



New Mexico Department of Game and Fish  
**EPLUS Initial Application and Agreement**  
 April 1, 2019 – March 31, 2020



The objective of the Elk Private Land Use System (EPLUS) is to establish an equitable and flexible system that recognizes the contributions of private lands and landowners to the management of elk and their habitats, while providing hunting opportunity on private lands, and to support appropriate, biologically sound, and effective harvest goals set by the department for elk.

- **To qualify, properties must meet or exceed a minimum Ranch Score assessed by Department staff.**
- **This agreement will not become effective until the property has been evaluated and determined to meet the minimum requirements for participation in EPLUS. Notice will be sent to applicants who do not meet the criteria for participation after ranch evaluations are completed.**
- **Any property that is within a subdivision, village, or town that does not allow hunting or restricts the discharge of all types of hunting equipment does not qualify for the program.**

**Application Deadline :**

- The application deadline for properties **inside the Primary Management Zone\*** is February 1, 2019. Late or incomplete applications will be rejected. Decisions about Primary Management Zone applications will be made by mid-April.
- There is no deadline for properties **in the Special Management Zone**. Incomplete applications will be rejected. Decisions about Special Management Zone applications are generally made within 90 days after the application is received. Applications must be submitted by June 1, 2019 to guarantee the application is processed prior to the start of the September archery hunts.
- Landowners in the Secondary Management Zone do not need to complete an EPLUS application. Private land elk licenses are now available over the counter in the Secondary Management Zone. Please visit the department's website to learn more about hunting opportunities in the Secondary Management Zone.

\*Primary Management Zone and Special Management Zone boundary maps can be found on our website at [www.wildlife.state.nm.us](http://www.wildlife.state.nm.us). If you are unsure if your property falls in one of these boundaries, please call the Department at the phone number below.

**AUTHORIZED RANCH CONTACT INFORMATION (SEE PAGE 3):**

Name (First, M.I., Last) \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Email \_\_\_\_\_

Telephone number \_\_\_\_\_

Alternate telephone number \_\_\_\_\_

Landowner List telephone number  
 (On website for hunters to call regarding elk authorizations)

**Ranch Name:** \_\_\_\_\_

**Game Management Unit** \_\_\_\_\_

**\*Deeded Private Acres:** \_\_\_\_\_

Number of acres listed on tax statement

\*Do not include public lease acres

**FOR DEPARTMENT USE ONLY**

Postmarked date: \_\_\_\_\_

Date received: \_\_\_\_\_

Primary Management Zone     Special Management Zone    Game Management Unit: \_\_\_\_\_    Ranch #: \_\_\_\_\_

Complete application.     Late or incomplete application     Returned to Landowner

**Ranch Score and Assessment:** *Ranches must receive a minimum final score of 7 points to qualify.*

Elk Use: Yes / No (If no, does not qualify)

Forage Score: \_\_\_\_ Water Score: \_\_\_\_ Cover Score: \_\_\_\_ Area Score: \_\_\_\_ Agriculture Score: \_\_\_\_ Bonus Point: \_\_\_\_ Total: \_\_\_\_

**Qualified**                       **Does not Qualify**                       **Notice Mailed**

For more information, please visit our website at [www.wildlife.state.nm.us](http://www.wildlife.state.nm.us). If you need help completing this application, call toll-free 1-888-248-6866. Hours: Monday through Friday 8 AM – 5 PM

## REQUIRED DOCUMENTATION

The following documentation and proof of ownership is required to be submitted with this application. All copies must be clear, legible, and identical to the original document. Incomplete applications will be rejected.

