

PRIVATE LAND ELK & PRONGHORN ANTELOPE LICENSES

Through the Private Lands Use System (PLUS) the New Mexico Department of Game and Fish distributes a portion of the State's elk and pronghorn antelope hunting opportunities to private landowners. Landowners receive private land elk and pronghorn antelope authorizations from the Department which can be used by customers to buy private-land licenses.

The customer must have first contacted a landowner to acquire a private land authorization number or ranch code, which will allow the license to be vended. The customer must possess a game hunting license and the Habitat Management & Access Validation (HMAV) if they are 18 years and older. Customers must also possess the Habitat Stamp, if they are hunting on USFS or BLM lands.

NOTE: Most private land antelope licenses are sold through the VLS License Year section of the system. Only ranch-wide agreement pronghorn antelope licenses are sold through PRIVATE LAND ELK/PRONGHORN section of the system.

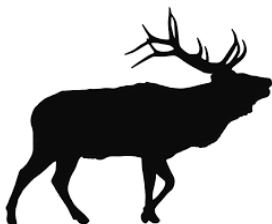


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Verify Residency Status & Address

The screenshot shows the top navigation bar with links: Home, My Account, Search, Reports, Admin, and Help. Below the navigation bar, the customer information is displayed: Customer : BEAU N. ARROW CIN : 01041983-EFQ. To the right of the customer information is a Shopping Cart icon with (0) items. Further right are three buttons: Customer Home, View Customer, and Edit Customer. The Edit Customer button is circled in red. Below the navigation bar, there are three sections: VLS LICENSE YEAR 2023, PRIVATE LAND ELK / PRONGHORN, and CARCASS TAGS. Each section has a button: Original for the first two and Tag History for the third.

Attention Vendor:

Please review this information for accuracy and read the following to the customer.

"By completing this you are certifying that the information you provided is true and correct. It is unlawful to provide false information to create a New Mexico Department of Game and Fish account or to procure a New Mexico hunting or fishing license with false information."

PERSONAL

* First Name:

Middle Initial:

* Last Name: ARROW

* Date of Birth: 01/04/1983

Customer ID: 01041983-EFQ

* SSN (last 4 only): 1234

* Gender:

Email:

* Username:

New Mexico Resident?: ☒ yes ☐ no

* Residency Date:

Before vending a license, it is recommended to verify the customer's residency status.

By selecting *Edit Customer*, you will be able to view and edit the residency.

If you are changing a non-resident to a resident, you may use the date the NM driver's license was issued as the Residency Date.

Verify Residency Status & Address - continued

PHYSICAL ADDRESS

* Address 1:

1 WILDLIFE WAY

Address 2:

Address 2

* City:

SANTA FE

* State:

NM - NE' ▾

* Zip:

87507

* Country:

United States ▾

* Primary Phone #:

505-476-8164

Secondary Phone #:

Secondary Phone #

Submit

Cancel

If you change residency for a customer, next you will have to update their physical address. If you must enter a foreign address, the customer must be marked as a non-resident, the state field is left blank, and the country must be selected.

Select *Submit* to save the changes.

Note: By verifying and updating the customer's residency/address it will ensure the correct license fees will be applied and it will allow you to check the box to confirm the residency status on the Checkout screen.

If the residency is not verified beforehand and the customer's status has changed, you will have to cancel the sale and go back to Edit Customer to update their residency status.

Verify Purchase of Game Hunting License, HMAV & Habitat Stamp

Customer : BEAU N. ARROW CIN : 01041983-EFQ Shopping Cart (0) Customer Home View Customer Edit Customer

VLS LICENSE YEAR 2023	PRIVATE LAND ELK / PRONGHORN	CARCASS TAGS
Original	Original	Tag History
Reprint	Reprint	Issue/Reissue
Void	Void	E-Tag Instructions

Before vending a private land elk or pronghorn antelope license to a customer it is recommended to verify if they have purchased a game hunting license, habitat management access validation (HMAV) and/or habitat stamp.

On the Customer Home screen select *Reprint* under the VLS License Year section.

ORDERS ON FILE

Could not find any matching Orders

[Cancel](#)

Branch: HEAD | Tag Associated: 8.1.20 | End IP: 21 | Location: SF development

If the customer has not purchased a game hunting license, HMAV or a habitat stamp the system will indicate it could not find any matching orders.

Select *Cancel* to return to the Customer Home screen.

NOTE: Only unit-wide elk authorizations require the purchase of both the habitat management validation (HMAV) and habitat stamp.

Add To Order - Game Hunting License, HMAV & Habitat Stamp

Customer : BEAU N. ARROW CIN : 01041983-EFQ Shopping Cart (0) Customer Home View Customer Edit Customer

VLS LICENSE YEAR 2023

Original

Reprint

Void

PRIVATE LAND ELK / PRONGHORN

Original

Reprint

Void

CARCASS TAGS

Tag History

Issue/Reissue

E-Tag Instructions

If the customer has not purchased a game hunting license and stamps you may first add those items to the order.

Select *Original* under the VLS License Year section.

AVAILABLE VLS ITEMS

Review Order Cancel

HUNTING / TRAPPING

Game Hunting License \$15.00

Allows license holder to purchase big game or turkey license and to hunt small game. Valid during open seasons April 1 to March 31.

☒ (add to order)

Handicapped Game Hunting License \$15.00

Must have one or more disabilities that substantially limit one or more major life activities. Allows license holder to purchase big game or turkey license, fish and to hunt small game. Valid April 1 to March 31.

☐ (add to order)

Fall Turkey License \$25.00

Game hunting license required. See Hunting Rules and Information booklet for open areas and seasons. Archery only Sept. 1-30. Any legal sporting arm Nov. 1-30. Carcass tag required.

☐ (add to order)

FISHING / HUNTING AND FISHING

Annual Fishing License \$25.00

Valid April 1 through March 31

☐ (add to order)

1-Day Fishing License \$12.00

License valid 12:01am to 12:00am on the selected date. Date cannot be changed.

☐ (add to order) Beginning Date:

5-Day Fishing License \$24.00

License valid 5 days beginning at 12:01am on the selected start date. Start date cannot be changed.

☐ (add to order) Beginning Date:

Second Rod Validation \$4.00

Allows properly licensed anglers to use two fishing rods in most waters

☐ (add to order)

PERMITS / STAMPS / FEES

Vendor Fee \$1.00

☒ (add to order)

Habitat Stamp \$5.00

Required once per season in conjunction with any hunting, fishing or trapping license used on US Forest Service or BLM land. Not required for anglers or trappers under 12, or in conjunction with any free license or Disabled Veteran cardholder privilege.

