



TOURISM, ARTS AND HERITAGE CABINET KENTUCKY DEPARTMENT OF FISH & WILDLIFE RESOURCES

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Special Commission Permits

Overview

The Kentucky Fish and Wildlife Commission (board of the Kentucky Department of Fish and Wildlife Resources) is authorized to issue special permits to incorporated nonprofit wildlife conservation organizations, to raise funds for projects that promote fish or wildlife conservation. The Commission may issue up to 10 “special permits” per year for each of turkey, deer, elk, and waterfowl at its discretion. Nonprofit wildlife conservation organizations may apply for these permits. To qualify as a “wildlife conservation organization” an entity must have a purpose as stated in its Articles or Bylaws to conserve and enhance fish and wildlife resources to provide opportunities for hunting, fishing, trapping, wildlife education, habitat enhancement or related activities. The applicant must hold status as a nonprofit organization pursuant to 26 U.S.C. Section 501(c)(3), and be incorporated under the laws of this state or any other state. Affiliated regional, state or local chapters of such a parent organization also qualify.

These permits may be auctioned, raffled, or sold to individuals; however, **ALL NET PROCEEDS MUST BE USED FOR WILDLIFE CONSERVATION PROJECTS IN KENTUCKY.** To be considered by the Commission, applications must propose how intended projects “shall conserve and enhance fish and wildlife resources within Kentucky by enhancing habitat or providing opportunities for hunting, fishing, trapping, wildlife education, habitat enhancement, or related activities such as shooting sports, hunter and angler education and training, boating, etc.”

To apply for these special permits, an organization must submit a fully completed application form to the Kentucky Fish and Wildlife Commission, care of the department’s address above. All sections on the application must be completed. If not applicable, please insert N/A. In the event that all information and required documentation are not received by the application deadline, the application will not be considered.

In awarding a permit, the Fish and Wildlife Commission shall select permit recipients based on past compliance, history of funds generated, and the information contained within the organization’s application.

A successful applicant must generate proceeds through the sale of any permits awarded and use the proceeds only for the project listed in the application. In addition, the successful applicant must provide the Department of Fish and Wildlife Resources with the following information for the hunter to whom the permit shall be issued:

1. Name;
2. Address;
3. Date of birth;
4. A copy of the hunter's valid Kentucky hunting license; and
5. For waterfowl, the requested location, and date of the hunt.

The hunter information listed above must be submitted by the applicable deadline below or no permit shall be issued. The deadlines for submitting hunter information are the following dates during the license year for which the permit is valid:

- March 1 for turkey permits.
- August 1 for elk permits;
- August 1 for deer permits; and
- September 1 for waterfowl permits.

Successful applicants must also submit, by May 1 of the following year and May 1 each subsequent year until all funds are expended or remitted to the department, a report with this information:

1. A financial statement which includes:
 - Total funds raised;
 - A detailed list of expenditures directly attributable to the sale of the permit;
 - The net profit;
 - A detailed list of expenditures attributable to the conservation project with receipts attached; and
 - The balance of funds remaining.
2. A detailed summary of the conservation project; and
3. A summary of the project's impact in regards to the goals stated in the application.

The completed application and accompanying documents must be postmarked or delivered to the Department no later than **May 1** of the year of application.

Please send all applications, along with required documentation and reports for previously awarded permits, to the address on this letterhead and write, "Attention: Special Commission Permits" on the envelope.

If you have any questions regarding these permits, please contact Steven Fields at (502) 892-4578 or Beth Frazee at (502) 892-4507.

Thank you for your interest in this program and for your efforts on behalf of Kentucky's wildlife.