

The Idaho Department of Fish and Game considers the following document to be an agency guidance document for purposes of Idaho Executive Order 2020-002. The guidance document is not new law; it is the Department's interpretation or implementation of existing law.

Department Point of Contact (to obtain additional information or provide input):

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IDAHO DEPARTMENT OF FISH AND GAME

600 S Walnut / P.O. Box 25
Boise, Idaho 83707

Brad Little / Governor
Ed Schriever / Director

New Vendor Intake

In conjunction with our integrated customer service meeting held in September 2018, guidance and instructions was put together for front desk staff to provide information to a business/individual that wants to sell licenses for the department. IDFG does not solicit businesses to sell licenses for the department so we need an official request from the vendor. For the business to start the process, they need to:

1. Email an official request to licenses@idfg.idaho.gov with the following details:
 - a. The primary contact(s) information
 - i. First/Last Name
 - ii. Phone #
 - iii. Title
 - b. Physical address of the Vendor Location
 - i. (If mailing address is different) the mailing address where correspondences need to be mailed to.
 - c. Statement of interest (Example: We are submitting a request of interest because we are interested in selling license, tags and permits for IDFG.)
 - i. Reminder: IDFG cannot solicit vendors to submit new vendorship requests.

*Or by mail to:

IDFG License Section
P.O. Box 25
Boise, ID 83707

FAQs:

- **If the caller wants to know about vendor commission:**
 - Almost all items issued by the vendor will result in a \$1 commission per item. The only exception is a "Sportsman Package" which is a vendor commission of \$5.50, and Access/Depredation fees which do not include a vendor commission.
- **If the caller wants to know how long the process takes:**
 - We typically get the application forms sent to the requesting business within 5 business days. Once we receive all of the application documents from the business, a conservation officer has approximately 10 working days to complete their portion of the application process. The department then does an application reviews on a quarterly basis unless the business applying is an

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existing vendor then the review of the application will occur after all of the appropriate application documents have been received.

- **If the caller asks to email the vendorship application:**
 - There are times when we work with the business to email documents if the application process must be expedited, otherwise everything is mailed hardcopy.

Once the above details are received, the application and application letter will be mailed to the address provided by the vendor. Please note:

- We do not have vendorship applications online as of right now so all requests must be sent to the email above.
- New Vendor Ownership/Selling business: Please transfer call (208-287-2825) or have the individual email licenses@idfg.idaho.gov. (Do not give out my direct number)
 - New managers: Please transfer call (208-287-2825) or have the individual email licenses@idfg.idaho.gov.
- Vendorship Closing/No longer interested: Please transfer call (208-287-2825) or have the individual email licenses@idfg.idaho.gov. (Do not give out my direct number)

Please contact the Vendor Coordinator if you have any additional question.