



IOWA DEPARTMENT OF NATURAL RESOURCES

Law Enforcement Bureau Residency

502 East 9th Street, Des Moines, IA 50319-0034

(515) 725-8200 www.iowadnr.gov fax- (515) 725-8201



CHANGE OF RESIDENCY REQUEST FORM
IN ORDER TO ACQUIRE RESIDENT LICENSES AND PRIVILEGES

SECTION 1: CUSTOMER INFORMATION

Legal Name: _____ Phone #: _____

Address (No PO Box): _____

City/State/Zip: _____

Email Address: _____ Birth Date: _____

Driver's License or ID #: _____ DNR # (if known): _____

RESIDENCY QUALIFICATIONS

To qualify as a resident for the purposes of acquiring resident licenses and privileges issued by the Iowa Department of Natural Resources, you must physically reside in Iowa as your primary domicile for at least 90 consecutive days immediately before purchasing a resident privilege. Iowa must be the only place you have a true and fixed residence. Additionally, you cannot claim residency, nor hold resident privileges in another state or country. You must have an Iowa Driver's license or state-issued ID in addition to 90-day residency (Go to Section 2).

OR

You may qualify for Iowa resident as a full-time student at an accredited educational institution in Iowa, if you reside in Iowa while attending the educational institution (Go to Section 3).

SECTION 2: PLEASE ANSWER THE FOLLOWING QUESTIONS AND SUBMIT THE REQUESTED DOCUMENTATION

- 1. What date did you move to Iowa? _____
2. Are you renting or did you purchase a home? [] Rent [] Own [] Other
3. If you own your home, have you filed for homestead tax exemption? [] Yes [] No
4. Did you file an Iowa resident state income tax return for the last year? [] Yes [] No
5. Please submit a copy of all the documents requested below. Please note that the processing of your application may be delayed if you do not submit all of the requested documentation. The Iowa DNR reserves the right to request additional documentation not listed if there is question on your residency status.

- [] PAY STUB- A copy of a recent paystub or source of income that shows you have been paying Iowa income tax for 90 days.
[] BILL IN YOUR NAME- A copy of one of the following: a utility bill that shows you have been at your residence for 90 days, a cell phone bill, or other mail addressed to you at your current address that is not junk mail.
[] HOUSING DOCUMENTATION- A copy of one of the following: your home purchase agreement, homestead tax exemption form, lease agreement, or a signed statement from the property owner from whom you rent or live with that includes your name, address, and move in date.
[] VEHICLE REGISTRATION(S): A copy of vehicle registration(s) for vehicles you own/drive.
[] COPY OF YOUR DRIVER'S LICENSE

If you are unable to submit a document for each category above, please explain on the reverse side of this application.

(Go to Section 4)

SECTION 3: DOCUMENTATION NEEDS (STUDENTS ONLY)

1. Please submit a copy of your student identification card issued to you by an accredited education institution in the state of Iowa.
2. Please provide a copy of your current course schedule showing your full-time student status.
3. Please submit a copy of your out of state driver’s license. The address on your out of state driver’s license is the address that will be used on your customer record.

(Go to Section 4)

SECTION 4: APPLICANT ACKNOWLEDGEMENT

You MUST INITIAL next to each of the following statements as acknowledgement of your understanding:

- _____ I swear and affirm that the information I have provided on and with this form is true and accurate. I understand I may be asked for additional information if necessary. **I understand that providing false information on this application is prohibited by Iowa Code sections 483.26 and 714.8(4) and that I may be subject to fines, imprisonment and license revocation for the violation of these laws.**
- _____ I understand that resident status changes may only be made during normal business hours. I understand that my application will not be processed over-the-counter at a DNR office location and that a minimum of 1 week may be required for verification purposes. Upon the Department’s actions regarding residency status, I will be contacted by the DNR via email or phone, based on the information I provided in Section 1.

To process your license request, please provide your completed application (*signed, initialed and dated*) and all of the documentation as outlined above by mail, fax (515-725-8201) or email. If you choose to email your application, please remove your social security number from any documents. Emailed applications can be sent to webmaster@dnr.iowa.gov Thank you.

Applicant Signature

Date

Explanations for missing documentation:

*Iowa Code 483A1A(9) and Iowa Administrative Code 15.2 state: A person shall submit documentation to establish the person’s principal and primary residence or domicile to the department or its designee upon request. The department or its designee shall keep confidential any document received pursuant to such a request if the document is required to be kept confidential by state or federal law. The Iowa Department of Natural Resources is required to collect social security numbers from all persons obtaining a hunting, fishing or other recreation license under section 252J.8 of the Code of Iowa and 42 US Code 666 (a)(13). Your social security number will serve as your principal identification number to determine your eligibility for license. It will be provided to law enforcement agencies and the Iowa Child Support Collection Unity to establish, modify, and enforce child support obligations and to collect liabilities owed to the state or a state agency. It **WILL NOT** appear on your license.*