☒ (add to order)

Habitat Management and Access Validation \$4.00

Required once per season in conjunction with any hunting, fishing or trapping license, not required for persons under 18, or in conjunction with any free license or Disabled Veteran cardholder privilege.

☒ (add to order)

On the Available VLS Items screen select *Add To Order* on the Game Hunting License, Habitat Management and Access Validation, and Habitat Stamp (if applicable).

Javelina License \$58.00

Game Hunting License required. Must purchase two days before hunting. See Hunting Rules and Information booklet for more information. Carcass tag required.

Weapon:

Hunt:

☐ (add to order)

Trapper License \$20.00

Valid for trapping and hunting protected furbearers. See the Hunting Rules and Information booklet for more information.

☐ (add to order)

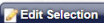

Review Order Cancel

Select *Review Order* when all pertinent items are added.


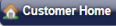
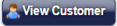
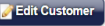
Review Order

REVIEW ORDER		
Item	Beginning Date	Fee
Game Hunting License Allows license holder to hunt small game and purchase a big game or turkey license. Valid during open seasons April 1 to March 31.		\$15.00
Vendor Fee		\$1.00
Habitat Management and Access Validation Required once per license year in conjunction with any hunting, fishing or trapper license; not required for persons under 18, or in conjunction with any free license or Disabled Veteran cardholder privilege.		\$4.00
Habitat Stamp Required once per license year in conjunction with any hunting or fishing license used on US Forest Service or BLM land. Not required for anglers under 12, or in conjunction with any free license or Disabled Veteran cardholder privilege.		\$10.00
		Total: \$30.00

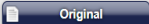

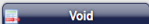
MAKE A DONATION
VENDOR: Please ask customer if they want to support New Mexico's non-game wildlife by making a donation to the Share with Wildlife program. More information can be found [here](#) if they're interested. Select 'Add to Cart' and return to VLS to add a Share with Wildlife donation.
VENDOR: Please ask customer if they want to support New Mexico's Operation Game Thief program. More information can be found [here](#) if they're interested. Select 'Add to Cart' and return to VLS to add an Operation Game Thief donation.

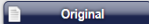

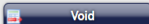
 

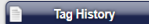
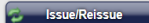
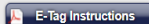
On the Review Order screen select **Add To Cart**.

Customer : BEAU N. ARROW CIN : 01041983-EFQ    

Order has been added to the cart.

VLS LICENSE YEAR 2023




PRIVATE LAND ELK / PRONGHORN




CARCASS TAGS




Once the order has been added to the cart you can begin the process of vending the private land elk or pronghorn antelope license.

Unit-Wide Private Land Elk License



Unit-wide authorizations allow customers to purchase unit-wide private land elk licenses.

Customers who purchase unit-wide licenses are allowed to hunt legally accessible public lands and participating unit-wide ranches within the boundaries of the Game Management Unit (GMU) for which the license was issued.

Unit-wide private land licenses require the purchase of both the HMAV & Habitat Stamp. A hunt code must be selected when vending this type of license.

When a customer provides a unit-wide authorization to purchase a private-land elk license it must be vended through Private Land Elk/Pronghorn section of the Vendor Licensing System.

How To Vend A Unit-Wide Private Land Elk License

Customer : BEAU N. ARROW CIN : 01041983-EFQ Shopping Cart (0) Customer Home View Customer Edit Customer

VLS LICENSE YEAR 2023	PRIVATE LAND ELK / PRONGHORN	CARCASS TAGS
Original	Original	Tag History
Reprint	Reprint	Issue/Reissue
Void	Void	E-Tag Instructions

On the Customer Home screen select *Original* under the Private Land Elk/Pronghorn section.

VEND PLUS HUNT TO BEAU N. ARROW

ENTER AUTHORIZATION NUMBER OR RANCH CODE

* Authorization Number or Ranch Code: (format similar to EE-123456 or SMZ-1234567)

[Continue](#) [Cancel](#)

Enter the Authorization Number provided by the customer. The authorization number will include two letters followed by a dash and six numbers.

The two letters identify the species and the bag limit.

Authorization Number & Bag Limit Key
EM - Mature Bull (any forked antler bull)
EE - Either Sex (any one elk)
EA - Antlerless (cow)

Select *Continue* to proceed to the next step of the vending process.

Note: If you receive an error message after you enter the authorization number, please inform the customer that they must contact the landowner who issued it to them.

Select A Hunt Code – Verify Hunt Information

SELECT HUNT TO VEND TO BEAU N. ARROW

HUNTS

* Select Hunt:

ELK-2-1290 | Sep 01-14 | ES | REG
ELK-2-1300 | Sep 15-24 | ES | REG

Vend To BEAU N. ARROW Cancel

On the Select Hunt screen select the drop-down arrow to view all the available hunt codes. If there is more than one available hunt code, ask the customer for the specific hunt code, weapon type, date range or bag limit.

Weapon Type Key

ELK-1-1234 Any Legal Weapon/Rifle
ELK-2-1234 Bow
ELK-3-1234 Muzzleloader

Choose a *Hunt Code* and select *Vend To Customer* to proceed to the next screen.

HUNT INFORMATION

Hunt: ELK-2-1290 Hunt Type: REG

Bag Limit: Any 1 elk

Start Date: 09/01/2023 End Date: 09/14/2023

Ranch #: 20005 Ranch Name: BIXLER RANCH

License Fee: \$99.00

Description: UNIT 2, UNIT-WIDE

HUNT DATES

Start Date: 09/01/2023 End Date: 09/14/2023

PURCHASE OPTIONS

LICENSE FEE

ELK-2-1290 \$99.00

Vend To BEAU N. ARROW Cancel

Verify the Hunt Information with the customer. Select *Vend To Customer* to proceed to the next step of the vending process.

Review Order – Shopping Cart

REVIEW ORDER AND CHOOSE TAGGING OPTION FOR - BEAU N. ARROW

Item	Fee
ELK-2-1290	\$99.00
Total:	
\$99.00	

MAKE A DONATION

VENDOR: Please ask customer if they want to support New Mexico's non-game wildlife by making a donation to the Share with Wildlife program. More information can be found [here](#) if they're interested. Select 'Add to Cart' and return to VLS to add a Share with Wildlife donation.

