



STATE OF NEVADA
DEPARTMENT OF WILDLIFE
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MEMORANDUM**Jan. 31, 2018**

To: Nevada Board of Wildlife Commissioners, County Advisory Boards to Manage Wildlife Members, and Interested Publics

From: Chet Van Dellen, Data and Technology Services Division Administrator

Title: **Commission General Regulation 476, Processing Fees, LCB File No. R142-17 – For Possible Action**

Description: The Commission will consider adopting a regulation relating to amending Chapter 502 of the Nevada Administrative Code (NAC). This regulation reduces the current convenience fee of \$2.00 for residents and \$3.50 for nonresidents per item purchased online to a processing fee of \$1.00 per item purchased regardless of residency and method of purchase. This fee change will reduce fees to individual customers while preserving the necessary means of paying the Department’s credit card processing charges. The Commission held a workshop on Jan. 26, 2018, and directed the Department to add the word “non-refundable” to the previously drafted language.

Agenda No: 3

Summary:

The current Nevada Administrative Code (NAC) Chapter 502.118 allows the Department to charge an online convenience fee of \$2 per resident hunt application, \$3.50 per nonresident hunt application, and \$2 for all other transactions. The Department proposes to reduce this fee to \$1 for all customers, regardless of residency, and apply this as a processing fee to all transactions conducted through the Department’s licensing system, regardless of method. This regulation should be adopted as a non-refundable fee, per the January Nevada Board of Wildlife Commission workshop from Jan. 26, 2018.

Brief Explanation of the Proposed Regulation

Proposed revisions to regulations pertaining to fees for applications submitted electronically (NAC 502.118):

- 3a. Eliminate the authority for the Department to charge a fee of \$2 for resident tag or bonus point applications submitted electronically
- 3b. Eliminate the authority for the Department to charge a fee of \$3.50 for nonresident tag or bonus point applications submitted electronically
- 3c. Eliminate the authority for the Department to charge a fee of \$2 for any other application submitted electronically
3. Replace the eliminated fees with the authority for the Department to charge a non-refundable fee of \$1 for processing each license, permit, tag, certificate of ownership, certificate of number, or any other service provided by the Department

Recommendation:

The Department recommends that the Commission adopt the proposed regulation with the following language change:

3. The Department may, in accordance with NRS 353.1465, charge and collect a *non-refundable* fee ~~[-~~
~~(a) Of \$2 for an application for a resident tag or bonus point;~~
~~(b) Of \$3.50 for an application for a nonresident tag or bonus point; and~~
~~(c) Of \$2 for any other application.] of \$1 for processing each [application that is submitted to the Department electronically] ~~for any~~ license, permit, tag, certificate of ownership, certificate of number or any other service provided by the Department.~~

**PROPOSED REGULATION OF THE
BOARD OF WILDLIFE COMMISSIONERS**

LCB File No. R142-17

January 2, 2018

EXPLANATION – Matter in *italics* is new; matter in brackets ~~omitted material~~ is material to be omitted.

AUTHORITY: §1, NRS 501.105 and 501.181.

A REGULATION relating to fees; authorizing the Department of Wildlife to charge and collect a fee of \$1 for processing certain applications; and providing other matters properly relating thereto.

Legislative Counsel’s Digest:

Existing law requires the Board of Wildlife Commissioners to establish policies and adopt regulations necessary to preserve, protect, manage and restore wildlife and its habitat in this State. (NRS 501.105) Existing law also authorizes a state agency, upon approval of the State Board of Finance, to enter into a contract with an issuer of credit cards or debit cards or an operator of a system that provides for the electronic transfer of money to provide for the acceptance of credit cards, debit cards or electronic transfers of money by the state agency for certain payments. If the issuer or operator charges the state agency a fee for each use of a credit card or debit card or for each electronic transfer of money, the state agency may require the cardholder or the person requesting the electronic transfer of money to pay a convenience fee when appropriate and authorized. (NRS 353.1465) Pursuant existing law, the Board has adopted regulations authorizing the Department of Wildlife to charge and collect, for applications that are submitted to the Department electronically, a fee of: (1) \$2 for a resident tag or bonus point; (2) \$3.50 for a nonresident tag or bonus point; and (3) \$2 for any other application. (NAC 502.118) This regulation deletes those fees and instead authorizes the Department to charge and collect a fee of \$1 for processing each application that is submitted to the Department electronically for any license, permit, tag, certificate of ownership, certificate of number or any other service provided by the Department.

Section 1. NAC 502.118 is hereby amended to read as follows:

502.118 1. A payment for any license, permit, tag, certificate of ownership, certificate of number or any other service provided by the Department must be:

(a) Made payable to the Department;

(b) The same method of payment for each transaction;

(c) In the form of:

(1) Cash;

(2) A personal check that is drawn by a drawer who is a resident of this State and that includes on the face of the check the address of the drawer in this State;

(3) If required by the Department, a cashier's check, certified check or money order; or

(4) If an application for the service is submitted electronically, an electronic method of payment that is specified by the Department; and

(d) Paid in United States currency.

2. The Department shall not accept the following forms of payment:

(a) A check or draft that does not comply with subparagraph (2) of paragraph (c) of subsection 1;

(b) A check or draft that is endorsed to a third party; or

(c) A check for a refund that is issued by the Department, if the check is endorsed for payment to the Department.

3. The Department may, in accordance with NRS 353.1465, charge and collect a fee ~~+~~

~~—(a) Of \$2 for an application for a resident tag or bonus point;~~

~~—(b) Of \$3.50 for an application for a nonresident tag or bonus point; and~~

~~—(c) Of \$2 for any other application;~~

~~+~~ ***of \$1 for processing each application*** that is submitted to the Department electronically ~~+~~
for any license, permit, tag, certificate of ownership, certificate of number or any other service provided by the Department.