

# SPORTSPERSON LICENSE REVIEW REQUEST

Sportsperson Identification Number: _____	Last Name, First Name: _____
Date of Birth: _____	Daytime Contact Number: _____
Species: _____	Hunt Area: _____      Hunt Type: _____
Season Dates: _____ to _____	Archery License Number (if applicable): _____
Application type: <input type="checkbox"/> Online <input type="checkbox"/> Paper	
Was your application a "Party Application"? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If you answered yes, please enter your party ID Number (optional): _____	

**Please provide a detailed explanation of the issue you have with how your application was processed or how your license was issued (250 CHARACTERS MAX) (ATTACH ADDITIONAL SHEET IF NEEDED):**

**Please provide a written statement of what you are requesting (250 CHARACTERS MAX) (ATTACH ADDITIONAL SHEET IF NEEDED):**

## **REVIEW REVERSE SIDE FOR COMMISSION REGULATIONS REGARDING LICENSE ISSUANCE**

**SUBMIT REQUEST TO:** License Section Manager, Wyoming Game and Fish Department, 5400 Bishop Boulevard, Cheyenne, Wyoming, 82006-0001. Fax # (307) 777-4610.

If you would like to email the form/correspondence, please do so to [wgf-licensereview@wyo.gov](mailto:wgf-licensereview@wyo.gov) and include in the subject line "**Sportsperson License Review Request/Your Last Name**".

NOTE: Please allow three weeks for this issue to be researched before you should expect being contacted by the Wyoming Game and Fish Department with a resolution of your request.

**I certify that I have read and understood the regulations on the reverse side of this form.**  Yes  No

Refund Request - By my signature below I attest I did not use the license. The undersigned certifies under penalty of perjury that all the information provided above is true and correct.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

Wyoming Game and Fish Office Use Only:

Date Received: \_\_\_\_\_

Revised 5/2023

### **Withdrawal or Modification of Application and Refund of License Fees.**

Licenses, permits, stamps, tags, preference points or competitive raffle chances issued under Title 23, Wyoming Statutes or this regulation become the permanent property of the licensee and shall not be canceled or any fee refunded after the license, permit, stamp, tag, preference point or competitive raffle chance(s) has been issued, except as specified in this section or otherwise as set forth in Commission regulation.

To request a refund of a license fee in this subsection, the licensee shall submit the request for a refund in writing along with the license unaltered and with all coupons intact to the Department during the calendar year for which the license is valid. The licensee shall also execute and submit at the time of a refund request a Department affidavit describing the reason(s) the licensee was not able to exercise the license privileges which includes a sworn statement that the licensee did not exercise any hunting privileges granted by the license including any or all seasons for the designated species as specified in Commission regulation during the calendar year for which the license was valid. If the license is destroyed, lost or illegible, the licensee shall state on the Department affidavit to that effect and submit with the written request for refund in the calendar year for which the license is valid. If the licensee is granted a refund for a license, the individual may apply for and receive any remaining issue-after license for the same species in accordance with state statutes and Commission regulations. Application fees and any applicable preference point fees will not be refunded. All license refund requests shall be reviewed and determined by the License Review Board.

### **To qualify for a refund of a license fee in accordance with this section, the licensee shall meet one (1) of the following provisions:**

