

# PROPOSED ADMINISTRATIVE RULE CHANGES – ELECTRONIC LICENSING SYSTEM (ELS)

## EXHIBIT B

Hearing: September 14, 2018

Meeting: Oregon Department of Fish and  
Wildlife Commission Meeting

Location: Bandon, Oregon

- ▶ Transition from Paper to Electronic – Cost Savings – overall exceeds \$1 million/year
- ▶ Reduction in need to go to ODFW offices – Increased Customer Convenience
- ▶ Consolidation of Rules/Reorganized, renumbered and references added for ease of use
- ▶ Changes to facilitate new electronic licensing system (ELS) – Cost Savings, Increased Customer Convenience, Real Time Data, Reduction in Errors

## BACKGROUND

- Licensing Improvement Project – Spring/Summer 2017
- RFP – Fall/Winter 2017
- Contract Executed – May 2018
- ELS Implementation – Phase 1 – 12/1/18
- ELS Implementation – Phase 2 – 3/1/19

- ▶ Movement of the following three rules to Division 010, Licensing because subject matter is more relevant to licensing:
  - ▶ 635-001-0050 License Refunds
  - ▶ 635-001-0055 License Exchanges
  - ▶ 635-001-0060 Tribal I.D. in Lieu of Licenses

OAR 635, DIVISION 001, ADMINISTRATION

- ▶ Title: Title changed from License Agents to Licensing to better reflect content, which is not just focused on Agents
- ▶ 635-010-0000 Purpose: New – overarching language, includes ability to show an electronic license in lieu of paper
- ▶ 635-010-0004 Definitions:
  - ▶ New: “Attest”, “Electronic Licensing System”, “License”, “ODFW ID Number”, “Privilege”
  - ▶ Deleted: “Mail Order Application”
- ▶ 635-010-0006 Eligibility: Application Requirements: Moved to 635-010-0162
- ▶ 635-010-0007 Computerized Licensing System Agents: Sections (1) and (4) moved to 635-010-0008. Balance of sections deleted – not needed, pricing in statute.

## OAR 635, DIVISION 010, LICENSING

- ▶ 635-010-0008 Electronic Licensing Systems: New
  - ▶ Identifies electronic system as system of record – hard copies for convenience
  - ▶ Requires email address and indicates this will be primary form of contact
  - ▶ Requires agents to use licensing system, except for prepaids
- ▶ 635-010-0009 Document Pricing: New – References where pricing can be found in statute, rule and regulations
- ▶ 635-010-0010 Types of Documents Sold by Agent: Moved to 635-010-0180

OAR 635, DIVISION 010, LICENSING  
(CONTINUED)

- ▶ 635-010-0012 Service Fees: Modified – clarifies shipping and handling fee of \$2.00 is for
  - ▶ Items requested to be provided by mail
  - ▶ Department assistance when customer could complete
  - ▶ Reprinting of hard copy tags
- ▶ 635-010-0015 Issuing Documents: Modified to
  - ▶ Remove address and website references
  - ▶ Remove mail order references
  - ▶ Provide for online attestation of residency, including military, senior and foreign exchange student licenses

OAR 635, DIVISION 010, LICENSING  
(CONTINUED)

- ▶ 635-010-0017 Document Expiration Dates: Modified – Inserted “by law” to clarify a change in license expiration dates requires a change in law
- ▶ 635-010-0019 License and Tag Exchanges:
  - ▶ Consolidation of similar language from 635-001-0055, 635-060-0046 and 635-065-0501
  - ▶ Modified to define a “tag issued after the tag sale deadline” fee
  - ▶ License exchanges able to be completed online (not tags)
  - ▶ Facilitates department discretion for application of refund to credit card, deposited electronically or mailed

OAR 635, DIVISION 010, LICENSING  
(CONTINUED)

- ▶ 635-010-0020 Duplicate Documents: Deleted – Most documents, are available for duplication online
- ▶ 635-010-0025 Refund or Exchange of documents: Consolidated into 635-010-0027
- ▶ 635-010-0027 License Refunds – Consolidation of 635-001-0050 and 635-010-0025 – Modifies return of prepaid licenses to limit refunds to within 6 months after license expiration and adds statement that refund requests are not a guarantee of immediate payment
- ▶ 635-010-0031 Cancelled Documents – Deletes text referring to alterations of written documents and requires agents or customers to contact the Department in order to correct errors. Agents may correct if same day.

