

**Shooting Preserve Operator Procedures For  
Selling and Providing Paper Shooting Preserve Hunting Licenses (License Books)**

1. Shooting preserve operators may indicate on their commercial shooting preserve license application they chose to be a license agent for the purpose of issuing paper season shooting preserve hunting licenses. Other choices include becoming a Department Shooting Preserve Retail License Agent to sell licenses over the internet using an agent account, or allowing customers to obtain their own licenses through normal department sales channels (online, retail license agents or telephone). Operators may provide an onsite computer or mobile device for customers to purchase their own licenses without becoming a Department Shooting Preserve Retail License Agent.
2. The License and Boat Registration Unit of WRD (LBRU) will issue the requested number of paper licenses shown on the shooting preserve license application in books of 50 licenses. The number of licenses issued will become the beginning inventory. Each individual license has three pages: a white original page to be returned to LBRU, yellow page to give to the customer, and an unperforated pink page to remain in the license book.
3. Operators should legibly complete all requested customer information on the top (white) license form, including SSN and driver's license number, and tear the yellow page along the perforation to give to the customer. Yellow paper shooting preserve licenses may be used by the customer as proof of a shooting preserve license. If the customer does not have a valid hunting or shooting preserve license on their person, the operator may sell them a paper license from the license book to use as proof of the license while they are hunting on the preserve.
4. Optionally, the preserve operator may use the license book for their own use to record customer information for those persons with an existing valid state hunting license by marking PPD on the license to show the customer had an existing valid Georgia hunting license on their person and did not need to purchase a license. If PPD is marked, the yellow page of the license should not be given to the customer, and the preserve operator is not responsible to DNR for payment of the license if the original white and yellow portions are returned to DNR marked PPD. The preserve operator is responsible for payment of any license where the original white portion has been completed without the yellow page also being remitted. Georgia DNR may check the electronic system to confirm persons marked PPD had a valid shooting preserve or other appropriate license. The preserve does not have to issue a paper license marked PPD if the customer has a valid hunting license on their person.
5. For any month when paper shooting preserve licenses have been issued, licensed commercial shooting preserve operators will send LBRU a completed copy of the "SHOOTING PRESERVE LICENSE REMITTANCE FORM", the white page of completed licenses showing those sold / provided to customers, the white and yellow sheet for any marked PPD where fees are not remitted, and fees collected by the 15th of the following month.
6. A "SHOOTING PRESERVE LICENSE REMITTANCE FORM" does not need to be returned by the 15<sup>th</sup> of the following month for any month when shooting preserve licenses were not sold or completed. All unused books or unused portions of books must be sent to LBRU in their entirety by June 1<sup>st</sup> to close out the state fiscal year. Any licenses that were not sold should be removed from the inventory count when sent to LBRU by June 1<sup>st</sup>.
7. Shooting preserve operators should retain the third pink page of shooting preserve licenses sold or provided during the month for their records until LBRU has received the white copies. After the white copy is received by LBRU, the third page can be retained or destroyed.
8. Shooting preserve operators may obtain additional books of paper shooting preserve licenses by mailing, faxing or emailing a completed copy of the "SHOOTING PRESERVE LICENSE REMITTANCE FORM" showing the number of books requested. Blank forms are available on the WRD web site on the commercial licenses page. Unused inventory may be returned to LBRU at any time using this form by indicating the number of unused licenses returned in the Inventory Control space on the form.
9. Shooting preserve operators may decide to become Shooting Preserve Retail License Agents and sell licenses through an intent retail account, operators may decide to provide online or mobile access for customers to purchase their own licenses, or operators may expect customers to obtain their own licenses through available methods (online, retail agents, or by telephone). Operators with remaining paper shooting preserve hunting license inventory that decide to no longer sell paper licenses will return unused inventory and any unpaid fees due to LBRU using the "SHOOTING PRESERVE LICENSE REMITTANCE FORM".
10. LBRU will maintain inventory records of outstanding licenses provided to shooting preserve operators.
11. Procedures for issuing paper shooting preserve licenses and monthly reporting may change over time based on experience and to benefit operators. LBRU will keep all operators informed of the latest procedures.
12. For assistance, call 706-557-3244.
13. Failure to comply with these requirements may invalidate the commercial shooting preserve license.