VENDOR: Please ask customer if they want to support New Mexico's Operation Game Thief program. More information can be found [here](#) if they're interested. Select 'Add to Cart' and return to VLS to add an Operation Game Thief donation.

CHOOSE TAGGING OPTION

Species	
ELK-2-1290:	<input type="radio"/> Mail Tag <input type="radio"/> E-Tag Option - No tag will be issued <input checked="" type="radio"/> Issue Tag

Add To Cart

Edit Selection

On the Review Order screen, you will see the hunt code and price of the private land elk license.

Note: The Choose Tagging Option will default to Issue Tag. If the customer wants an e-tag, select the E-Tag Option and the system will not prompt you to issue a carcass tag at the end of the sale. E-Tag instructions will be included with the printed license.

Select *Add To Cart* to proceed to the next step.

Customer : BEAU N. ARROW CIN : 01041983-EFQ Shopping Cart (2) Customer Home View Customer Edit Customer

Hunt has been added to the cart.

VLS LICENSE YEAR 2023	PRIVATE LAND ELK / PRONGHORN	CARCASS TAGS
<input type="button" value="Original"/>	<input type="button" value="Original"/>	<input type="button" value="Tag History"/>
<input type="button" value="Reprint"/>	<input type="button" value="Reprint"/>	<input type="button" value="Issue/Reissue"/>
<input type="button" value="Void"/>	<input type="button" value="Void"/>	<input type="button" value="E-Tag Instructions"/>

Once the order has been added to the cart, Select the *Shopping Cart*.

Terms of Agreement – Customer Residency Status

SHOPPING CART

SHOPPING CART

VLS Orders

Type	Items	Total		
ORIGINAL	- Game Hunting, Vendor Fee, - HMAV, - Habitat Stamp	\$30.00	Edit	Delete

Over The Counter Hunt Applications

Type	Hunt	Fees		
Private-Land - ORIGINAL	ELK-2-1290	\$99.00	Edit	Delete

Total: \$129.00

Checkout Back Clear Cart Remove Vendor Fee

On the Shopping Cart screen review all the selected item(s) and total amount with the customer.

Select **Checkout**, if the customer is satisfied with their order and proceed to the Terms of Agreement screen.

TERMS OF AGREEMENT

- By applying for or purchasing a license, you acknowledge that you are subject to all New Mexico Department of Game and Fish laws, as set forth in Chapter 17 NMSA 1978 (New Mexico Statutes Annotated), Title 19 NMAC (New Mexico Administrative Code), and the New Mexico Game and Fish Rules and Information booklets, available online at www.wildlife.state.nm.us. You certify that the information provided is true and correct and that you are eligible to apply for, or purchase a license. As part of the terms of this Agreement, you grant consent to the Department of Game and Fish to charge your credit card for full license fees and non-refundable application fees.

☒ By checking this box I acknowledge I have read and agree to the Terms of Agreement

CUSTOMER RESIDENCY STATUS

- Your current residency status is - **RESIDENT**.
- To qualify as a resident, you must: 1) have lived in NM for at least 90 days immediately preceding the date of license application or purchase; and 2) not claim residency elsewhere for any purpose. For more information and exceptions, please see residency requirements and information on page 10 of the Hunting Rules and Information booklet.

☒ By checking this box I confirm my Residency Status is accurate and CORRECT.

How would you like to make a payment? ☒ Cash ☒ Credit Card

Check the box once the customer acknowledges and agrees to the Terms of Agreement.

Check the box to confirm the residency status is accurate and correct.

Once both boxes are checked the payment options will appear.

Select a payment option to process the sale.

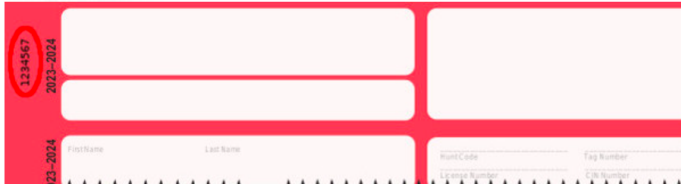
Once the sale is processed the system will prompt you to issue a carcass tag.

Issuing A Carcass Tag

VEND HUNT TAGS TO BEAU N. ARROW

ELK TAG 1 OF 1

ENTER THE CONTROL NUMBER PRINTED VERTICALLY AT THE UPPER LEFT CORNER OF THE TAG.



VERIFY THE CONTROL NUMBER DISPLAYED MATCHES THE TAG ON NEXT PAGE.

ENTER CONTROL NUMBER

Control Number: 421627

Continue Elk Tag 1 of 1

The following process must be completed prior to printing the private land elk license.

First, enter the control number that is printed on the left side of the carcass tag and select Continue Tag 1 of 1.

Issuing A Carcass Tag - Continued

ATTENTION VENDOR:

PLEASE WRITE THE INFORMATION DISPLAYED IN ALL TAG FIELDS CLEARLY. YOU MUST COMPLETE THE ANTLER/HORN TAG PORTION AS WELL AS THE CARCASS TAG PORTION—EVEN FOR NON-ANTLERED/HORNED SPECIES.

USE THE PROVIDED SHARPIE AND PRINT ALL INFORMATION DISPLAYED LEGIBLY -- DO NOT WRITE IN CURSIVE.

MAKE SURE THE CONTROL NUMBER DISPLAYED MATCHES THE NUMBER ON THE TAG.

DO NOT DISCARD ANY TAGS IF YOU MAKE A MISTAKE AND HAVE TO REISSUE!

PRINT OR REPRINT THE LICENSE AND VERIFY THAT THE TAG NUMBER MATCHES. ISSUE THE CUSTOMER THE LICENSE AND TAG(S) TOGETHER.

421627 2023-2024

First Name: BEAU N. Last Name: ARROW

ANTLER/HORN TAG

ELK-2-1290 23-700454

1753312 01041983-EFQ

CARCASS TAG

BEAU N. ARROW

Keep this tag! Game storage authorized for one year from date of kill.

NEW MEXICO GAME & FISH

Elk Tag Completed 1 of 1

If the handwritten tag looks exactly like the image above, click to proceed to Print License.

Entered Wrong Control Number

Click to go back and re-enter a different control number. No information is recorded in the system.

Unusable-Not Issued

DO NOT DISCARD! If the handwritten tag cannot be issued to the customer for any reason, this button marks control number as Unusable in the system. You may enter a different control number to re-write the tag.

