

Chapter NR 8

MINIMUM ACCOUNTING STANDARDS AND  
PROCEDURES FOR LICENSE TRANSACTIONS

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NR 8.01 County clerk, duties. (1) The county clerk in administering department license transactions shall:

(a) Keep separate accounts payable record for each type of license assigned by the department to the county clerk, showing dates, quantities, index numbers, debits, credits and balances.

(b) Keep separate accounts receivable record for each type of license assigned by the county clerk to each deputy agent, showing dates, quantities, index numbers, debits, credits and balances.

(c) Keep numerical index record for each type of license assigned by the department to the county clerk.

(d) Prepare a monthly report by the 20th of each month of the number of licenses issued by the county clerk and his deputy agents during the preceding month.

(e) Deposit all license sales collections on behalf of the department of natural resources, pursuant to s. 29.09 (7m) (a), Stats., in a bank checking account entitled '\_\_\_\_ County, \_\_\_\_ County Clerk, DNR License Account'. The county clerk shall be the sole authorized check signer for the account and he shall act as agent of the county for his actions under this paragraph and s. 29.09, Stats.

(f) Remit deposits to the department by the 20th of each month together with a copy of the report of the number of licenses issued by the county clerk and his deputy agents during the preceding month.

(g) Issue a receipt to and from each deputy agent for all licenses assigned and returned.

(h) Issue a receipt for license remittances by deputy agents.

(i) Keep department license transaction records and reports current at all times.

(j) Secure remittance from a deputy agent for previously assigned licenses prior to any additional assignment of licenses to such deputy agent.

(k) Make available for examination and audit all records, reports and other accounting information relating to department license transactions in the county clerk's office and in the office of the county clerk's deputy agents.

(l) Send completed declaration of residency forms to the department license section with normal monthly reports.

History: Cr. Register, October, 1971, No. 190, eff. 11-1-71; cr. (1) (l), Register, September, 1985, No. 357, eff. 12-1-85.

Register, January, 1989, No. 397

**NR 8.02 Denial of license on credit.** Any county clerk who fails to comply with the above minimum standards for accounting records and procedures will be denied department licenses on a credit basis. Such county clerk may secure department licenses only on the payment of cash in advance.

History: Cr. Register, October, 1971, No. 190, eff. 11-1-71.

**NR 8.03 Forms.** All required license transaction accounting records shall be maintained on forms approved by the department.

History: Cr. Register, October, 1971, No. 190, eff. 11-1-71.

**NR 8.04 Proof of residency.** All Wisconsin residents 18 years of age and older applying for any hunting [29.092 (2) (a) to (e), Stats.], fishing [29.092 (3) (a) to (g) and (n), Stats.], combination [29.092 (4) (a) and (b), Stats.], guide or sport trolling [29.092 (5) (a) and (b), Stats.] or trapping [29.092 (6) (a), Stats.] licenses shall provide one of the following for identification purposes:

(1) **PERSONS WITH IDENTIFICATION.** (a) *Wisconsin driver's license.* A Wisconsin driver's license. Persons under suspension or revocation shall provide the letter ordering the license suspension or revocation.

(b) *Wisconsin department of transportation identification card.* A Wisconsin department of transportation identification card which is issued to nondrivers and may be used to obtain licenses listed in s. NR 8.04 (intro.).

(c) *Sportsperson identification card.* A sportsperson identification card is obtainable by any person without a valid driver's license or Wisconsin department of transportation identification card who completes a declaration of residency form at time of license purchase. The department may investigate where it deems necessary and subsequently issue the sportsperson identification cards for future license purchases to those persons verified as residents. The sportsperson identification card shall be valid for 2 years from date of issuance.

(2) **PERSONS WITHOUT IDENTIFICATION.** All Wisconsin residents 18 years of age and older without identification listed in sub. (1) shall fill out and sign the declaration of residency form provided by the department. Issuing agents shall issue the license immediately on the basis of the declaration of residency form. The declaration of residency shall contain the following information: complete name, address, former last name if applicable, date of birth, place of birth, physical description, county of residence, date applicant established Wisconsin residency, current phone number, current or latest employer, student or military status if applicable, property ownership in Wisconsin if applicable, and signature. Any person who makes a false statement on the declaration of residency form and thereby obtains any license shall be subject to prosecution under s. 29.642, Stats.

(3) **RESIDENT LICENSE ISSUANCE PROCEDURES.** The following procedure shall be followed by all issuing agents:

(a) Determine if the applicant wants a resident license.

(b) Obtain one of the following forms of identification from persons 18 years of age or older:

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1. Valid Wisconsin driver's license,
2. Valid Wisconsin department of transportation identification card,  
or
3. Valid sportsperson identification, card.

(c) Issue license after recording the appropriate identification number required by sub. (1) on the completed license and collect the proper fees.

(d) Instruct the applicant to complete a declaration of residency form if the person does not have identification in par. (b) 1. to 3. and is 18 years of age or older.

(e) Issue license based on completed declaration of residency form and collect proper fees.

(f) Remit to the county clerk all completed declaration of residency forms on a monthly basis.

(4) **PERSON UNDER 18 YEARS OF AGE.** Persons under 18 years of age shall be issued licenses by providing appropriate identification to issuing agents. Examples of identification include, but are not limited to, driver's licenses, hunter education graduation card, student identification cards and birth certificates.

(5) **NONRESIDENTS.** Nonresident applicants shall be issued nonresident licenses by providing issuing agents appropriate identification.

History: Cr. Register, September, 1985, No. 357, eff. 12-1-85.