



EPLUS SECONDARY ZONE

Initial Application and Agreement

April 1, 2023 – March 31, 2024



The Elk Private Lands Use System (EPLUS) was created in recognition of the important benefits that private lands make to elk populations and hunting opportunities in New Mexico. Through EPLUS the Mexico Department of Game and Fish distributes a portion of the State's elk hunting opportunity to qualifying private landowners. EPLUS is authorized and regulated by:

- Chapter 17 – Game and Fish and Outdoor Recreation: 17-1-14, 17-1-26, and 17-3-14.1 NMSA 1978
- Title 19 – Natural Resources and Wildlife: 19.30.5 NMAC

APPLICATION INSTRUCTIONS AND IMPORTANT INFORMATION

1. Before you complete this application, please visit the Department's website at www.wildlife.state.nm.us to confirm your ranch is within the Secondary Zone by using our interactive Elk Management Zone Map.
2. If your ranch splits multiple elk management zones you need to complete a separate application for the acreage in each zone.
3. Decide who will be the Authorized Ranch Contact (ARC) for the ranch. This person will be responsible for managing the EPLUS account. See the Assignment of Authorized Ranch Contact form for more information.
4. The ARC will need to fill out this application and submit all applicable ownership records listed on the Required Documentation page. Incomplete submittals will slow down the review process and can result in the application being rejected.
5. The ARC will need to obtain a personal Customer ID Number (CIN) by creating an account on the Department's website at <https://onlinesales.wildlife.state.nm.us/>. If you already have a CIN then you do not need to create another account.
6. There is no application deadline for properties in the Secondary Zone. Secondary Zone applications are generally processed within 10 business days after they are received.
7. This application and agreement will not become effective until the Department has issued a ranch code.
8. The ranch code is used to purchase over-the-counter Secondary Zone private-land elk licenses.
9. All hunters must have written permission from the landowner or ARC to legally hunt on the ranch. A ranch code does not serve as written permission.

AUTHORIZED RANCH CONTACT INFORMATION (see page 3 for more information):

Name (first, m, last):		
Mailing Address:		
City:	State:	Zip:
Primary Phone:	Alternate Phone:	
Customer ID Number (CIN):	Email:	

RANCH INFORMATION

Ranch Name:	Deeded Private Acres*:
Nearest Town or City:	Game Management Unit:

* Number of acres listed on the property tax records from the county. DO NOT include public lease acres (e.g. USFS, BLM or SLO).

For Department Use Only	Date Received:
Game Management Unit _____	Ranch # _____

For more information, please visit our website at www.wildlife.state.nm.us. If you need help completing this application, call toll-free 1-888-248-6866. Hours: Monday through Friday 8 AM – 5 PM

REQUIRED DOCUMENTATION

The following documentation and proof of ownership is required to be submitted with this application. All copies must be clear, legible, and identical to the original document. Incomplete or illegible applications will be rejected.

1. Current Recorded Deed(s) detailing legal descriptions and acreages for the property.
 2. Most recent property tax records from the county that account for all property included in the application.
 3. **A property location and boundary map**
 - The ranch location map should provide a general reference for where the property is located in relationship to nearby towns, landmarks, roads, etc. It should also indicate the section, township, and range if it is not provided in the boundary map.
 - The boundary map needs to show the official property boundaries, such as a parcel map from the county or a survey plat.
 - Public leased lands are not eligible for enrollment, please do not include them in the boundary map.
 4. **Assignment of Authorized Ranch Contact form (page 3)**
 - Complete this form if there is more than one name listed on the deed, if the property is in a trust, LLC, or other co-ownership entity or if the landowner/s is assigning someone else as the ARC other than themselves.
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MAIL OR EMAIL APPLICATION PACKET TO:

EPLUS Manager
NM Dept. of Game and Fish – WMD
1 Wildlife Way
Santa Fe NM 87507
DGF-EPLUS@dgf.nm.gov

APPLICATION AGREEMENT:

- I am the legal owner or have been assigned by the legal owner/s as Authorized Ranch Contact to handle this sign-up;
- I attest that the ranch information provided with this application is true and correct;
- I confirm that this entire ranch is within the Secondary Zone;
- I understand over-the-counter Secondary Zone private-land elk licenses are ranch-only and transferrable to other private lands in the Secondary Zone within the same GMU with written landowner permission.
- I understand that hunters must have written permission in addition to a private-land elk license to be legal.
- All licenses purchased for the Secondary Zone follow the established hunt structure as described in 19.31.14 NMAC and reflected in the current Rules and Information Booklet.

