

Special Commission Permit



Checklist For A Complete Application

(Applications that are incomplete or missing required documents will not be considered.)

To apply for special commission permits, the following items must **postmarked or delivered to the Kentucky Department of Fish and Wildlife Resources by May 1:**

- Special Commission Permit Application Form, 2019 edition** with every section on the application completed. If there is no activity for a section, enter N/A.
- A copy of the organization's **articles of incorporation***.
- A copy of the organization's **bylaws*** that state the purposes of the organization, if the purposes of the organization are not stated in the articles of incorporation. If all the purposes of the organization are stated within the articles of incorporation, the bylaws do not need to be submitted.
- A copy of the federal **Internal Revenue Service determination letter*** establishing the organization's current tax-exempt status, including the applicant's Employer Identification Number (EIN).
- If applicable, a **letter of good standing from the organization's parent organization**, dated within 90 days of the application. The letter must state that the chapter organization is in good standing and is recognized by the parent organization.

* The articles of incorporation, bylaws, and Internal Revenue Service determination letter must all be for the same organization. Affiliated local organizations may qualify independent of their parent organization if they independently meet all the organizational requirements and submit the articles of incorporation, bylaws (if applicable), and Internal Revenue Service determination letter for the affiliated organization. Affiliated organizations applying under their parent organization's EIN must provide copies of the parent organizations articles of incorporation, bylaws (if applicable), and Internal Revenue Service determination letter. Multiple affiliated organizations may apply utilizing a parent organization's EIN number, but a maximum of one permit of each type may be awarded under a parent organization's EIN.