

**ADOPTED REGULATION OF THE  
BOARD OF WILDLIFE COMMISSIONERS**

**LCB File No. R158-97**

Effective December 29, 1997

EXPLANATION – Matter in *italics* is new; matter in brackets [ ] is material to be omitted.

AUTHORITY: §1, NRS 501.181 and 502.030; §2, NRS 501.181, 502.030 and 502.040; §§3-7, NRS 501.181 and 502.040; §8 and §9, NRS 501.181 and 502.030; §10, NRS 501.181 and 502.040.

**Section 1.** Chapter 502 of NAC is hereby amended by adding thereto a new section to read as follows:

*It is unlawful for any person to issue a license, tag, stamp, permit or other document authorized by the division unless the person:*

- 1. Is a license agent, an employee of a license agent or an employee of the division;*
- 2. Is authorized by the division to issue the document; and*
- 3. Issues the document in accordance with all applicable laws and regulations.*

**Sec. 2.** NAC 502.120 is hereby amended to read as follows:

502.120 The license office may authorize a license agent to issue:

1. Licenses, *tags*, stamps and permits on the basis of requests, public demand and past sales.
2. Duplicates of original licenses.

**Sec. 3.** NAC 502.150 is hereby amended to read as follows:

502.150 1. An applicant for appointment as a license agent must furnish a continuous bond of not less than \$7,000 to indemnify the division against any loss occasioned by the improper performance of his duties.

2. *Except as otherwise provided in this subsection, the license agent shall pay the premium for the bond required by subsection 1. The division will pay the premium for the bond required by subsection 1 if the license agency is located in a remote area and the license agency is or has been established for the convenience of the division.*

3. The contract of a license agent may not be transferred. If a license agent transfers or sells his business he must notify the division at least 30 days before the transfer or sale. All inventory and money due must be submitted to the division before the ownership is transferred.

**Sec. 4.** NAC 502.152 is hereby amended to read as follows:

502.152 1. The license agent is responsible for the correct issuance of all documents and shall comply with all procedures established by the division and all provisions of the contract.

2. *A license agent or an employee of a license agent shall not:*

*(a) Back-date, back-time or otherwise falsify any information on a document;*

*(b) Aid in or attempt such acts; or*

*(c) Cause such acts to be done.*

**Sec. 5.** NAC 502.180 is hereby amended to read as follows:

502.180 1. Credit may be given to any license agent for licenses *and tags* that have been voided if the agent returns to the division the original and remittance copy of the license *or tag* with the word “void” written across it.

2. Credit may be given to any license agent for stamps [and tags] that are returned to the division with the word “void” written across the face.

3. If a license agent declares that a document is void but has not submitted both the original and remittance copy of the document, the license agent will be sent a notification of incomplete documents. If the license agent does not substantiate that the document is void within 60 days after receiving such notification, the agent will be assessed the value of the document as determined in the manner provided in paragraphs (a) , [and] (b) and (c) of subsection 3 of NAC 502.185.

**Sec. 6.** NAC 502.185 is hereby amended to read as follows:

502.185 1. If a license agent’s batch report has been lost in the mail, the license agent may receive credit if the agent notifies the division of the loss and provides photocopies of the report to the division.

2. If documents have been stolen, the license agent may receive credit if the agent notifies the division and submits a copy of a police report to the division listing the document numbers of the stolen documents.

3. If the provisions of subsections 1 and 2 of NAC 502.180 do not apply, or if a document has been lost or destroyed by an agent or stolen and no copy is available, the assessed value of the document is:

(a) For a license *or permit* from a [license] book, an amount equal to the highest priced license *or permit* in that book; [and]

(b) *For a tag from a book, an amount equal to the highest priced tag in that book; and*

(c) For a [tag, stamp or transportation permit,] *stamp*, the face value.

**Sec. 7.** NAC 502.197 is hereby amended to read as follows:

502.197 1. Any person whose authority as a license agent is canceled by the division may appeal from that decision to the commission. The appeal must be filed in writing with the division within 10 days after the agent is notified of the division's decision.