Verify the control number on the screen matches the carcass tag. You can select *Entered Wrong Control Number*, if you need to go back and correct it.

CLEARLY write the information as it appears on the screen, on the carcass tag with a thin Sharpie. When finished, the tag should look exactly like what's on the screen. Do not write in cursive.

Select *Tag Completed* if the tag looks acceptable.

If there's a mistake or for any reason the carcass tag can't be issued, select *Unusable-Not Issued*.

DO NOT DISCARD the tag!!! Return all unusable carcass tags postmarked by the 10th of the following month to the Department at 1 Wildlife Way Santa Fe, NM 87507.

Order Successfully Processed

Home	My Account ▾	Search ▾	Reports ▾	Admin ▾	Help ▾
Customer : BEAU N. ARROW CIN : 01041983-EFQ		Shopping Cart (0)		Customer Home View Customer Edit Customer	
ORDER HAS BEEN SUCCESSFULLY PROCESSED					
VENDOR: Please remind the customer - Licenses must be printed and carried when hunting, fishing or trapping. A carcass tag is also required in conjunction with any big-game or turkey license. If the E-Tag option is chosen, no physical license or tag is required.					
Print License		Print Receipt		Done	

Once the sale is completed and the carcass tag is issued, select **Print License** to print the license.

Select the **Order Complete** tab and select **Print Receipt** to print the receipt.

Select the **Home** tab at the upper left side of the screen to exit the customer's account.

Ranch Only Private Land Elk License



Ranch Only Authorizations allow customers to purchase ranch-only private land elk licenses.

Customers who purchase ranch-only licenses are restricted to the private deeded acreage within the boundaries of the ranch. No public lands may be hunted using ranch-only private land elk licenses.

Ranch Only Licenses require the purchase of the HMAV.

The customer must pick five consecutive dates when this type of license is vended.

When a customer provides a ranch only authorization to purchase a private-land elk license it must be vended through Private Land Elk/Pronghorn section of the Vendor Licensing System.

How To Vend A Ranch Only Private Land Elk License

Customer : BEAU N. ARROW CIN : 01041983-EFQ Shopping Cart (0) Customer Home View Customer Edit Customer

VLS LICENSE YEAR 2023	PRIVATE LAND ELK / PRONGHORN	CARCASS TAGS
Original Reprint Void	Original Reprint Void	Tag History Issue/Reissue E-Tag Instructions

On the Customer Home screen select *Original* under the Private Land Elk/Pronghorn section.

ENTER AUTHORIZATION NUMBER OR RANCH CODE

* Authorization Number or Ranch Code: (format similar to EE-123456 or SMZ-1234567)

[Continue](#) [Cancel](#)

Enter the Authorization Number provided by the customer. The authorization number will include two letters followed by a dash and six numbers.

The two letters identify the species and the bag limit.

Authorization Number & Bag Limit Key

EM - Mature Bull (any forked antler bull)
EE - Either Sex (any one elk)
EA - Antlerless (cow)

Select *Continue* to proceed to the next step of the vending process.

Select A Hunt Code – Pick 5 Consecutive Days

SELECT HUNT TO VEND TO BEAU N. ARROW

HUNTS

Select Hunt:

ELK-3-806 | Oct 05-Dec 31 | MB | REG
ELK-1-816 | Oct 12-Dec 31 | MB | REG

Vend To BEAU N. ARROW Cancel

Branch: HEAD | Tag Associated: 8.1.19 | End IP: 21 | Location: SF-development

On the Select Hunt screen select the drop-down arrow to view all the available hunt codes.

Ask the customer for the specific hunt code, weapon type, date range or bag limit.

Select a *Hunt Code* and select *Vend To Customer* to proceed to the next screen.

SELECT PRODUCTS TO VEND TO BEAU N. ARROW

HUNT INFORMATION

Hunt: ELK-3-806 Hunt Type: REG
Bag Limit: 1 mature bull
Start Date: 10/05/2019 End Date: 12/31/2019
Ranch: SLASH CROSS CATTLE License Fee: \$99.00
Description: Primary Management Zone; valid only on issuing ranch.

HUNT DATES

Pick 5 consecutive hunt days between 10/05/2019 and 12/31/2019.

Start Date: 10/05/2019 End Date: 10/09/2019

PURCHASE OPTIONS

LICENSE FEE

ELK-3-806 \$99.00

Vend To BEAU N. ARROW Cancel

On the Select Products To Vend screen the customer may pick five consecutive days within the specified date range.

Enter a *Start Date* and *End Date* accordingly.

Select *Vend To Customer* to proceed to the next screen.

Review Order

REVIEW ORDER FOR - BEAU N. ARROW	
Item	Fee
ELK-3-806	\$99.00
Total: \$99.00	

SHARE WITH WILDLIFE

VENDOR: Please ask customer if they want to support New Mexico's non-game wildlife by making a donation to the Share with Wildlife program. More information can be found [here](#) if they're interested. Select 'Add to Cart' and return to VLS to add a Share with Wildlife donation.

[Add To Cart](#) [Edit Selection](#)

On the Review Order screen, you will see the hunt code and price of the private land elk license.

Note: The Choose Tagging Option will default to Issue Tag. If the customer wants an e-tag, select the E-Tag Option and the system will not prompt you to issue a carcass tag at the end of the sale. E-tag instructions will be included with the printed license.

Select *Add To Cart* to proceed to the next step.

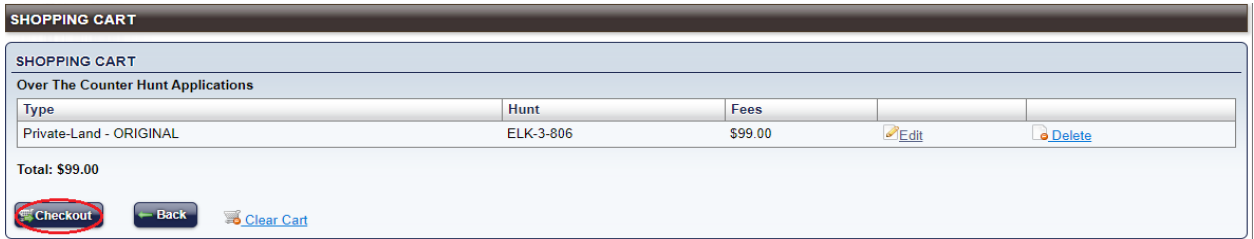
Customer : BEAU N. ARROW CIN : 01041983-EFQ [Shopping Cart](#) [Customer Home](#) [View Customer](#) [Edit Customer](#)

Hunt has been added to the cart.

