

**571—15.6 (483A) Paper license sales.** Paper licenses shall be sold only in the event that the electronic licensing system is no longer available.

**15.6(1) *Depository designation.*** The director may designate a retail business establishment, an office of a governmental entity, or a nonprofit corporation as a depository for the sale of hunting and fishing licenses in accordance with the provisions of this rule.

**15.6(2) *Application.***

*a.* An application form to act as a depository may be secured by a written or in-person request to the Licensing Section, Department of Natural Resources, Wallace State Office Building, 502 East 9th Street, Des Moines, Iowa 50319-0034. Requests for an application form may be made through department field staff or field officers. The applicant must provide the following information on the form:

(1) The name of the retail business establishment, governmental entity, or nonprofit corporation, and location(s) and telephone numbers.

(2) A general description of the type of retail business establishment, governmental entity, or nonprofit corporation.

(3) The form of ownership if a retail business establishment. If a partnership, the full names and addresses of all partners must be provided. If a corporation, the date and state of incorporation must be provided.

(4) If a governmental entity, the name and title of the responsible official.

(5) If a nonprofit corporation, the date and state of incorporation.

(6) The hours and days open to the public.

(7) The contact information of the person signing the application.

(8) The name, address, and telephone number of three credit references, including the bank used by the retail business establishment, governmental entity, or nonprofit corporation.

*b.* The application form contains a statement by which the applicant agrees to the terms and conditions as set forth in this rule. The application form must be signed by the owner if a sole proprietorship; by a partner if a partnership; by an authorized corporate official if a corporation; or by the elected or appointed official administratively in charge of the governmental entity. The signature must be attested to by a notary public.

**15.6(3) *Security.*** The applicant under this rule must provide security, either a surety bond from an association or corporation whose business is assuring the fidelity of others and which has the authority by law to do business in this state, a collateral assignment of a certificate of deposit, or a letter of credit.

*a. Condition of security.* A surety bond required by this rule shall generally provide that the applicant render a true account of and turn over all moneys, license blanks, and duplicates when requested to do so by the director or an authorized representative and that the applicant comply with all applicable provisions of the application, the Iowa Administrative Code, and the Iowa Code.

*b. Amount of security.* All forms of security required by this rule shall be in the amount of \$5,000 each or a larger amount as jointly agreed to by the department and the depository.

*c. Term of bond.* The bond required by this rule shall run continuously from the date the application is approved.

*d. Termination of bond.* The surety or principal may terminate the bond at any time by sending written notice by certified mail, return receipt requested, to the Director, Department of Natural Resources, Wallace State Office Building, 502 East 9th Street, Des Moines, Iowa 50319-0034. The termination shall become effective 30 days after the receipt of the notice by the director.

*e. Collateral assignment of a certificate of deposit and letters of credit.* Collateral assignments of certificates of deposit and letters of credit shall be subject to the following terms and conditions:

(1) Certificates of deposit shall be assigned, in writing, to the department, and the assignment shall be recorded on the books of the bank issuing the certificate.

(2) Banks issuing these certificates shall waive all rights of setoff or liens which they have or might have against these certificates.

(3) Certificates of deposit shall be automatically renewed unless the director approves, in writing, release of the funds. Letters of credit shall be without reservation and shall remain in effect continuously, or as otherwise agreed to by the director.

(4) The director will release the certificates of deposit or approve the cancellation of a letter of credit upon termination of a license agent agreement if all licenses and moneys have been accounted for satisfactorily or if the depository provides a satisfactory surety bond in lieu thereof.

**15.6(4) *Multiple establishment locations.*** An application and security may be submitted for retail business establishments with multiple locations. For purposes of reporting and for determining the amount of the security, each application will be considered on a case-by-case basis and as mutually agreed upon by the depository and the director.

**15.6(5) *Approval of application and security.*** The director will approve the application upon the receipt of a satisfactory bond, collateral assignment of deposit, or letter of credit and a determination that the credit references are satisfactory. However, the director reserves the right not to approve any application received from a party whose depository agreement has previously been terminated by the department for cause. Upon approval by the director, the department will provide the depository with license blanks, reporting forms, and instructions.

**15.6(6) *Depository reporting standards.*** All depositories shall comply with the following reporting standards:

*a. Monthly reports.* A full and complete monthly sales report, including duplicate copies of the licenses sold and a check or other monetary instrument in the amount due, shall be remitted to the department the following month on a prescheduled due date. A depository that does not provide the monthly report to the department within 10 days after the due date shall be considered seriously delinquent. However, if the depository's office or business is operated on a seasonal basis, a monthly report is not required for any month that the office or business is not open to the public.

*b. Annual report.* An annual report for all sales for the calendar year and all unused license blanks for the year shall be remitted to the department by January 31 of each year. A depository will be considered seriously delinquent if the annual report is not received by February 15. An annual report shall also be submitted at the time a depository agreement is terminated for any reason during the calendar year. This report must be received within 15 days after the director issues or, in the case of a voluntary termination, receives the notice of termination.

**15.6(7) *Accountability.*** The depository shall be fully accountable to the state for all proceeds collected from the sale of licenses. This accountability shall not be diminished by reason of bankruptcy, fire loss, theft loss, or other similar reason.

**15.6(8) *Probation.***

*a.* A depository shall be placed on probation under any of the following circumstances:

(1) The depository is seriously delinquent for the second time during any consecutive six-month period.

(2) The depository fails to correct a serious delinquency within ten days.

(3) A check is returned by the bank due to insufficient funds.

*b.* Notice of probation shall be sent to the depository by certified mail, return receipt requested.

*c.* The probation will be automatically canceled after six months of satisfactory performance by the depository.

**15.6(9) *Termination of depository agreement.*** A depository may terminate the agreement at any time by notifying the director by certified mail, return receipt requested. The termination shall be effective 30 days after the receipt of the notice by the director and after the depository has fully accounted for all moneys and unused license blanks. The director may terminate the depository agreement and require an immediate and full accounting of all moneys and unused license blanks under any of the following circumstances:

*a.* The occurrence of a third serious delinquency during any consecutive six-month period.

- b.* When an insufficient funds check is received by the department, not correcting the deficiency within 10 days after proper notice by the director.
- c.* Failing to correct a serious delinquency within 15 calendar days.
- d.* Knowingly placing a date, other than the correct date, on any license.
- e.* Knowingly selling a resident license to a nonresident or selling a license to a person not qualified for such license.
- f.* Charging more than the statutory writing fee.
- g.* Refusing to sell a license to any individual by reason of creed, sexual orientation, gender identity, religion, pregnancy or public accommodation.
- h.* Canceling a bond, certificate of deposit, or letter of credit or allowing one to expire.
- i.* Failing to make a full and complete monthly sales report and monthly remittance.
- j.* Knowingly making a false entry on any license being sold or knowingly issuing any license to a person to whom issuance of that license is improper.

**15.6(10)** *Forms available from the department.* Copies of the forms required for application, bond, monthly reports, and collateral as assignment may be obtained by written or in-person request to the Licensing Section, Department of Natural Resources, Wallace State Office Building, 502 East 9th Street, Des Moines, Iowa 50319-0034.

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