

Instructions for Landowner/Tenant Registration

All landowners, tenants and their eligible family members must register with DNR before obtaining landowner/tenant deer or turkey hunting licenses. The ELSI license system will not issue these licenses until you are registered. You will be able to obtain all deer and turkey hunting licenses for which you are eligible with one registration.

1. Before registering, verify your eligibility for landowner/tenant licenses by reviewing the residency and license eligibility requirements listed below:

IOWA RESIDENCY

To register as a landowner or a tenant, you must be a resident of Iowa. If you do not meet at least one of the following criteria, you are not eligible to register for, or obtain, landowner/tenant licenses.

1. Have legally obtained Iowa driver's license or Iowa non-operator's identification card and have physically resided in Iowa at least 90 consecutive days immediately before applying for or purchasing a resident license. A person is not considered a resident under this paragraph if the person is residing in the state only for a special or temporary purpose including but not limited to engaging in hunting, fishing or trapping.
2. Are a full-time student at an educational institution located in Iowa and reside in Iowa while attending the educational institution, or are a full-time student under 25 years of age at an accredited educational institution outside the state as long as at least one parent or legal guardian maintains a primary residence in Iowa.
3. Are a nonresident under 18 years of age whose parent is a resident of Iowa.
4. Are a member of the armed forces of the United States serving on active duty, and: (a) is stationed in Iowa or (b) is stationed outside of Iowa, claims residency in Iowa, and has filed an Iowa income tax return for the preceding tax year.

If you qualify under "1" or "2" above, you may not register for, or obtain, landowner/tenant licenses if you have done any of the following:

- Have a currently valid resident hunting, fishing, trapping or other recreational license issued in another state or country
- Have a currently valid driver's license issued in another state or country
- Are legally registered to vote in another state or country
- Claim a homestead or other state tax exemption in another state or country
- Are receiving public assistance in another state or country
- This is not a complete list. Other privileges claimed as a resident of another state or country may also be disqualifying.

WHO IS ELIGIBLE FOR LANDOWNER/TENANT LICENSES?

Landowner/Tenant licenses are valid only on the farm unit of the owner or tenant. The qualifying landowner or tenant does not have to reside on the farm, but must qualify under the following definitions:

"Farm unit" means all parcels of land that are in tracts of 2 or more contiguous acres that are operated as a unit for agricultural purposes and are under the lawful control of the landowner or tenant. Parcels of land in a farm unit need not be contiguous, but all will be considered part of a single farm unit regardless of how those parcels are subdivided for agricultural or business purposes.

"Family member" means a resident of Iowa who is the spouse or child of the owner or tenant and who resides with the owner or tenant. A "child" must be under 18 years old, or may be 18 or 19 if still in high school or enrolled in a high school equivalency degree (i.e. G.E.D.) program.

"Owner" means an owner of a farm unit who is a resident of Iowa and who is one of the following:

- A. Is the sole operator of the farm unit.
- B. Makes all farm operating decisions but contracts for custom farming or hires labor for all or part of the work on the farm unit.
- C. Participates annually in farm operation decisions or cropping practices on specific fields of the farm unit that are rented to a tenant.
- D. Raises specialty crops on the farm unit including, but not limited to, orchards, nurseries or trees that do not always produce annual income but require annual operating decisions about maintenance or improvement.
- E. Has all or part of the farm unit enrolled in a long-term agricultural land retirement program of the federal government.
- F. Rents the entire farm to an adult child who operates the farm.
- G. An owner DOES NOT mean a person who owns a farm unit and who employs a farm manager or third party to operate the farm unit, or a person who owns a farm unit and who rents the entire farm to a tenant who is responsible for all farm operations (unless the renter is the owner's child).

"Tenant" means a person who is a resident of Iowa and who rents and actively farms agricultural land owned by another person. A member of the owner's family may be a tenant if rent is paid to the owner. Rent includes cash rent and share crop arrangements. A person who works on a farm for a wage and is not a family member as defined above does not qualify as a tenant.