VLS LICENSE YEAR 2019	PRIVATE LAND ELK / PRONGHORN	CARCASS TAGS
Original	Original	Tag History
Reprint	Reprint	Issue/Reissue
Void	Void	E-Tag Instructions

Once the order has been added to the cart, Select the *Shopping Cart*.

Shopping Cart – Terms of Agreement



SHOPPING CART

SHOPPING CART

Over The Counter Hunt Applications

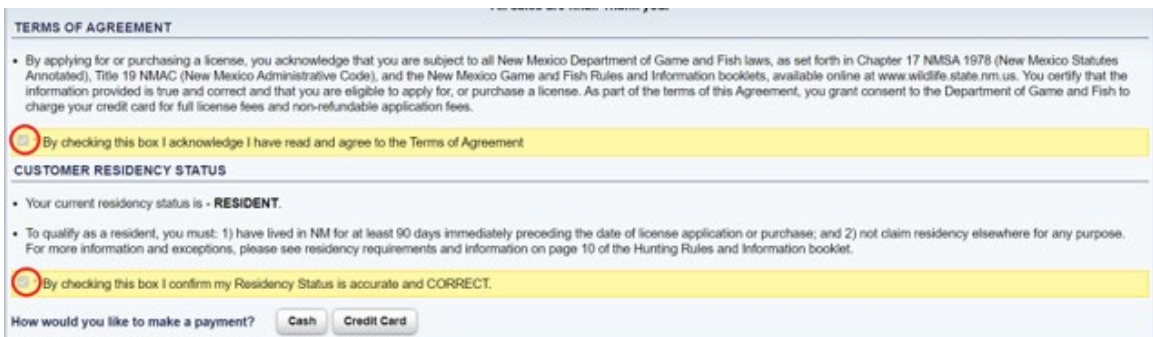
Type	Hunt	Fees		
Private-Land - ORIGINAL	ELK-3-806	\$99.00	Edit	Delete

Total: \$99.00

[Checkout](#) [Back](#) [Clear Cart](#)

On the Shopping Cart screen review all the selected item(s) and total amount with the customer.

Select **Checkout**, if the customer is satisfied with their order and proceed to the Terms of Agreement screen.



TERMS OF AGREEMENT

- By applying for or purchasing a license, you acknowledge that you are subject to all New Mexico Department of Game and Fish laws, as set forth in Chapter 17 NMSA 1978 (New Mexico Statutes Annotated), Title 19 NMAC (New Mexico Administrative Code), and the New Mexico Game and Fish Rules and Information booklets, available online at www.wildlife.state.nm.us. You certify that the information provided is true and correct and that you are eligible to apply for, or purchase a license. As part of the terms of this Agreement, you grant consent to the Department of Game and Fish to charge your credit card for full license fees and non-refundable application fees.

☒ By checking this box I acknowledge I have read and agree to the Terms of Agreement

CUSTOMER RESIDENCY STATUS

- Your current residency status is - **RESIDENT**.
- To qualify as a resident, you must: 1) have lived in NM for at least 90 days immediately preceding the date of license application or purchase; and 2) not claim residency elsewhere for any purpose. For more information and exceptions, please see residency requirements and information on page 10 of the Hunting Rules and Information booklet.

☒ By checking this box I confirm my Residency Status is accurate and CORRECT.

How would you like to make a payment? [Cash](#) [Credit Card](#)

Check the box once the customer acknowledges and agrees to the Terms of Agreement.

Check the box to confirm the residency status is accurate and correct.

Once both boxes are checked the payment options will appear.

Select a payment option to process the sale.

After the sale is processed the system will prompt you to issue the carcass tag.

Refer to pages 13-15 on instructions on how to issue the carcass tag.

Private Land Elk License With A Ranch Code



Ranch Codes allow customers to purchase ranch only elk licenses in the secondary management zone.

When a customer provides a ranch code to purchase a private-land elk license it must be vended through the Private Land Elk/Pronghorn section of the Vendor Licensing System.

How To Vend A Private Land Elk License With A Ranch Code

Customer : BEAU N. ARROW CIN : 01041983-EFQ Shopping Cart (0) Customer Home View Customer Edit Customer

VLS LICENSE YEAR 2023	PRIVATE LAND ELK / PRONGHORN	CARCASS TAGS
Original	Original	Tag History
Reprint	Reprint	Issue/Reissue
Void	Void	E-Tag Instructions

On the Customer Home screen select *Original* under the Private Land Elk/Pronghorn section.

ENTER AUTHORIZATION NUMBER OR RANCH CODE

* Authorization Number or Ranch Code: SMZ-1234567 (format similar to EE-123456 or SMZ-1234567)

[Continue](#) [Cancel](#)

Enter the ranch code provided by the customer. The ranch code will include the letters **SMZ** followed by a dash and seven numbers.

The letters identify the hunt area is in the secondary management zone.

Select *Continue* to proceed to the next step of the vending process.

Select A Hunt Code – Pick 5 Consecutive Days

SELECT HUNT TO VEND TO BEAU N. ARROW

HUNTS

Select Hunt: ELK-1-6049 | Oct 01-Dec 31 | ES | RE

Vend To BEAU N. ARROW Cancel

On the Select Hunt screen select the drop-down arrow to view all the available hunt codes. Ask the customer for the specific hunt code, weapon type, date range or bag limit.

Select a *Hunt Code* and select *Vend To Customer* to proceed to the next screen.

SELECT PRODUCTS TO VEND TO BEAU N. ARROW

HUNT INFORMATION

Hunt: ELK-1-6049 Hunt Type: REG

Bag Limit: Any 1 elk

Start Date: 10/01/2019 End Date: 12/31/2019

Ranch: EDGAR RANCH, INC. License Fee: \$83.00

Description: Unit 37, Secondary Management Zone; valid only on private land with written landowner permission.

HUNT DATES

Pick 5 consecutive hunt days between 10/01/2019 and 12/31/2019.

Start Date: 10/15/2019 End Date: 10/19/2019

PURCHASE OPTIONS

LICENSE FEE

ELK-1-6049 \$83.00

Vend To BEAU N. ARROW Cancel

On the Select Products To Vend screen the customer may pick five consecutive

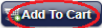

days within the specified date range. Enter a *Start Date* and *End Date* accordingly.

