record or Tax Return (showing dependent), 4) SSN must be provided for the applicant.

5-11 years of age:

Email Birth Certificate and DL

- 1) Birth Certificate, 2) Parent/Guardian AL DL, 3) School Record, Progress Report or Report Card, 4) SSN must be provided for the applicant.

12-17 years of age (without an AL DL or ID):

- 1) Parent/Guardian AL DL, 2) School Record, Progress Report or Report Card, 3) SSN must be provided for the applicant.

18+ (without AL DL or ID) without DL in another state) must provide two documents below:

- Copy of Tax Return, Certificate of employment with address, Copy of Home Property Tax, Last three (3) months of Utility Bills, or Other Legal documents approved by DCNR.
- SSN must be provided for the applicant.

To All Agents:

Please review the required documents that are presented by the customer **BEFORE** you issue a license. If the document presented does not meet the requirements DCNR has set forth then **NO LICENSE IS TO BE ISSUED**. We will be happy to review any document before issuance by emailing it to us at DCNR.Acct@dcnr.alabama.gov if no response within 5 minutes, please call us at 334-242-3829 as we are assisting other customers.

When a license agent issues privileges based on incorrect documentation and/or documents are not retained and sent to DCNR it causes problems for the customer (i.e. license revocation, voiding or privileges blocked from future purchases,) as well as additional work for the License Section Staff. Please refer to the guidelines we have provided; share this with your office staff so they are aware of the requirement. DCNR is available to provide license training to your staff upon request. If you have questions or comments, please reach out to us at DCNR.License@dcnr.alabama.gov or by phone.