- (i) In the case of the death of the licensee, a written request for a license refund supported by a copy of the respective death certificate shall be submitted to the Department. The date of death on such certificate shall have resulted in the licensee not being able to participate in the majority of the regular or special archery season. All refunds issued under this subsection shall be made payable to the estate of the decedent unless the license fee was paid by a nonprofit charitable organization. The nonprofit charitable organization shall provide supporting documentation of payment of the license fee.
- (ii) In the case of the death of the licensee's spouse, parents, grandparents, siblings, lineal descendants and their spouses, step-parent, step-sibling, step-children, father-in-law, mother-in-law, brother-in-law, sister-in-law, step-son-in-law or step-daughter-in-law or the death of a member of a party application, the licensee shall submit a written request on a form provided by the Department for a license refund supported by the respective death certificate. The date of death shall have resulted in the licensee not being able to participate in the majority of the regular or special archery season.
- (iii) In the case of incapacitating illness or injury of the licensee, the licensee's spouse, parents, grandparents, siblings, lineal descendants and their spouses, step-parent, step-sibling, step-children, father-in-law, mother-in-law, brother-in-law, sister-in-law, step-son-in-law or step-daughter-in-law, or incapacitating illness or injury of a member of a party application, supported by a physician's sworn statement on a Department form that the licensee is incapable of performing tasks necessary to exercise the privileges of the license;
- (iv) Military personnel who receive permanent change of station (PCS) orders and military personnel who are assigned away from their home duty station on temporary orders (TDY) for the majority of the regular season, all of this being supported by a copy of official military orders from the Armed Forces of the United States, and such orders require the affected personnel to move away from their home duty station, shall accompany the written request for the license refund;
- (v) Individuals who are not able to participate in the majority of the regular season for the species specified in Commission rules and regulations during the year for which the license is issued as a result of a court subpoena, jury duty, Grand Jury investigation or attorneys required to attend criminal cases. A certified copy of the court document shall accompany the written request for the license refund;
- (vi) When the Department determines fifty percent (50%) or more of the hunting opportunity and access to the public land within an individual hunt area outside of designated wilderness has been closed due to administrative actions of the state or federal government in closing of the public access to public lands, or due to a natural disaster, including but not necessarily limited to, wildland fires, the licensee of a limited quota antelope, full price bighorn sheep, limited quota deer, limited quota elk, moose, mountain goat, or wild bison license may request a license fee refund;
  - (A) When the Department determines one hundred percent (100%) of all the hunt areas are closed or the hunting season is prevented from occurring due to administrative actions of the state or federal government, a black bear, gray wolf, mountain lion or wild bison licensee may request a license fee refund. The closing of hunt areas due to harvest quotas being met does not qualify a licensee for a license fee refund.
- (vii) An error on the part of the Department or its authorized agent where the applicant has been issued a license not requested. An applicant may request in writing to the License Review Board to review a decision made by a Department employee or an agent of the Department in the handling of the application for, or the issuance of a license, permit, or preference point if the decision is contrary to statute or rule and regulation promulgated by the Commission. All decisions of the License Review Board shall abide by provisions of state and federal statutes and Commission regulations.
- (viii) Any youth licensee may be granted a license refund if the youth licensee's opportunity to hunt is jeopardized as a result of any license refund granted by the Department as specified in sections (i), (ii), (iii), (iv), (v), (vi), (vii), or (viii) of this subsection;
- (ix) A sponsoring organization of a person with a life-threatening illness that has received a license under Section 13 may be granted a license refund if the licensee's opportunity to hunt is jeopardized as a result of incapacitating illness or injury supported by a physician's sworn statement on forms provided by the Department that the licensee is incapable of performing tasks necessary to exercise the privileges of the license.

### **Refunds shall not be allowed under the following circumstances:**

- (i) The licensee illegally purchased more licenses than what was authorized for purchase by Commission regulation or Wyoming statute;
- (ii) For any license, permit or stamp in which the hunting season to use the license, permit or stamp expires on December 31 in the year issued, the deadline to submit a written request and all required documents for a refund shall be December 31 of that year.
- (iii) For any license in which the hunting season to use that license has been extended into January of the succeeding calendar year, the deadline to submit a written request and all required documents for a refund of that license shall be January 31 of the year in which the hunting season expires. For all other licenses, the deadline to submit a written request and all required documents for refund shall be on the last date the individual license is valid.
- (iv) Refunds shall be denied in any circumstance where the licensee hunted on the license for the designated species as specified in Commission rules and regulations, including special archery seasons, during the year for which the license is issued.

### **Restoration of preference points.**

In any case where a license may be obtained by the accumulation of preference points, or preference points may be obtained in lieu of application for a license and a license refund is granted by the Department, all accumulated preference points, including any preference point that may have been earned for the year the license is issued, shall be restored to the applicant.



# WYOMING GAME AND FISH DEPARTMENT LICENSE RESERVATION REQUEST FORM

### LICENSES ELIGIBLE FOR RESERVATION:

Only full price, limited quota big game licenses, trophy game licenses, and wild bison licenses are eligible for reservations. Resident General Elk, Resident General Deer, Doe/Fawn Deer, Doe/Fawn Antelope, Cow/Calf Elk, and Ewe Bighorn Sheep are not eligible for license reservations.

### APPLICANT'S CERTIFICATION:

Please complete the personal information below. A separate form must be completed for each individual.

Name of Licensee: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

### LICENSE INFORMATION:

Please complete the information below to identify the license(s) you are requesting a license reservation for the immediately succeeding calendar year.

SPECIES	LICENSE # HUNT AREA AND HUNT TYPE	SPECIES	LICENSE # HUNT AREA AND HUNT TYPE
Elk		Moose	
Deer		Bighorn Sheep	
Antelope		Mountain Goat	
Wild Bison			

Have you obtained an archery license for the current season? \_\_\_\_\_

NO

YES, If yes, please specify the license number

I certify under penalty of perjury that I qualify for a license reservation, as I am unable to use my license for good cause as defined in Wyoming Game and Fish Commission Regulations Chapter 21. In addition, I certify that I applied for and received the attached license(s), which are valid, unused and intact. By my signature below, I attest I did not use the license during any season, including the special archery season. The undersigned certifies that all information provided above is true and correct.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

ANY QUESTIONS MAY BE ADDRESSED TO LICENSE ACCOUNTING SECTION VIA TELEPHONE AT (307)777-4678.

WYOMING GAME AND FISH DEPARTMENT - LICENSE SECTION  
5400 BISHOP BLVD  
CHEYENNE, WY 82006