

Duplicate Carcass Tag

Instructions



2022-2023

Important Information

- ❖ License vendors can issue duplicate tags for any big game or turkey license that has been previously purchased, including Big Game Draw licenses.
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- ❖ Customers who are successful in the Big Game Draw and did not select the e-tag option will receive a carcass tag by mail.
 - ❖ Customers who purchase big game or turkey licenses online or by telephone will be mailed their carcass tag within 14 days of the purchase.
 - ❖ Anytime a customer obtains a duplicate carcass tag, it will invalidate their prior carcass tag for that species.
 - ❖ A \$6.00 duplicate carcass tag fee will be charged when a duplicate carcass tag is obtained.
 - ❖ A reprint of the license is required after a duplicate carcass tag is issued.
 - ❖ A duplicate carcass tag can not be reissued as an E-Tag.

Issue/Reissue

Customer : BEAU N. ARROW CIN : 01041983-EFQ Shopping Cart (0) Customer Home View Customer Edit Customer

VLS LICENSE YEAR 2022 Original Reprint Void	PRIVATE LAND ELK / PRONGHORN Original Reprint Void	CARCASS TAGS Tag History Issue/Reissue E-Tag Instructions
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On the Customer Home Screen under the Carcass Tags section, select Issue/Reissue.

Customer : BEAU N. ARROW CIN : 01041983-EFQ Shopping Cart (0) Customer Home View Customer Edit Customer

CUSTOMER CARCASS TAGS

TAGS

	Tag Number	Year	Species	Hunt Code	License Number
Reissue	22-661017	2022	Elk	ELK-3-806	1672642

Select Issue or Reissue for the species the customer is requesting a duplicate carcass tag for.

Note: The “Issue” status is an indicator a carcass tag has not been issued. The duplicate license/tag fee will not be charged.

The “Reissue” status is an indicator a carcass tag has been issued. The duplicate license/tag fee will be charged.

Shopping Cart

Customer : BEAU N. ARROW CIN : 01041983-EFQ **Shopping Cart** (2) [Customer Home](#) [View Customer](#) [Edit Customer](#)

Order has been added to the cart.

VLS LICENSE YEAR 2022	PRIVATE LAND ELK / PRONGHORN	CARCASS TAGS
Original Reprint Void	Original Reprint Void	Tag History Issue/Reissue E-Tag Instructions

The order will be added to the green Shopping Cart located at the top of the screen.

Customer : BEAU N. ARROW CIN : 01041983-EFQ **Shopping Cart** (2) [Customer Home](#) [View Customer](#) [Edit Customer](#)

SHOPPING CART

SHOPPING CART

VLS Orders

Type	Items	Total	
ISSUE / REISSUE	Duplicate License Fee, Vendor Fee	\$7.00	Clear Cart

Over The Counter Hunt Applications

Type	Hunt	Fees	
Private-Land - ISSUE / REISSUE	ELK-3-806	\$0.00	Delete

Total: \$7.00

[Checkout](#) [Back](#) [Clear Cart](#) [Remove Vendor Fee](#)

Select the Shopping Cart and you will notice a combined total for the Duplicate License Fee & Vendor Fee.

Select Checkout to proceed with the sale.

Checkout

CHECKOUT

PURCHASE SUMMARY

You will be charged **\$7.00** when you submit this form.
All sales are final. Thank you.

TERMS OF AGREEMENT

- By applying for or purchasing a license, you acknowledge that you are subject to all New Mexico Department of Game and Fish laws, as set forth in Chapter 17 NMSA 1978 (New Mexico Statutes Annotated), Title 19 NMAC (New Mexico Administrative Code), and the New Mexico Game and Fish Rules and Information booklets, available online at www.wildlife.state.nm.us. You certify that the information provided is true and correct and that you are eligible to apply for, or purchase a license. As part of the terms of this Agreement, you grant consent to the Department of Game and Fish to charge your credit card for full license fees and non-refundable application fees.

By checking this box I acknowledge I have read and agree to the Terms of Agreement

CUSTOMER RESIDENCY STATUS

- Your current residency status is - **RESIDENT**.
- To qualify as a resident, you must: 1) have lived in NM for at least 90 days immediately preceding the date of license application or purchase; and 2) not claim residency elsewhere for any purpose. For more information and exceptions, please see residency requirements and information on page 10 of the Hunting Rules and Information booklet.

By checking this box I confirm my Residency Status is accurate and CORRECT.

How would you like to make a payment? Cash Credit Card

Electronic check payments are no longer accepted. We apologize for any inconvenience.

CASH PAYMENT INFORMATION

A cash Record Payment will be created for the Payment Amount when you press the continue button.

Check the box once the customer acknowledges and agrees to the Terms of Agreement.

Check the box to confirm the Residency Status is accurate and correct.

Once both boxes are checked the payment options will appear.

Select a payment option and Continue to process the sale.


Once the sale is processed the system will prompt you to issue a duplicate carcass tag.

Vend Hunt Tags To Customer

VEND HUNT TAGS TO BEAU N. ARROW

ELK TAG 1 OF 1

ENTER THE CONTROL NUMBER PRINTED VERTICALLY AT THE UPPER LEFT CORNER OF THE TAG.