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[Check all boxes as they apply to your application.](#)

- Completed initial EPLUS Application and Signed Agreement.
- Current Recorded Deed(s) detailing legal descriptions and acreages for the property.
- Most recent property tax records from the county that account for all property included in the application.
- If the property is in a trust, in a LLC, or owned by any type of business entity, provide documents that clearly identifies who has been delegated the authority to represent the trust or business entity and bind it to a contractual obligation. Examples include: 1) Certificate of Formation, 2) Certificate of Incorporation, 3) Partnership Agreement, 4) Trust Agreement, etc.
  - Does Not Apply
- Properties in a village, town or subdivision:** If the property is located within a village, town or subdivision, provide an official, verified copy of the most recent rules or current ordinances that address hunting or the discharge of firearms or archery equipment from the village, town, or subdivision.
  - Does Not Apply
- \* **A property location and boundary map**
  - The ranch location map should provide a general reference for where the property is located in relationship to nearby towns, landmarks, roads, etc. It should also reference the section, township, and range if it is not referenced in the boundary map.
  - The boundary map needs to show the official property boundaries, such as a parcel map from the county or a survey plat. *All copies must be a complete, identical, copy of the original filed in the County Recording Office – no parts should be cut out or missing.*
    - \* Public leased lands are not eligible for enrollment in EPLUS, please do not add them to the acreage or include them in the boundary map.
- Assignment of Authorized Ranch Contact form(s) – must be notarized.** All persons listed on the recorded deed(s) must agree to participate in EPLUS. A single Authorized Ranch Contact must be appointed to act as the representative for the property (unless the deed(s) show a sole owner) by submitting a notarized Assignment of Authorized Ranch Contact form (pg.4) from each owner represented on the deed. Please use a separate form for each name listed on the deed. Make copies of the form as needed. *If the property is owned by a trust or business entity the person(s) who have been delegated the authority to represent the trust or business entity, and bind it to a contractual obligation, will serve as the landowner.*



# New Mexico Department of Game and Fish

## EPLUS Assignment of Authorized Ranch Contact Form



**IMPORTANT:** All EPLUS ranches are required to name one individual as the **Authorized Ranch Contact (ARC)**. The ARC is the person designated in writing by the landowner(s) to act as the liaison between the ranch and the NM Department of Game and Fish (Department). He or she is responsible for acting in the landowner(s) best interest and has the authority to sign EPLUS agreements and receive private land elk authorizations. He or she is also responsible for reporting acreage changes and handling any review processes (19.30.5.12 NMAC) with the Department. The Authorized Ranch Contact may be one of the landowners or someone else designated by the landowners.

All persons (landowners) listed on the recorded deed(s) must complete this form and designate the same individual as the Authorized Ranch Contact. *Only one person may act as the Authorized Ranch Contact for the ranch.* A separate form must be completed by each person listed on the recorded deed(s). Please make copies of this form as needed. Please note that the form must be signed must be notarized.

**Please type or print**

List all GMU-Ranch Numbers that this assignment of ARC affects: \_\_\_\_\_ **OR**

Check this box if this ARC form is for a new sign-up

I \_\_\_\_\_ (print full name of landowner) have read the Initial EPLUS Agreement and the Private Land Elk License Allocation rule (19.30.5 NMAC) and understand my legal responsibilities and obligations for participation and agree to participate in the EPLUS. *A copy of the EPLUS Agreement and the Private Land Elk License Allocation rule may be viewed online at <http://www.wildlife.state.nm.us> or received by calling 1-888-248-6866.*

I attest that I understand the definition for 'Authorized Ranch Contact', as defined above, and agree that the individual I am designating as the Authorized Ranch Contact, below, may act on behalf of the ranch for EPLUS until I rescind their authority in writing prior to authorization statements being issued.

**Landowner Contact Information (all fields are required)**

1. Name (first, m, last):		
2a. Mailing Address:		
2b. City:	2c. State:	2d. Zip:
3a. Phone:	3b. Alternate Phone:	
4. Email:		

**Please select the one ownership option below that best describes your relationship with the ranch.**

Check the box below that best describes who will be the ARC of your property **if you are the sole owner.**

- 5a  I am the **sole owner** on the deed(s) for this property and I will be the acting ARC.  
 5b  I am **sole owner** on the deed(s) for this property. I am assigning the individual below as the ARC.