Select *Vend To Customer* to proceed to the next screen.

Review Order

REVIEW ORDER FOR - BEAU N. ARROW		
Item	Fee	
ELK-1-6049	\$83.00	
Total:		\$83.00

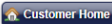
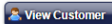

SHARE WITH WILDLIFE
VENDOR: Please ask customer if they want to support New Mexico's non-game wildlife by making a donation to the Share with Wildlife program. More information can be found [here](#) if they're interested. Select 'Add to Cart' and return to VLS to add a Share with Wildlife donation.

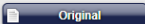
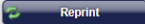
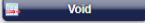
On the Review Order screen, you will see the hunt code and price of the private land elk license.

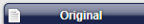

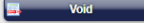
Note: The Choose Tagging Option will default to Issue Tag. If the customer wants an e-tag, select the E-Tag Option and the system will not prompt you to issue a carcass tag at the end of the sale. E-tag instructions will be included with the printed license.

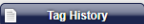
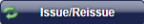

Select **Add To Cart** to proceed to the next step.

Customer : BEAU N. ARROW CIN : 01041983-EFQ Shopping Cart 1   

Hunt has been added to the cart.

VLS LICENSE YEAR 2019




PRIVATE LAND ELK / PRONGHORN




CARCASS TAGS




Once the order has been added to the cart, Select the **Shopping Cart**.

Shopping Cart – Terms of Agreement

Type	Hunt	Fees	Edit	Delete
Private-Land - ORIGINAL	ELK-1-6049	\$83.00		

Total: \$83.00

On the Shopping Cart screen review all the selected item(s) and total amount with the customer.

Select **Checkout**, if the customer is satisfied with their order and proceed to the Terms of Agreement screen.

TERMS OF AGREEMENT

• By applying for or purchasing a license, you acknowledge that you are subject to all New Mexico Department of Game and Fish laws, as set forth in Chapter 17 NMSA 1978 (New Mexico Statutes Annotated), Title 19 NMAC (New Mexico Administrative Code), and the New Mexico Game and Fish Rules and Information booklets, available online at www.wildlife.state.nm.us. You certify that the information provided is true and correct and that you are eligible to apply for, or purchase a license. As part of the terms of this Agreement, you grant consent to the Department of Game and Fish to charge your credit card for full license fees and non-refundable application fees.

☒ By checking this box I acknowledge I have read and agree to the Terms of Agreement

CUSTOMER RESIDENCY STATUS

• Your current residency status is - **RESIDENT**.

• To qualify as a resident, you must: 1) have lived in NM for at least 90 days immediately preceding the date of license application or purchase; and 2) not claim residency elsewhere for any purpose. For more information and exceptions, please see residency requirements and information on page 10 of the Hunting Rules and Information booklet.

☒ By checking this box I confirm my Residency Status is accurate and CORRECT.

How would you like to make a payment?

Check the box once the customer acknowledges and agrees to the Terms of Agreement.

Check the box to confirm the residency status is accurate and correct.

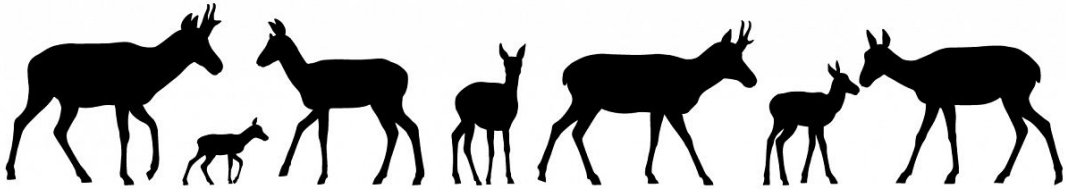
Once both boxes are checked the payment options will appear.

Select a payment option to process the sale.

Once the sale is processed the system will prompt you to issue a carcass tag.

Refer to pages 13-15 on instructions on how to issue the carcass tag.

Private Land Pronghorn Antelope License



Landowners are issued authorizations for pronghorn antelope licenses valid on properties participating in a ranch-wide agreement.

NOTE: Most private land antelope licenses are sold through VLS.

Only ranch-wide agreement pronghorn antelope licenses require an authorization number. These licenses are sold through Private Land Elk/Pronghorn.

Over-the-counter private land pronghorn antelope licenses are not valid on properties participating in a ranch-wide agreement.

The purchase of the Habitat Management Access Validation (HMAV) will be required.

A hunt code must be selected when vending this type of license.

When a customer provides an authorization to purchase a private-land pronghorn antelope license it must be vended through Private Land Elk/Pronghorn section of the Vendor Licensing System

How To Vend A Ranch-Wide Private Land Antelope License

Customer : BEAU N. ARROW CIN : 01041983-EFQ Shopping Cart (0) Customer Home View Customer Edit Customer

VLS LICENSE YEAR 2023	PRIVATE LAND ELK / PRONGHORN	CARCASS TAGS
Original Reprint Void	Original Reprint Void	Tag History Issue/Reissue E-Tag Instructions

On the Customer Home screen select *Original* under the Private Land Elk/Pronghorn section.

VEND PLUS HUNT TO BEAU N. ARROW

ENTER AUTHORIZATION NUMBER OR RANCH CODE

* Authorization Number or Ranch Code: (format similar to EE-123456 or SMZ-1234567)

[Continue](#) [Cancel](#)

Enter the Authorization Number provided by the customer. The authorization number will include two letters followed by a dash and five numbers.

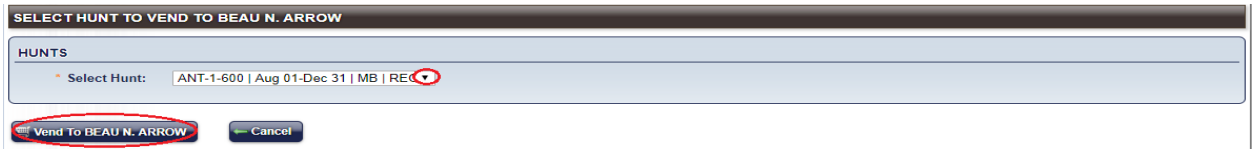
The two letters identify the species and the bag limit.

