



## pennsylvania

FISH AND BOAT COMMISSION

Dear Applicant:

Thank you for your interest in becoming a Pennsylvania Fishing License Issuing Agent. Enclosed with this letter you will find the following:

- Application for Fishing License Issuing Agency (must provide an email address)
- Fishing License Issuing Agent Agreement
- Fish Issuing Agent Bond; Surety Bond for a minimum of \$6,000 is required, properly signed, and notarized along with the Power of Attorney

The Pennsylvania Fish and Boat Commission (PFBC) has partnered with Tyler Technologies to operate HuntFishPA, the Automated Licenses Service for the state. This new system requires issuing agents to use an automated Point of Sale (POS) system for the sale and printing of fishing licenses. The Commission will provide one set of Web-Based PC equipment for you to accompany your PC. You must provide a PC that meets the standards as stated in the Equipment Selection form.

The new Agent Handbook for Issuing Pennsylvania Fishing Licenses and Permits is located at [www.fishandboat.com/images/admin/lars/agents/agent\\_handbook\\_fish.pdf](http://www.fishandboat.com/images/admin/lars/agents/agent_handbook_fish.pdf) for your review prior to signing the above documents. Upon completion, the application, agent agreement, bond document(s) and application fee should be submitted to the address provided above. The application fee is a \$250.00 nonrefundable remittance, payable to PFBC.

The following criteria will be used to evaluate applicants:

1. Number of agents and their locations in relation to the population of the area.
2. Geographic location.
3. Nature of your business – Fishing licenses are generally sold in stores that also sell fishing equipment.
4. Business hours – Your business should have weekend and/or evening hours.
5. Public access – Available parking, accessible location, etc.
6. Representation of the Commission – Appearance of facilities, providing the public with full fishing license service throughout the license sales period, etc.
7. Accuracy of your business registration information on file with the Pennsylvania Department of State, Bureau of Corporations and Charitable Organizations at <https://www.corporations.pa.gov/>

Upon receipt, your application materials will be thoroughly reviewed, and you will be notified in writing regarding the results. This process may take 8-10 weeks from the time all completed documents have been received, so please allow adequate time if applying for the upcoming Trout Season.

Sincerely,

A handwritten signature in blue ink, appearing to read "Tigh Savercool".

Tigh Savercool, Chief  
Division of Licensing and Registration