VERIFY THE CONTROL NUMBER DISPLAYED MATCHES THE TAG ON NEXT PAGE.

ENTER CONTROL NUMBER

Control Number:

Continue Elk Tag 1 of 1

This process must be completed prior to printing any big game/turkey license, or duplicate carcass tag.

Enter the control number that is printed on the left side of the carcass tag and select Continue Tag 1 of 1.

Control Number: 322302

ATTENTION VENDOR:

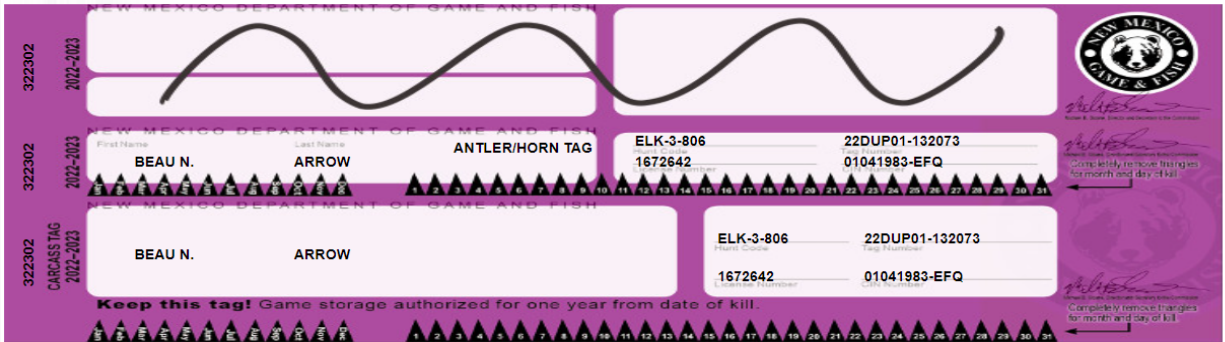
PLEASE WRITE THE INFORMATION DISPLAYED IN ALL TAG FIELDS CLEARLY. YOU MUST COMPLETE THE ANTLER/HORN TAG PORTION AS WELL AS THE CARCASS TAG PORTION— EVEN FOR NON-ANTLERED/HORNED SPECIES.

USE THE PROVIDED SHARPIE AND PRINT ALL INFORMATION DISPLAYED LEGIBLY -- DO NOT WRITE IN CURSIVE.

MAKE SURE THE CONTROL NUMBER DISPLAYED MATCHES THE NUMBER ON THE TAG.

DO NOT DISCARD ANY TAGS IF YOU MAKE A MISTAKE AND HAVE TO REISSUE!

PRINT OR REPRINT THE LICENSE AND VERIFY THAT THE TAG NUMBER MATCHES. ISSUE THE CUSTOMER THE LICENSE AND TAG(S) TOGETHER.



Elk Tag Completed 1 of 1

If the handwritten tag looks exactly like the image above, click to proceed to Print License.

Entered Wrong Control Number

Click to go back and re-enter a different control number. No information is recorded in the system.

Unusable-Not Issued

DO NOT DISCARD! If the handwritten tag cannot be issued to the customer for any reason, this button marks control number as Unusable in the system. You may enter a different control number to re-write the tag.

Verify the control number on screen matches, if it does not, then select Entered Wrong Control Number to go back and correct it.

Using a Sharpie pen; clearly write the information as it appears on the screen in the appropriate fields on the carcass tag. Do not write in cursive.

License vendors will be required to cross out the top section and potentially the middle section of the carcass tag, as shown.

When finished, the carcass tag should look exactly like what's on the screen.

Select Tag Completed 1 of 1, if the carcass tag looks acceptable.

If there's a mistake, the carcass tag is damaged or for any reason the carcass tag can't be issued, Select Unusable-Not Issued. Do not discard the carcass tag!!!

Return all unusable carcass tags postmarked by the 10th of the following month to the Department at 1 Wildlife Way Santa Fe, NM 87507.

Note: Only one control number will need to be entered if the order includes a spring turkey or cougar license. The middle section of the carcass tag will be used to tag a second spring turkey or cougar.

Order Successfully Processed

Customer : BEAU N. ARROW CIN : 01041983-EFQ Shopping Cart (0) Customer Home View Customer Edit Customer

ORDER HAS BEEN SUCCESSFULLY PROCESSED

VENDOR: Please remind the customer - Licenses must be printed and carried when hunting, fishing or trapping. A carcass tag is also required in conjunction with any big-game or turkey license. If the E-Tag option is chosen, no physical license or tag is required.

[Print License](#) [Print Receipt](#) [Done](#)

Once the sale is completed and the carcass tag is issued, select Print License to print the license. The license must be printed every time a duplicate carcass tag is issued.

Select the Order Complete tab and select Print Receipt to print the receipt.

Select the Home tab at the upper left side of the screen to exit the customer's account.

Note: Customers may login to their DGF account to reprint their big game/turkey licenses and receipts at

<https://onlinesales.wildlife.state.nm.us/>