Note: *The sale of ranch codes or access may result in a Gross Receipts Tax liability. Contact a qualified tax professional if you have questions.*

Signature: _____ Date: _____

**EPLUS Assignment of Authorized Ranch Contact Form**

IMPORTANT: All EPLUS ranches are required to name one individual as the **Authorized Ranch Contact (ARC)**. The ARC is the person designated in writing by the landowner(s) to act as the liaison between the ranch and the NM Department of Game and Fish (Department). He or she is responsible for acting in the landowner(s) best interest and has the authority to sign EPLUS agreements and receive private-land elk authorizations. He or she is also responsible for reporting acreage changes and handling any review processes (19.30.5.12 NMAC) with the Department. The Authorized Ranch Contact may be one of the landowners or someone else designated by the landowners.

All persons (landowners) listed on the recorded deed(s) must complete this form and designate the same individual as the Authorized Ranch Contact. *Only one person may act as the Authorized Ranch Contact for the ranch.* A separate form must be completed by each person listed on the recorded deed(s). Please make copies of this form as needed. Please note that the form must be signed and notarized.

Please type or print

List all GMU-Ranch Numbers that this assignment of ARC affects: _____ **OR**

☐ Check this box if this ARC form is for a new sign-up

I _____ (print full name of LANDOWNER) have read the Initial EPLUS Agreement and the Private Land Elk License Allocation rule (19.30.5 NMAC) and understand my legal responsibilities and obligations for participation and agree to participate in the EPLUS. A copy of the EPLUS Agreement and the Private Land Elk License Allocation rule may be viewed online at <http://www.wildlife.state.nm.us> or received by calling 1-888-248-6866.

I attest that I understand the definition for 'Authorized Ranch Contact', as defined above, and agree that the individual I am designating as the Authorized Ranch Contact, below, may act on behalf of the ranch for EPLUS until I rescind their authority in writing prior to authorization statements being issued.

LANDOWNER Contact Information (all fields are required)

1. Name (first, m, last):		
2a. Mailing Address:		
2b. City:	2c. State:	2d. Zip:
3a. Phone:	3b. Alternate Phone:	
4. Email:		

Please select the one ownership option below that best describes your relationship with the ranch.

Check the box below that best describes who will be the ARC of your property **if you are the sole owner:**

5a ☐ I am the **sole owner** on the deed(s) for this property and I will be the acting ARC.

5b ☐ I am **sole owner** on the deed(s) for this property. I am assigning the individual below as the ARC.

Check the box below that best describes who will be the ARC of your property **if you are one of the co-owners:**

6a ☐ I am a **co-owner** on the deed(s) for this property and I will be the acting ARC.

6b ☐ I am a **co-owner** on the deed(s) for this property. I am assigning the individual below as the ARC.

Check the box below that best describes who will be the ARC of your property **if it is in a trust or business entity which you represent:**

7a ☐ I am the documented representative for the **trust or business entity** that owns this property and I will be the acting ARC.

7b ☐ I am the documented representative for the **trust or business entity** that owns this property. I am assigning the individual below as the ARC

I hereby designate the following individual as the ARC for the ranch:

AUTHORIZED RANCH CONTACT Information (all fields are required)

8. Name (first, m, last):		
9a. Mailing Address:		
9b. City:	9c. State:	9d. Zip:
10a. Primary Phone:	10b. Alternate Phone:	
10c. Landowner List Phone:	11. Email	

X _____
SIGNATURE OF LANDOWNER

DATE:

Subscribed and sworn to before me in my presence

Public Notary Signature
[Seal]

Date