



Secondary Management Zone Ranch Code Application



Significant changes were recently made to the Private Land Elk License Allocation rule (19.30.5 NMAC), better known as the EPLUS program. Part of that change included creation of the Secondary Management Zone (SMZ), formerly known as Outside the Core Occupied Elk Range (OCOER).

The SMZ is that area within the state where no specific elk management goals are set and licenses are now available over-the-counter. If you are uncertain where your property is in relation to the new elk management zones you may view a map at <http://www.wildlife.state.nm.us/hunting/maps/elk-private-lands/elk-mgmt-zone-maps/>.

Landowners in the SMZ will need to register their ranches through the Department's online licensing system to receive an over-the-counter ranch code. The ranch code will be required for a hunter to purchase an over-the-counter private land only elk license for the GMU where the ranch is located.

The ranch registration process will require you to have or create a Customer Account and obtain a Customer Identification Number (CIN) through the online licensing system. Once you have created your account, you can use your CIN to login, review your ranch information and renew your over-the-counter ranch code each year. The following link will take you to the Customer Account login where you can create or access your account: <https://onlinesales.wildlife.state.nm.us/>. If you have trouble setting up an account or do not have internet access you may call 888-248-6866 and staff will assist you.

Please allow at least 10 business days for processing.

- NEW** – If the property was not previously enrolled in the EPLUS program, check this box. See page 2 for a list of all required documentation to be submitted with this application. The Department will create a ranch number and EPLUS account for you.
- PREVIOUS EPLUS RANCH** – If this application is for a ranch previously enrolled in EPLUS the Department may already have the required documentation on file. Complete and return this application and contact the EPLUS Manager at (505) 476-8033 to see if additional information is required.

Game Management Unit (GMU): _____ **Ranch #:** _____ (Leave blank if new ranch)

***AUTHORIZED RANCH CONTACT INFORMATION:**

Name (First, M.I., Last)

Customer ID Number (REQUIRED)

Date of Birth

Last 4 digits of Social Security Number

Mailing Address

Telephone number

City State Zip Code

Alternate telephone number

Email

***The Authorized Ranch Contact is the landowner or the individual assigned by the landowner to represent the ranch. See page 3 if you are a landowner assigning someone else to be the Authorized Ranch Contact.**

REQUIRED DOCUMENTATION

For ranches not previously enrolled in the EPLUS system the following documentation is required. Missing or incomplete information must be submitted prior to receiving a Ranch Code.

For previously enrolled ranches the Department may already have all of your documentation on file. If you are unsure about your file status, please call the Department toll-free 1-888-248-6866.

1. **Current Recorded Deed(s)** detailing legal descriptions and acreages for the property.
 2. **Most recent property tax records** from the county that account for all property included in the application.
 3. **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 indicate the section, township, and range if it is not provided 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.
 - Public leased lands are not eligible for enrollment, please do not include them in the boundary map.
 4. **Assignment of Authorized Ranch Contact form (page 3)**
 - Complete this form only if the landowner is assigning someone else to be the Authorized Ranch Contact .
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MAIL OR EMAIL APPLICATION PACKET TO:

EPLUS Manager
NM Dept. of Game and Fish – WMD
Post Office Box 25112
Santa Fe NM 87504
DGF-EPLUS@state.nm.us

APPLICATION AGREEMENT:

- I am the legal owner or have been assigned by the legal owner as Authorized Ranch Contact to handle this signup;
- I attest that the ranch information provided with this application is true and correct;
- I confirm that my entire ranch is within the Secondary Management Zone*;
- I understand that hunters must have written permission in addition to a private land elk license to be legal.

Signature: _____ Date: _____

* If a portion of a private land ranch resides in or crosses into a Special or Primary Management Zone application must be made to the EPLUS program to enroll those acres separately. If you are uncertain where your property is in relation to the new elk management zones you may view a map at: <http://www.wildlife.state.nm.us/hunting/maps/elk-private-lands/elk-mgmt-zone-maps/> .



New Mexico Department of Game and Fish EPLUS Assignment of Authorized Ranch Contact Form

IMPORTANT: The **Authorized Ranch Contact (ARC)** is the person designated in writing by the landowner to act as the liaison between the ranch and the NM Department of Game and Fish (Department). The ARC will receive and distribute the Ranch Code for hunters to buy over-the-counter private land elk licenses. The ARC may issue written permission allowing hunter access to the private property enrolled in this program. The Authorized Ranch Contact may be one of the landowners or someone else designated by the landowner.

Complete this form only if you are assigning someone else to be the ARC for your property.

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) 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 to the Department.

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:**

5 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:**

6 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:**

7 I am the documented representative for the **trust or business entity** that owns this property. I am assigning the individual below as the ARC.

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