Authorization Number & Bag Limit Key

AM - Mature Buck (with at least one horn longer than its ears)
AMFRE – Mature Buck (free, no charge for license fee)
AF – Female/Immature (any female or male without horns with both horns shorter than its ears)

Select *Continue* to proceed to the next step of the vending process.

Select A Hunt Code – Pick 3 Consecutive Days

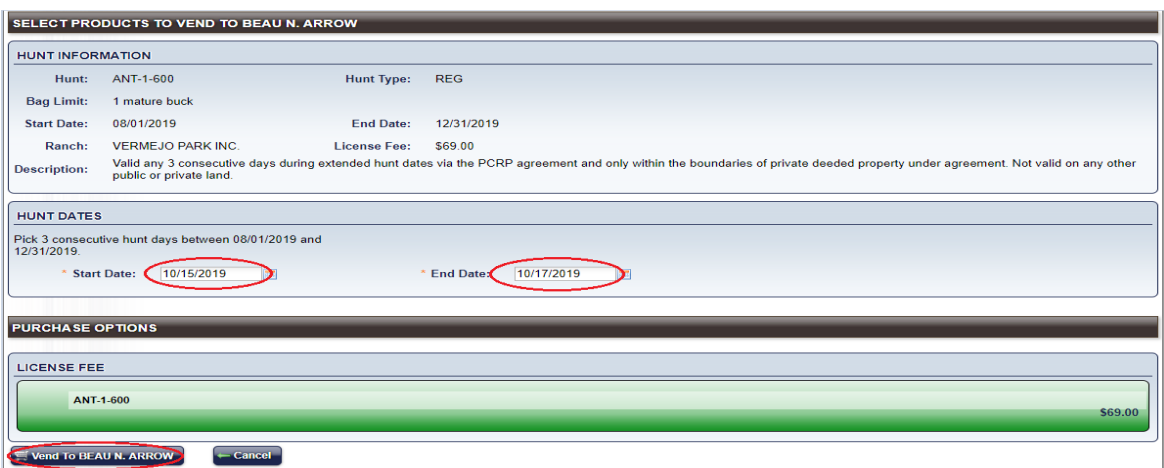


On the Select Hunt screen select the drop-down arrow to view all the available hunt codes.

Ask the customer for the specific hunt code, weapon type, date range or bag limit.

Weapon Type Key
ANT-1-123 Any Legal Weapon/Rifle
ANT-2-123 Bow
ANT-3-123 Muzzleloader

Select a *Hunt Code* and select *Vend To Customer* to proceed to the next screen.



On the Select Products To Vend screen the customer may pick three consecutive days within the specified date range.

Enter a *Start Date* and *End Date* accordingly.

Select *Vend To Customer* to proceed to the next screen.

Review Order

REVIEW ORDER FOR - BEAU N. ARROW		
Item	Fee	
ANT-1-600		\$69.00
Total:		\$69.00

SHARE WITH WILDLIFE

VENDOR: Please ask customer if they want to support New Mexico's non-game wildlife by making a donation to the Share with Wildlife program. More information can be found [here](#) if they're interested. Select 'Add to Cart' and return to VLS to add a Share with Wildlife donation.

Add To Cart **Edit Selection**

On the Review Order screen, you will see the hunt code and price of the private land elk license.

Note: The Choose Tagging Option will default to Issue Tag. If the customer wants an e-tag, select the E-Tag Option and the system will not prompt you to issue a carcass tag at the end of the sale. E-tag instructions will be included with the printed license.

Select **Add To Cart** to proceed to the next step.

Customer : BEAU N. ARROW CIN : 01041983-EFQ **Shopping Cart** (1) [Customer Home](#) [View Customer](#) [Edit Customer](#)

Hunt has been added to the cart.

VLS LICENSE YEAR 2019	PRIVATE LAND ELK / PRONGHORN	CARCASS TAGS
Original Reprint Void	Original Reprint Void	Tag History Issue/Reissue E-Tag Instructions

Once the order has been added to the cart, Select the **Shopping Cart**.

Shopping Cart - Terms of Agreement

SHOPPING CART

SHOPPING CART

VLS Orders

Type	Items	Total		
ORIGINAL	- Pronghorn License, Vendor Fee	\$54.00	Edit	Delete

Total: \$54.00

Checkout Back Clear Cart Remove Vendor Fee

On the Shopping Cart screen review all the selected item(s) and total amount with the customer.

Select **Checkout**, if the customer is satisfied with their order and proceed to the Terms of Agreement screen.

TERMS OF AGREEMENT

- By applying for or purchasing a license, you acknowledge that you are subject to all New Mexico Department of Game and Fish laws, as set forth in Chapter 17 NMSA 1978 (New Mexico Statutes Annotated), Title 19 NMAC (New Mexico Administrative Code), and the New Mexico Game and Fish Rules and Information booklets, available online at www.wildlife.state.nm.us. You certify that the information provided is true and correct and that you are eligible to apply for, or purchase a license. As part of the terms of this Agreement, you grant consent to the Department of Game and Fish to charge your credit card for full license fees and non-refundable application fees.

☒ By checking this box I acknowledge I have read and agree to the Terms of Agreement

CUSTOMER RESIDENCY STATUS

- Your current residency status is - **RESIDENT**.
- To qualify as a resident, you must: 1) have lived in NM for at least 90 days immediately preceding the date of license application or purchase; and 2) not claim residency elsewhere for any purpose. For more information and exceptions, please see residency requirements and information on page 10 of the Hunting Rules and Information booklet.

☒ By checking this box I confirm my Residency Status is accurate and CORRECT.

How would you like to make a payment? ☒ Cash ☒ Credit Card

Check the box once the customer acknowledges and agrees to the Terms of Agreement.

Check the box to confirm the residency status is accurate and correct.

Once both boxes are checked the payment options will appear.

Select a payment option to process the sale.

Once the sale is processed the system will prompt you to issue a carcass tag.

Refer to pages 13-15 on instructions on how to issue the carcass tag.

Change Hunt Dates For Ranch Only Private Land Licenses

Private land elk licenses that are “ranch only” allow a customer to choose 5 consecutive days within a specific date range.

A customer may change the hunt dates on their licenses *before the start of the original hunt date*. A customer will not be allowed to make changes to their license if their hunt has already started. The license does not need to be voided.

Note: Hunt dates for over-the-counter private land pronghorn antelope, barbary sheep, deer and oryx cannot be changed because a hunt code must be selected. These types of licenses must be voided and resold to a customer.

