



2018-2019 TRAPPING LICENSE RENEWAL NOTICE

2018-2019 Trapping License Information

Your current license will expire June 30, 2018.

No Cash Accepted At Department Offices

As of January 1, 2017, the California Department of Fish and Wildlife (Department) no longer accepts cash at its License and Revenue Branch and regional license sales offices. Checks, money orders, or any debit or credit cards with the Visa or Mastercard logo are accepted.

Enclosed are the following:

- 2018-2019 Trapping License Renewal Worksheet.
- 2017-2018 Trapping Report Form (DFW1389a).
- Credit Card Authorization Form (DFW1443a).

Checklist for Renewing Your Trapping License

Please read the instructions on the worksheet before completing. Incomplete reports and/or worksheets will be returned and may delay the issuance of your license. Please allow 15 business days to process your worksheet for renewal of your license. Please remember to:

- ✓ Review the preprinted information carefully, line through incorrect information, add corrections, and provide information required to complete the worksheet, sign and date it.
- ✓ Complete, sign, and date the 2017-2018 Trapping Report Form (DFW1389a) or report online through the Department's Online License Sales and Service system at www.ca.wildlifelicense.com/InternetSales/.
- ✓ Submit a cashier's check, money order, personal or business check for the license fee.
- ✓ When paying by credit card, sign the enclosed credit card authorization form (DFW1443a) and include the expiration date of the credit card, CVC number, and your daytime telephone number.

Forms, Laws, and Regulations

Trapping forms, laws, and regulations are available on the Department's website at www.wildlife.ca.gov/Licensing/Trapping.

Deadline to Submit Annual Report

By law, you must complete a 2017-2018 Trapping Report or submit a sworn statement of your annual take of fur **by July 1, 2018, or your trapping privileges will be suspended** (Section 467, Title 14, of the California Code of Regulations). **A Trapping Report is required even if no animals were taken (enter "0" for number killed).**

Submit your Trapping Report Online

Read this first: Required for Recreational and Recreational/Pest Control Trappers only. Pest Control Only Trappers (trapping for profit) are **NOT REQUIRED** to submit a Trapping Report.


1. Visit www.ca.wildlifelicense.com/InternetSales/.
2. Click on the "Customer Login/Register" tab.
(For mobile devices, click the ☰ icon towards the top left and select "Customer Login/Register.")
3. Enter the individual's Date of Birth and Last Name, and click "Next."
4. Under "Select Official Document ID Type," select an appropriate ID registered with the account from the drop down menu (i.e., GO ID, State ID, Passport, Green Card, Military ID, or Foreign Government ID), enter the requested information, and click "Next."
5. Click on "Harvest Reporting."
(For mobile devices, click the ☰ icon towards the top left and select "Harvest Reporting.")
6. Click on "Submit" next to Trapping.
7. Select what you would like to report from the drop-down menu: Did not Trap, Trapped Successfully, or Trapped but not Successful.
8. If you trapped (successfully or not), complete the species trapped, county, number killed, number of traps set, number of days traps were set, species sold, and purchaser information.
9. Click "Submit" on the bottom of the page.
10. Review your harvest report for accuracy. Click "Edit Report" if you would like to make changes to your report. Otherwise, click "Confirm."
11. Click "Ok" to confirm that your report is complete and accurate.




12. The “Successful Report Submission” page will appear, confirming you have completed the Trapping Report. A confirmation number is provided for your records.
 13. Review your harvest report for accuracy. Click “Edit Report” if you would like to make changes to your report. Otherwise, click “Confirm.”
 14. Click “Ok” to confirm that your report is complete and accurate.
 15. The “Successful Report Submission” page will appear, confirming you have completed the Trapping Report. A confirmation number is provided for your records.
6. Click on “2018 – Permits.”
 7. Click “Add” next to the Trapping License of your choice (Recreational, Pest Control or Recreational/Pest Control).
 8. Click on “Check Out” at the bottom of the page. *(For mobile devices, the “Check Out” button will be towards the middle of the screen under Shopping Cart.)*
 9. Confirm your Shopping Cart items and click on “Check Out.”
 10. Confirm your shipping information and enter your payment information. Note: Only Visa and MasterCard are accepted.
 11. Check the box next to “Please Email Confirmation” and enter an email address for purchase confirmation.
 12. Check the box certifying you are at least 18 years of age and authorized to make the selected purchase. The transaction will not proceed if the box is not checked.
 13. Click “Complete Transaction.”
 14. The “Transaction Complete” page will appear, confirming you have completed the purchase and have applied for your Trapping License Renewal. Click on “Download Receipt/Licenses” to print your receipt for your records. Please allow 15 days for processing.


Steps to Renew Your License Online

Read this first: To log in, you will need your last name, date of birth, and GO ID#. Items purchased online will include a five percent (5%) nonrefundable license agent handling fee.

1. Visit www.ca.wildlifelicense.com/InternetSales/.
2. Click on the “Customer Login/Register” tab. *(For mobile devices, click the  icon towards the top left and select “Customer Login/Register.”)*
3. Enter your Date of Birth and Last Name, and click “Next.”
4. Under “Select Official Document ID Type,” select an appropriate ID registered with the account from the drop down menu (i.e., GO ID, State ID, Passport, Green Card, Military ID, or Foreign Government ID), enter the requested information, and click “Next.”

Individual Profile Update: If you would like to update your individual customer profile, click the “Edit Customer Profile” button, update the necessary information, and click “Save.”

(For mobile devices, click on the  icon towards the top left, click on “Edit Customer Profile,” update the necessary information, and click “Save.”)

5. Click on “Purchase Licenses.” *(For mobile devices, click the  icon towards the top left and select “Purchase Licenses.”)*

For more information, contact the Department at (916) 928-5852 or spu@wildlife.ca.gov.