Check the box below that best describes who will be the ARC of your property **if you are one of the co-owners:**

- 6a  I am a **co-owner** on the deed(s) for this property and I will be the acting ARC.  
 6b  I am a **co-owner** on the deed(s) for this property. I am assigning the individual below as the ARC.

Check the box below that best describes who will be the ARC of your property **if it is in a trust or business entity which you represent:**

- 7a  I am the documented representative for the **trust or business entity** that owns this property and I will be the acting ARC.  
 7b  I am the documented representative for the **trust or business entity** that owns this property. I am assigning the individual below as the ARC.

\_\_\_\_\_ (Landowner Initials) I hereby designate the following individual as the ARC for the ranch:

**Authorized Ranch Contact Information (all fields are required)**

8. Name (first, m, last):		
9a. Mailing Address:		
9b. City:	9c. State:	9d. Zip:
10a. Phone:	10b. Alternate Phone:	
11. Email:		

**X** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
**SIGNATURE OF LANDOWNER**

COUNTY OF _____, STATE OF _____  Subscribed and sworn to before me in my presence, this _____ day of _____, 20____.  _____ Signature of Notary  My Commission Expires: _____
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**EPLUS Initial Application and Agreement (continued)**

April 1, 2019 – March 31, 2020

**Select ONE ranch option: PLEASE NOTE:** The unit-wide option is not available for properties in Game Management Units (GMU) 4 and 5A or outside the Primary Management Zone. Once the agreement is received in the Santa Fe office, no changes will be made to the unit-wide or ranch-only option chosen for the current hunting season. Ranch options can be changed when the annual EPLUS Agreement is completed each year.

If no selection is indicated below the ranch will automatically be enrolled as Unit-Wide and your signature to this agreement will be taken as acknowledgement of the Unit-Wide conditions described below.

**Ranch-Only:**

If the Ranch-Only option is selected, elk licenses obtained with landowner authorizations will ONLY be valid for hunting on the deeded property within the ranch boundaries. By signing this Agreement permission is granted to the property's properly licensed elk hunters, their companions, and/or guides and outfitters to access the ranch and hunt elk during their assigned season dates and to scout during the two days immediately preceding the start of their hunt. Scouting may only occur during legal shooting hours. Additional terms and conditions apply to private lands in GMUs 4, 5A, and the Special Management Zone; please see page 5, paragraphs 4 through 7 of this Agreement.

\_\_\_\_\_ (ARC Initials) I understand and agree to the above obligations concerning the Ranch-Only option.

*ARC Signature Required on Page 6*

**OR**

**Unit-Wide:**

*This option is not available for properties in GMUs 4 and 5A or outside the Primary Management Zone.*

If the Unit-Wide option is selected, elk licenses obtained with landowner authorizations will be valid within the entire GMU for use on all private unit-wide ranches and any legally accessible public lands where hunting is allowed. By signing this Agreement permission is granted to any legally licensed elk hunters, their companions and/or guides and outfitters to access the entire ranch, without charge or other consideration, and hunt elk during their assigned season dates and to scout the two days immediately preceding the start of their hunt. Scouting may only occur during legal shooting hours. Public access to this ranch must be available for other unit-wide and public hunters. If vehicular access is restricted on the ranch then it must be equally restricted to all elk hunters throughout all public elk hunt periods. By signature I also agree to and understand that all unit-wide ranch boundaries will be available to the public on the Department website.

\_\_\_\_\_ (ARC Initials) I understand and agree to the above obligations concerning the Unit-Wide option.

*ARC Signature Required on Page 6*

## EPLUS Initial Application and Agreement (continued)

April 1, 2019 – March 31, 2020

THIS EPLUS Agreement is made and entered into by and between the NM Department of Game and Fish, hereinafter referred to as the "Department", and the party listed on page 1, hereinafter referred to as the "Authorized Ranch Contact", pursuant to 19.30.5 NMAC, Private Land Elk License Allocation. This Agreement shall be effective for the April 1, 2019 – March 31, 2020 application period when signed and dated by the Authorized Ranch Contact.

