



EPLUS SECONDARY ZONE

Initial Application and Agreement

April 1, 2024 – March 31, 2025



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: _____



New Mexico Department of Game and Fish

EPLUS Assignment of Authorized Ranch Contact Form



(This is not an application for EPLUS)

PURPOSE OF FORM AND IMPORTANT INFORMATION

Landowners complete this form to designate one individual as the Authorized Ranch Contact (ARC) for your EPLUS ranch. The ARC will act as the liaison between the ranch and the New Mexico Department of Game and Fish (Department). This form is used to designate an initial ARC for a new EPLUS application or to change the ARC for an existing ranch.

Only one person may act as the ARC for a ranch. All landowners listed on the current recorded deed(s) must designate the same individual as the ARC. A separate form must be completed by each landowner. The Department will not accept the form unless signed and notarized.

RANCH INFORMATION

Select the Box that Describes the Reason for Completing this Form

- New Ranch or New Ownership** (must submit new EPLUS application with this form to establish new ranch account)
- Existing Ranch** (changing ARC for established ranch account/s). List GMU-Ranch Number/s for change: _____

Select the Box that Best Describes the Type of Property Ownership

Note: New Mexico is a community property state. All married persons must include ARC forms from their spouse, including sole ownership.

- Sole Ownership
- Joint Tenancy or Tenancy in Common
- Corporation, Partnership, LLC, Trust or Other Legal Non-Individual Entity

LANDOWNER INFORMATION

Landowners must complete this section with their own personal contact information. You will use the ARC Information section to assign the ARC.

- My name and/or spouse is on the deed **OR**
- I am signing for a non-individual entity (name): _____ Title: _____
If you are signing for a non-individual entity you will need to provide legal documents that show you are authorized to sign on behalf of the entity, if not on file.

My Name (first & last): _____ Address: _____
 City: _____ State: _____ Zip: _____ Email: _____
 Phone: _____ Alternate Phone: _____

AUTHORIZED RANCH CONTACT INFORMATION

I am designating the following individual as the ARC for the ranch

ARC Name (first & last): _____ Address: _____
 City: _____ State: _____ Zip: _____ Email: _____
 Phone: _____ Alternate Phone: _____ Customer ID Number (CIN): _____

Landowner Terms of Agreement

I understand my responsibility for participating in EPLUS as stated in the Private Land Elk License Allocation rule (19.30.5 NMAC). I agree that the person I am designating as ARC may act on my behalf for the ranch. I understand that this form will remain in effect until I rescind it in writing. I understand that the Department will not change the ARC for the current license year after authorizations or ranch codes are issued.

X: _____ **Date:** _____

LANDOWNER SIGNATURE

Mail to: New Mexico Department of Game and Fish,
 EPLUS Program, 1 Wildlife Way, Santa Fe, NM 87507. **OR**
Email to: dgf-eplus@dgf.nm.gov

Subscribed and sworn to before me in my presence	
Public Notary Signature [Seal]	Date