1	Adair
2	Adams
3	Allamakee
4	Appanoose
5	Audubon
6	Benton
7	Black Hawk
8	Boone
9	Bremer
10	Buchanan
11	Buena Vista
12	Butler
13	Calhoun
14	Carroll
15	Cass
16	Cedar
17	Cerro Gordo
18	Cherokee
19	Chickasaw
20	Clarke
21	Clay
22	Clayton
23	Clinton
24	Crawford
25	Dallas
26	Davis
27	Decatur
28	Delaware
29	Des Moines
30	Dickinson
31	Dubuque
32	Emmet
33	Fayette
34	Floyd
35	Franklin
36	Fremont
37	Greene
38	Grundy
39	Guthrie
40	Hamilton
41	Hancock
42	Hardin
43	Harrison
44	Henry
45	Howard
46	Humboldt
47	Ida
48	Iowa
49	Jackson
50	Jasper
51	Jefferson
52	Johnson
53	Jones
54	Keokuk
55	Kossuth
56	Lee
57	Linn
58	Louisa
59	Lucas
60	Lyon
61	Madison
62	Mahaska
63	Marion
64	Marshall
65	Mills
66	Mitchell
67	Monona
68	Monroe
69	Montgomery
70	Muscatine
71	O'Brien
72	Osceola
73	Page
74	Palo Alto
75	Plymouth
76	Pocahontas
77	Polk
78	Pottawattamie
79	Poweshiek
80	Ringgold
81	Sac
82	Scott
83	Shelby
84	Sioux
85	Story
86	Tama
87	Taylor
88	Union
89	Van Buren
90	Wapello
91	Warren
92	Washington
93	Wayne
94	Webster
95	Winneshago
96	Winneshiek
97	Woodbury
98	Worth
99	Wright

2. All individuals who claim eligibility for landowner/tenant licenses must register individually. Group or family registration is not permitted.
3. You may register by internet at www.iowadnr.gov. The internet provides the quickest form of registration, and you may obtain licenses as soon as internet registration is complete.
4. You may complete and mail the registration form immediately, but you will not be able to obtain licenses until your form has been processed by the DNR. Up to 10 business days may be required for processing after the form is received by DNR. If registering by mail, write legibly using a ballpoint pen with blue or black ink, and supply all information that is requested. Incomplete or illegible forms will delay your registration.
- 5a) If you are registering as a landowner, spouse of a landowner, or child of a landowner, select **Box I** and complete ALL of Section "A" and Section "C".
- 5b) If you are registering as a tenant, spouse of a tenant, or child of a tenant, select **Box II** and complete ALL of Section "B" and Section "C".
6. Hints on obtaining information for completing Question 8 in Section "C":

For County #:

Use the table on the left side of these instructions to obtain the 2-digit County Number for your qualifying tract of land.

For District #:

You **must** provide a District Number if your qualifying tract of land is located in one of the following counties: Crawford, Keokuk, Tama, and Union. District Numbers are often listed on property tax statements. If you cannot locate your District Number or have questions regarding your District Number, please contact your County Recorder for assistance.

For Parcel Identification Number:

Each parcel of land in Iowa has an identification number that is used for property tax purposes. The number you record for "Parcel Identification Number" must be for a qualifying tract of land as described on page 1 of the instructions. Parcel Identification Numbers are often listed as "Parcel" or "Parcel ID" on property tax statements. If you cannot locate your Parcel Identification Number (PIN) or have questions regarding your PIN, please contact your County Recorder for assistance.

If you are registering as a landowner, spouse of a landowner, or child of a landowner:

Enter the PIN from only one parcel of qualifying land that is owned by the family. Each member of a landowner family must register on a separate form, but all must use the same PIN.

If you are registering as a tenant, spouse of a tenant, or child of a tenant:

You must request a District Number and PIN for one parcel of qualifying land rented from the landowner whose name, address, and telephone number is recorded on Question 7 in Section "B". Each member of a tenant family must register on a separate form, but all must use the same PIN.

Internet availability of Parcel Identification Numbers and District Numbers:

Online resources can also be used to obtain your Parcel Identification Number and your District Number. Property tax information for all Iowa Counties can be viewed online at www.iowatreasurers.org.

7. Hints on obtaining information for completing Question 9 in Section "C":
List the full legal name as it appears on your tax information. The full legal name on the deed/contract can also be viewed online at www.iowatreasurers.org.
8. Registration forms must be signed and dated by the person registering. Unsigned or undated forms will delay your registration.
9. Up to 10 business days may be required to process your registration form once it has been received by the DNR. After your form has been processed, you will be able to obtain your landowner/tenant licenses at any ELSI licensing agent.
10. Return completed forms to:
Iowa DNR
6200 Park Ave Ste 200
Des Moines, IA 50319-0034

The *Hunting Regulations Booklet* has more details on eligibility for landowner/tenant hunting licenses and on the number and type of licenses that are available. Booklets are available online at www.iowadnr.gov and at license agents.