Customer : BEAU N. ARROW CIN : 01041983-EFQ Shopping Cart (0) Customer Home View Customer Edit Customer

VLS LICENSE YEAR 2023	PRIVATE LAND ELK / PRONGHORN	CARCASS TAGS
<div>Original</div> <div>Reprint</div> <div>Void</div>	<div>Original</div> <div>Reprint</div> <div>Void</div>	<div>Tag History</div> <div>Issue/Reissue</div> <div>E-Tag Instructions</div>

On the Customer Home screen select *Reprint* that is located under the Private Land Elk/Pronghorn section.

APPLICATIONS FOR BEAU N. ARROW

SELECT LICENSE					
	License #	Hunt	Application #	Year	Type
Select	1444543	ELK-1-816	14109681	2019	OTC Hunt

Cancel

Choose *Select* that is located to the left of the license that needs to be changed.

Hunt Dates Screen

SELECT FEES FOR DUPLICATE LICENSE FOR BEAU N. ARROW

HUNT INFORMATION

Hunt:	ELK-1-816	Hunt Type:	REG
Bag Limit:	1 mature bull		
Start Date:	10/12/2019	End Date:	12/31/2019
Ranch:	SLASH CROSS CATTLE	License Fee:	\$0.00

Description: Primary Management Zone; valid only on issuing ranch.

HUNT DATES

Pick your 5 consecutive hunt days between 10/12/2019 and 12/31/2019.

Start Date: 10/13/2019 * End Date: 10/17/2019

FEES

LICENSE FEE

ELK-1-816	\$0.00
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Add To Cart Back

If the customer does not provide a copy of the original license, you must verify the original start date before making a change.

On the Select Fees For Duplicate License (Hunt Dates) screen enter a new *Start Date/End Date* and select *Add To Cart*.

Shopping Cart – Checkout – Print License

Customer : BEAU N. ARROW CIN : 01041983-EFQ **Shopping Cart** (1) Customer Home View Customer Edit Customer

Hunt has been added to the cart.

VLS LICENSE YEAR 2019	PRIVATE LAND ELK / PRONGHORN	CARCASS TAGS
Original	Original	Tag History
Reprint	Reprint	Issue/Reissue
Void	Void	E-Tag Instructions

On the Customer Home screen select the *Shopping Cart*.

Customer : BEAU N. ARROW CIN : 01041983-EFQ **Shopping Cart** (1) Customer Home View Customer Edit Customer

SHOPPING CART

Over The Counter Hunt Applications

Type	Hunt	Fees	
Private-Land - DUPLICATE	ELK-1-816	\$0.00	Delete

Total: \$0.00

Checkout Back Clear Cart

Select *Checkout* when the screen above populates and the order has been successfully processed.

Home My Account Search Reports Admin Help Customer Home View Customer Edit Customer

Customer : BEAU N. ARROW CIN : 01041983-EFQ

ORDER HAS BEEN SUCCESSFULLY PROCESSED

VENDOR: Please remind the customer - Licenses must be printed and carried when hunting, fishing or trapping. A carcass tag is also required in conjunction with any big-game or turkey license. If the E-Tag option is chosen for deer or elk, no physical license or tag is required.


Print License Print Receipt Done

Once you have changed the hunt dates you will be able to select *Print License* to print the license.

Voiding Private Land Licenses

Pronghorn antelope licenses are vended/voided in the Private

Land Elk/Pronghorn section and not the VLS License Year section. The same steps to void a private land elk license may be performed to void this type of license.


VLS LICENSE YEAR 2019	PRIVATE LAND ELK / PRONGHORN	CARCASS TAGS
 Original	 Original	 Tag History
 Reprint	 Reprint	 Issue/Reissue
 Void	 Void	 E-Tag Instructions

If a private land elk or pronghorn antelope license needs to be voided select *Void* under the Private Land Elk/Pronghorn section.

ONLY ORDERS PURCHASED WITHIN THE LAST 8 HOURS ARE SHOWN.

SELECT ORDER TO VIEW/VOID

10 « First « Previous | Page: 1 | Next » Last » CSV Export Showing 1-1 of 1

Order(s)	Type	Number	Purchase Date	Customer	Items	Tender	Status
	ORIGINAL	4059401	10/21/2019	BEAU N. ARROW	Private-Land Original	CASH	SOLD

10 « First « Previous | Page: 1 | Next » Last » CSV Export Showing 1-1 of 1

Cancel

Choose *Select* to the left of the order that needs to be voided.

Review Order To Void

REVIEWING ORDER # 4059401 TO VOID

PURCHASE MADE ON 10/21/2019 03:13 PM

Status: **SOLD**

Item	Start Date	Fee
OTC Hunt License Fee		\$53.00
OTC Hunt Application Fee		\$7.00
OTC Hunt Landowner Fee		\$9.00
Total:		\$69.00

[Void \(update payments\)](#) [Cancel](#)

Select *Void (Update Payments)* when the screen below populates.

If the original transaction was paid by a credit card the credit card will be refunded.

REVIEWING ORDER # 4059401 TO VOID

PURCHASE MADE ON 10/21/2019 03:13 PM

Status: **VOID**

Item	Start Date	Fee
OTC Hunt License Fee		\$53.00
OTC Hunt Application Fee		\$7.00
OTC Hunt Landowner Fee		\$9.00
Total:		\$69.00

[Print Void Confirmation](#) [Cancel](#)

The final step is optional. Select *Print Void Confirmation* to print and maintain a record of the voided item.

Refund Procedures

Licenses that are paid by cash can be voided by the originating vendor up to 8 hours after the sale.

Refund the cash amount to the customer.

Licenses that are paid by credit card can be voided by any vendor up to 8 hours after the sale.

The original credit card will automatically be refunded.

Please contact NMDGF if you have ANY questions about refund procedures, or any other procedures described in these instructions.



Contact Information



Chad Nelson,

Assistant Chief, ASD Licensing Operations

(505) 476-8072

Lisa Brejcha, Special Hunts Supervisor

(505) 476-8093

Melody Gonzales, Vendor Training Liaison

(505) 476-8164

D. Kevin Romero, Licensing Specialist

(505) 476-8096

General Information & License Sales

1-888-248-6866

E-mail Address

DGF-Vendor@state.nm.us

Please contact Vendor Licensing Monday – Friday, 8:00 am – 5:00 pm if you have questions, concerns or require assistance and training.