OAR 635, DIVISION 010, LICENSING  
(CONTINUED)



- ▶ 635-010-0035 Receipts in Lieu of Documents: Consolidated into 635-010-0015
- ▶ 635-010-0060 Agent Account Number: Consolidated into 635-010-0180
- ▶ 635-010-0070 Change in Ownership of Agency; Non-Transferability of Agency: Consolidated into 635-010-0180
- ▶ 635-010-0080 Public Monies: Consolidated into 635-010-0180
- ▶ 635-010-0090 Lost~~[s-of]~~ **Prepaid** Documents [~~and Fees~~]: Modified from the Official Filing: *“An agent is responsible for lost p[P]repaid [Daily Angling] l[L]icense, permit or parking* documents. No refunds will be issued to the agent, **except as indicated in OAR 635-010-0025**. The agent must immediately notify the Department and the local State Police office of any loss.”

OAR 635, DIVISION 010, LICENSING  
(CONTINUED)

- ▶ 635-010-0096 Issuing Combined Angling Harvest Tag to Youth: Modified to clarify angling tag is youth combined tag
- ▶ 635-010-0101 Issuing Combined Angling Harvest Tag to Landowners: Change in OAR number only
- ▶ 635-010-0111: Licensing Provisions Applicable to Members of the Uniformed Services: Modified to permit online attestation. Members must be able to provide information upon request.
- ▶ 635-010-0119: Licensing Provisions Applicable to Foreign Exchange Students: Modified to permit online attestation. Student must provide documentation upon request.

OAR 635, DIVISION 010, LICENSING  
(CONTINUED)

- ▶ 635-010-0125 Supplies: Deleted as supplies no longer supplied by department. Web application runs on any computing device with standard printer.
- ▶ 635-010-0133 Licensing Provisions Applicable to Residents Moving to Another State: Change in OAR number only
- ▶ 635-010-0140 Transfer and Sale of Documents Issued to Prepaid Daily Angling License Agents – Consolidated into 635-010-0180
- ▶ 635-010-0158 Persons with Permanent Disabilities Permit: Modified to clarify 5 year duration and requirement to submit accurate information. Ability for Department to revoke, suspend or decline.

OAR 635, DIVISION 010, LICENSING  
(CONTINUED)

- ▶ 635-010-0162 Agent Eligibility; Application Requirements: Modified to specify “Agent” in title and eliminate reference to point of sale equipment
- ▶ 635-010-0170 Licenses, Tags or Documents Available by Mail Order, Fax or Internet: Deleted – No longer needed
- ▶ 635-010-0180 Agent Operation Requirements: New Section of consolidated information specific to agents from 0010, 0060, 0070, 0080, and 0140
- ▶ 635-010-0190 Inspection: Change in OAR number only
- ▶ 635-010-0200 Tribal I.D. in Lieu of Licenses: Moved from 635-001-0060, updated to reference recognition, rather than issuance.

OAR 635, DIVISION 010, LICENSING  
(CONTINUED)

- ▶ 635-011-0104 Licenses, Tags, and Permits: Modified as follows:
  - ▶ Clarifies that in order to purchase Hatchery Salmon and Steelhead Harvest Tags, existing annual license must be valid and a combined angling harvest tag is required
  - ▶ Permits electronic or paper tagging, with paper copies requested to be returned to ODFW upon expiration

OAR 635, DIVISION 011, SPORT FISHING  
REGULATIONS FOR FISH, SHELLFISH, AND MARINE  
INVERTEBRATES: STATEWIDE ANGLING  
REGULATIONS

QUESTIONS?

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