



COMMERCIAL HUNTING CLUB LICENSE RENEWAL NOTICE

May 2017

2017-2018 Commercial Hunting Club License Information

Your current license will expire June 30, 2017. Please allow 15 business days to process the renewal of your license.

No Cash Accepted at Department Offices

Starting January 1, 2017, the California Department of Fish and Wildlife will no longer accept cash at the License and Revenue Branch and regional license counters. Checks, money orders, or any debit or credit card with the Visa or MasterCard logo are accepted.

Enclosed are the following:

- 2017-2018 Commercial Hunting Club License Renewal.
- 2017-2018 Commercial Hunting Club License Renewal Attachment.
- Credit Card Authorization Form.

Applications for new or renewal applicants are also available on the Department's web page at www.wildlife.ca.gov/Licensing/Game-Bird-Club.

Property Defined

Pursuant to Fish and Game Code Section 3240.5(a)(2), a property is defined as a number of contiguous (sharing an edge or boundary) legal parcels held by an owner or a combination of owners and held out for a common purpose.

Laws and Regulations

Commercial Hunting Club License laws are posted on the Department's website at wildlife.ca.gov/Licensing/Game-Bird-Club.

Leasing or Renting Property

Fish and Game Code Section 3240.5 exempts landowners from having to obtain a commercial hunting club license when the landowner rents or leases their property to a commercial hunting club and is not involved in the operation of the club.

Hunting Club List

If you would like your club's name, business mailing address, and business telephone number included in a

Commercial Hunting Club List as being open to the public, please check the box on the renewal. The list will be posted on the Department's web page at wildlife.ca.gov/Licensing/Game-Bird-Club.

Check List for Renewing Your Commercial Hunting Club License

- ✓ Review the preprinted information on your worksheet and make any necessary changes or corrections.
- ✓ Sign and date Commercial Hunting Club License Renewal.
- ✓ Complete, sign and date the 2017-2018 Commercial Hunting Club License Renewal Attachment if your club uses more than one property.
- ✓ Enclose your check or money order. If paying by credit card, sign the enclosed form and include the expiration date of the credit card, CVC number on the back of the card and your daytime telephone number.
- ✓ Allow 15 business days for your worksheet to be processed.

Renew Your License Online

1. Sign into your profile at <https://www.ca.wildlifelicense.com/InternetSales/>. You will need your last name, date of birth and GO ID# found under the barcode, on the upper right hand of your 2017 Commercial Hunting Club License Renewal, or on your current license.
2. Click "View My Special Permits" in the Menu box at the top of the page.
3. Click the "View" button next to the Commercial Hunting Club special permit type.
4. If you have additional properties scan your Commercial Hunting Club Application Attachment and upload to the 2017 application year by clicking the "Upload File" button.
5. Click the "New Application" button under the

Commercial Hunting Club Application Listing.

6. Update all information on the 2017 Commercial Hunting Club Application page.
7. Check the signature box at the bottom of the page and click the "Submit and Finish" button.
8. Under the Menu box, click "2017 Permits"
9. Click the "Add to Cart" button next to the license Class type you would like to purchase.
10. Confirm your selections under the Shopping Cart box and click the "Checkout" button.
11. Confirm your shipping information and enter your payment information.
12. To receive confirmation of your purchases, enter your email address and check the email confirmation box.
13. **Important:** Check the box to certify that you are 18 years of age and authorized to make the purchase. The transaction will not be processed if it is not checked, which means you have not renewed your Commercial Hunting Club License.
14. Click the "Complete Transaction" button. The transaction complete page will appear, confirming you have completed the sales and have applied for your Commercial Hunting Club License. Click on the "Download Receipt/Licenses" to print your receipt for you records.

For more information, contact the Special Permits Unit at (916) 928 - 5852 or e-mail spu@wildlife.ca.gov.