The Parties Agree to the Following:

1. The execution of this agreement is contingent on the property qualifying for EPLUS by meeting the minimum participation requirements as listed under 19.30.5.8 or 19.30.5.9 NMAC and that allocation(s) will be determined pursuant to 19.30.5 NMAC, as applicable to the allocation system used where the property is located.
2. Review Process: To ensure that the property is being fairly evaluated, the Authorized Ranch Contact may request a review of: A) participating acreage; B) elk contribution rating (ECR); C) ranch score; D) the Department's determination that the property does not meet the minimum requirements to participate; and/or E) other inactivation provisions. For further information, please refer to 19.30.5 NMAC and the Landowner's Right to Review provision, 19.30.5.12 NMAC.
3. Pursuant to 19.30.5 NMAC as amended, a landowner and/or Authorized Ranch Contact along with the ranch shall be inactivated for providing or permitting misrepresentation of the ranch's participating deeded acreage, ranch ownership or designated ARC, prohibiting access to other unit-wide or public draw hunting license holders, or violating Chapter 17 NMSA 1978 or State Game Commission rules involving licenses converted with the ranches authorizations, or being an accessory to the same, regardless of whether the violation occurred on or off the ranch, resulting in a violation(s) that accumulates 20 or more revocation points pursuant to 19.31.2 NMAC on any single individual. In addition, a landowner or ARC, along with ranch may be inactivated for breaching or violating any other condition of the EPLUS agreement. Inactivation from EPLUS and possible suspension from other Department sponsored programs may be for a period of up to 3 years. Should a landowner or ARC have multiple properties in EPLUS, all properties may be inactivated from EPLUS and disqualified from participation in department sponsored programs. If a ranch is signed up in a co-op, inactivation action(s) may be taken against the co-op in its entirety or individual properties participating that form the co-op. Pursuant to 19.31.2 NMAC as amended, a landowner's or Authorized Ranch Contact's privilege to participate in department sponsored programs may be separately revoked or suspended due to the accumulation of administrative or criminal revocation points, as may be currently sufficient by rule, within any consecutive three year period.
4. A ranch in which the landowner or Authorized Ranch Contact's ownership or any individual's legal authority to act on behalf of the landowner is unclear, suspect, or legitimately disputed by another person, shall be placed in review (subsequent agreements and authorization statements shall be suspended) until such time as rightful ownership or lawful representation is verified. Failure to provide documents proving ownership or legal representation within one year will result in the ranch being inactivated.
5. Private-land authorizations issued pursuant to 19.30.5.8(D) in the Primary Management Zone are unit-wide unless the Authorized Ranch Contact chooses the ranch-only option on the EPLUS Agreement.
6. The authorizations converted to licenses in GMUs 4, 5A, and the Special Management Zone are valid only on the deeded property for which the authorization was issued or any other private property within the GMU with written permission from the landowner or person in control of the land. Ranch-only authorizations issued to Special Management Ranches (19.30.5.11 NMAC) are not transferable to other private property.
7. Landowner elk authorizations are used to purchase elk hunting licenses however, an elk hunting license will only be issued to individuals who fulfill all eligibility requirements and pay to the Department the appropriate license and stamp fees as listed in the current New Mexico Big Game Rules & Information Booklet.
8. Authorizations MUST be converted to licenses to be valid for hunting elk. An authorization statement or number does not constitute a legal license for hunting elk.
9. By signing this Agreement, the Authorized Ranch Contact certifies that he/she will not discriminate against those with whom he/she negotiates use of the private-land authorizations on the basis of race, color, religion, sex, national origin, or sexual orientation.
10. All EPLUS Agreements become public knowledge. Name, address, phone number of the Authorized Ranch Contact, and ranch boundaries of unit-wide ranches will be made available to the public, as well as information on any licensee purchasing the license.
11. Parties recognize that access to the property by Department personnel is necessary to collect biological data, conduct aerial surveys, and enforce laws and regulations. Therefore, the Authorized Ranch Contact agrees to provide access (including vehicular access) by providing keys and/or combinations, if necessary, to locked gates for Department personnel to conduct official Department business for the above-mentioned purposes. For more information, Authorized Ranch Contact's should call their District Officer.
12. For properties in the Primary Management Zone, EPLUS Agreements must be post-marked, or received by the Santa Fe office by February 1, 2019. Agreements postmarked or received after this deadline will result in the Agreement being rejected and no authorizations being issued for the season. The Department is not responsible for postal service delivery delays or lost mail. Please allow sufficient time for mail service.
13. Once the Agreement has been received by the Department, no changes will be made regarding the unit-wide or ranch-only option for the current hunting season.

