

Captive Wildlife Annual Renewal Process

Go to: www.gooutdoorsne.com Select **Recreational User**

Select **Account Login** - Enter your username and password

From the Agent home screen, locate the **COMMERCIAL HOBBYIST** tile. Select **Search for a Commercial Hobbyist**

Enter the customer's last name or select **Advanced Search** to enter additional search criteria. Select the customer from the search results list.

COMMERCIAL HOBBYIST SEARCH

BASIC SEARCH [Clear](#) | [ADVANCED SEARCH](#)

On the customer's home page select **Permits** from the menu options.

- Overview
 - Identification Information
 - Address Information
 - Account Information
- Order History
- Permits**
- Applications
- Notes
- Help & Support

Select **Submit** - located under the heading **Animal Inventory Report**.

PERMITS

Captive Wildlife Application PERMIT # 159-23	ISSUED Issued	ANIMAL INVENTORY REPORT Unsubmitted Submit	<input type="button" value="Print permit"/>
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The **Animal Inventory Report** lists the animals reported at the time of application or the last renewal.

SUBMIT ANIMAL INVENTORY REPORT

Species in possession at the time of application

Please enter the respective amount for each column. If there is no change, enter 0.

SPECIES	STARTING BALANCE	PURCHASED	HATCHED /BORN	PERSONAL USE	DIED	ESCAPED /RELEASED	SOLD	ENDING BALANCE
Badger - 2								2

Do you plan to renew your captive wildlife permit for the next license year?

Yes No

Enter the number of animals purchased, born, etc. Enter zero's if there is no change.

Select **YES** if the customer plans to renew or select **NO** if they do not. Select **NEXT**.

SUBMIT ANIMAL INVENTORY REPORT

Species in possession at the time of application

Please enter the respective amount for each column. If there is no change, enter 0.

SPECIES	STARTING BALANCE	PURCHASED	HATCHED /BORN	PERSONAL USE	DIED	ESCAPED /RELEASED	SOLD	ENDING BALANCE
Badger - 2		0	0	0	1	0	0	1

Do you plan to renew your captive wildlife permit for the next license year?

Yes No

SUBMIT ANIMAL INVENTORY REPORT

Acquired Species

Did you acquire new species during this reporting period?

Yes, enter info Yes, upload file No

Example 1 acquiring species: If the customer did not acquire animals, select **NO**. Select **NEXT**.

Example 2 acquiring species: If the customer acquired animals but you do not have a file to upload, select **“YES, enter info”**. Then select **NEXT**.

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SUBMIT ANIMAL INVENTORY REPORT

Acquired Species

Did you acquire new species during this reporting period?
 Yes, enter info Yes, upload file No

1st Acquired Species

Species in Possession Number Purchased

Seller Name Captive Wildlife No.

Seller's Address Line 1

Seller's Address Line 2 (optional)

Country United States

Zip Code City State

[Add additional species](#)

Fill in the required fields for each species. If more than one species acquired, select **Add additional species**. Select **NEXT**.

SUBMIT ANIMAL INVENTORY REPORT

Acquired Species

Did you acquire new species during this reporting period?
 Yes, enter info Yes, upload file No

File Name
 No file selected

File
No file selected
EXCEL, DOC, or PDF

Example 3 acquired species: If the customer acquired animals and you have a file to upload (customer has provided an electronic copy or you can scan their animal inventory report and upload.) Select **YES, UPLOAD FILE**.

Select **NEXT** after the file has been uploaded.

Animal Inventory Report – Sold Species

SUBMIT ANIMAL INVENTORY REPORT

Sold Species

Did you sell any species during this reporting period?
 Yes, enter info Yes, upload file No

Enter **NO** if the customer has not sold animals.

Select **YES** if they have and fill out the corresponding form.

Select **YES, UPLOAD FILE** if they have provided an electronic copy or you can scan their animal inventory report.

Select Next

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Review the animal inventory numbers and if correct select **submit**, if not select **BACK** and make corrections.

SUBMIT ANIMAL INVENTORY REPORT

Species in possession at the time of application

SPECIES	STARTING BALANCE	PURCHASED	HATCHED /BORN	PERSONAL USE	DIED	ESCAPED /RELEASED	SOLD	ENDING BALANCE
Badger - 2	0	0	0	0	1	0	0	1

Plan to renew captive wildlife permit: Yes

Select **Captive Wildlife Application** from the catalog and complete the sale.

The application/renewal will be sent to a queue for review.

A permit will be mailed once the renewal information has been reviewed and approved.