2. The commission may affirm or set aside the division's decision or place the agent on probation.

3. *If a person's authority as a license agent is canceled by the division and the decision of the division is not appealed to the commission or, if appealed, is affirmed by the commission, the person:*

*(a) May not reapply for appointment as a license agent for a period of 1 year after the date of the cancellation by the division; and*

*(b) If the person reapplies after that period, must substantiate that measures have been taken to rectify the problems that caused the cancellation by the division.*

**Sec. 8.** NAC 502.200 is hereby amended to read as follows:

502.200 1. A license agent may require *an applicant for a resident's license or permit to provide* reasonable proof of the *applicant's* identity [of a prospective licensee] and *proof* that the [licensee] *applicant* has had at least 6 months of continuous residence in Nevada before issuing [him] a resident's license [.] *or permit to the applicant*. Such proof may include , but is not limited to , a Nevada driver's license or other identification containing a photograph of the [prospective licensee,] *applicant*, receipts from the rent or lease of a residence located within this state, records of public utilities, stubs from employment checks or any other document indicating the [prospective licensee's] *applicant's* name and current address. Any document

presented must be dated at least 6 months before the date a license *or permit* is issued. A license *or permit* issued by the division for a previous year is not acceptable proof of residency.

2. The license agent shall correctly enter the required information on the original and all copies of any licenses and permits issued to residents. The information must include:

(a) The applicant's legal name, mailing address, street address, city, county, state and zip code;

(b) The month, day, year and time the license *or permit* is issued to the applicant;

(c) A description of the applicant, including his height, weight, sex and date of birth;

(d) If the applicant was born after January 1, 1960, and is applying for a hunting license or a combination hunting and fishing license, a statement indicating that the applicant has presented proof of successful completion of a course in the responsibilities of hunters as required by the provisions of NRS 502.330;

(e) The class of license *or permit* for which the applicant is applying;

(f) The license agent's account number and the initials of the person who issues the license [;] *or permit*; and

(g) If a short-term permit to fish is issued, the starting date of the permit.

3. The license *or permit* must contain a statement in the form required by law, signed by the applicant, attesting that the applicant is entitled to the license *or permit* under the laws of Nevada.

4. The applicant [must also] *shall* enter on the license [the] *or permit*:

(a) *The* month and year of his residency [, and] ; *and*

*(b) His social security number as required by law, unless the applicant is a citizen of a country other than the United States.*

5. *The applicant* may enter *on the license or permit* the number of his driver's license and the state of its issuance if he holds [such] a *driver's* license. [If he does not, he may enter on the license his social security number. If the applicant does not have a driver's license or social security number, the division may assign a number to him for licensing purposes.]

**Sec. 9.** NAC 502.260 is hereby amended to read as follows:

502.260 1. A license agent shall correctly enter the required information on the original and all copies of licenses or permits issued to nonresidents. The information must include:

- (a) The applicant's legal name, mailing address, street address, city, state and zip code;
- (b) The month, day, year and time the license *or permit* is issued to the applicant;
- (c) A description of the applicant, including his height, weight, sex and date of birth;
- (d) If the applicant was born after January 1, 1960, and is applying for a hunting license [.] *or a short-term hunting permit*, a statement indicating that the applicant has presented proof of successful completion of a course in the responsibilities of hunters as required by the provisions of NRS 502.330;
- (e) The class of license *or permit* for which the applicant is applying ; [., indicated by a single "X" marked with ink in the appropriate box on the license;]
- (f) The license agent's account number and the initials of the person who issues the license [.] *or permit*; and
- (g) If a short-term permit is issued, the starting date of the permit.

2. The applicant [**may**] *shall* enter on the license *or permit his social security number as required by law, unless the applicant is a citizen of a country other than the United States.*

3. *The applicant may enter on the license or permit* the number of his driver's license and the state of its issuance if he holds [**such**] a *driver's* license. [**If he does not, he may enter on the license his social security number. If the applicant does not have a driver's license or social security number, the division may assign a number to him for licensing purposes.**]

**Sec. 10.** NAC 502.280 is hereby amended to read as follows:

502.280 1. A license , *tag* or permit which is issued without a validated class code, and for which the issuing license agent cannot provide his copy within 60 days after notice by the division, must be assessed to the license agent at the following rates:

(a) For the following licenses, the face value, as indicated by the date of birth and residence of the licensee:

- (1) Junior resident's hunting license;
- (2) Junior resident's trapping license;
- (3) Junior resident's fishing license;
- (4) Junior nonresident's fishing license;
- (5) Senior resident's hunting license; and
- (6) Senior resident's fishing license.

(b) For a short-term permit, the face value of a permit for 1 day and for 9 consecutive days.

(c) If the license is not a junior or senior hunting or fishing license:

(1) At the same rate as the license which precedes or follows it in the license book if the two licenses are of the same type or class.

(2) If the rate cannot be determined pursuant to subparagraph (1), at the applicable rate set forth in *subsection 3 of* NAC 502.185.

*(d) For a tag, the applicable rate set forth in subsection 3 of NAC 502.185.*

2. A license , *tag or permit* which is issued with more than one class code validated must be assessed to the license agent at a rate which equals the total of the fees for every class which was validated.