## E-PLUS Initial Application and Agreement (continued)

April 1, 2018 – March 31, 2019

14. Upon the second consecutive year that future agreements are not returned to the Department by the January 5 deadline, the ranch will be inactivated from EPLUS and a new application will be required.

15. By participating in EPLUS I am willing to accept elk on the property subject to this Agreement, and if I accept interventions to reduce or eliminate the presence of elk on the property in accordance with 19.30.2 NMAC (Depredation Assistance) or take action pursuant to 17-2-7.2 NMSA 1978 (Landowner Taking), I understand this Agreement will be inactivated from EPLUS and all unconverted authorizations may be voided.

16. I understand that I may be obligated to provide proof of continued ownership/legal representation on a periodic basis as required by the Department and that failure to respond by the required deadline will result in the Ranch being placed in review until the required documents have been provided and if after one year I have failed to comply with a required update, I understand the Ranch will be automatically inactivated;

17. It is the responsibility of the Authorized Ranch Contact to clearly communicate with any person to whom a private land elk authorization is transferred or any member of an established co-op regarding said authorizations. These communications are considered a private matter. The Department is not a party to these communications, will not act as a go-between, and is not responsible for resolving disputes.

18. I acknowledge that criminal trespass does not apply if a person is in possession of a landowner license transferred to them by the owner or person in control of the land (30-14-1-A (2); NMSA 1978).

19. I have read and understand all participation provisions of the EPLUS program which can be found at <http://www.wildlife.state.nm.us> or <http://164.64.110.134/nmac/T19C030>

20. I attest that the information provided in this Agreement is true and correct.

**NOTE:** *The sale of landowner authorizations may result in a Gross Receipts Tax liability. Contact a qualified tax professional if you have questions.*

**X** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Signature of Authorized Ranch Contact**

**NOTE:** *Do not sign if you are not the Authorized Ranch Contact listed on page 1 of this Agreement. If you wish to change the Authorized Ranch Contact please visit our website at [www.wildlife.state.nm.us](http://www.wildlife.state.nm.us) or call us at 1-888-248-6866 to obtain an Authorized Ranch Contact form.*

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Primary Management Zone application packets postmarked or hand-delivered after February 1, 2019 or packets missing required documentation will be rejected. The Department cannot be responsible for postal service delivery delays or lost mail, so please allow sufficient time for mail service.

Special Management Zone applications may be submitted at any time but must be submitted by June 1 of the current application period to guarantee the application is processed prior to the start of the September archery hunts.

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### MAIL APPLICATION PACKET TO:

EPLUS Manager  
NM Dept of Game and Fish  
Wildlife Management Division  
Post Office Box 25112  
Santa Fe NM 87504

### STREET ADDRESS FOR OVERNIGHT DELIVERY:

EPLUS Manager  
NM Dept of Game and Fish  
Wildlife Management Division  
One Wildlife Way  
Santa Fe NM 87507