

IOWA DEPARTMENT OF NATURAL RESOURCES

LEADING IOWANS IN CARING FOR OUR NATURAL RESOURCES

KAYLA LYON, DIRECTOR

A GUIDE TO CHANGING YOUR RESIDENCY STATUS

Thank you for your interest in changing your Iowa residency status. The Iowa DNR appreciates your contribution to wildlife management and your choice to participate in the rich heritage of hunting, fishing and trapping in our state.

To qualify as an Iowa resident for hunting and fishing licenses, customers must:

- Claim Iowa as their primary place of residency.
- Live in Iowa for at least 90 days immediately prior to purchasing licenses.
- Have an Iowa driver's license or Iowa non-operator's identification.

Residency requirements protect the rights of Iowa citizens; therefore, the Iowa DNR has developed a process to ensure requirements are met before a customer's residency status is updated on his/her account.

HOW TO UPDATE YOUR RESIDENCY STATUS

If you have **ever** purchased an Iowa hunting/fishing license or have registered a recreational vehicle in Iowa as a **nonresident** and are now a resident, you must:

- Submit the [residency application](#) to obtain resident privileges.

If you have **never** been licensed to hunt or fish, nor registered recreation vehicles in Iowa and are now a resident, you must:

- Present your Iowa driver's license at time of purchase/registration. Your driver's license must be valid for at least 90 days at time of purchase.
- If your driver's license is not 90 days old, but you have lived in Iowa for 90 days, you may submit the [residency application](#) form to show you have completed the 90-day residency requirement to obtain resident privileges.

FREQUENTLY ASKED QUESTIONS

Why does my Iowa driver's license not suffice as proof of residency?

There are a couple different reasons why your Iowa driver's license does not always suffice:

1. Residency requirements for hunting and fishing are different than for obtaining a driver's license; therefore, a driver's license does not always reflect 90-day residency status.
2. Unfortunately, driver's licenses are not always updated properly and within the timeframes as customers move into and out of state. Other supporting documentation as outlined on the application helps determine true residency and ensures customers are not holding current resident privileges in another state.

Do I need to submit everything on this form?

The list of supporting documentation requested has been carefully chosen to help customers in many different types of living situations show their 90-day residency. Some of the documentation might not be relevant to your living situation. Please submit or provide explanation for all requested documentation to help DNR staff make a determination as quickly as possible.

Why do I have to submit this information? Can't your agency see that I pay Iowa taxes, have an Iowa driver's license, etc....?

The Iowa DNR does not have access to records information from all other state agencies; for your protection, records are often secure. Your partnership is highly valued and helps complete the process as quickly as possible.

I have been living in Iowa for several years. Do I still have to fill out the application?

If you have been here for several years and are a nonresident in our system, you still need to fill out the [residency application](#) at this time.

Do my minor children also need to fill out the residency application to obtain resident privileges?

Children under 18 with a parent/legal guardian that is an Iowa resident are also considered Iowa residents and do not need to fill out an application.

What provisions do you have for active duty military?

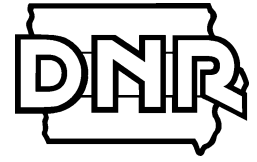
There is an allowance for dual residency for customers who are on active military duty and stationed in Iowa. While stationed in Iowa, you may obtain resident privileges; please contact the DNR at 515-725-8200 to get your account set up for purchasing.

What provisions do you have for college students attending Iowa schools?

Full-time students enrolled at an Iowa college or university and residing in Iowa while attending school qualify for resident hunting and fishing privileges. Please submit the [residency application](#) (see the student section) to get your account updated with your resident status.

Can I get a resident license if I am not a citizen of the United States?

Citizens of other countries are only eligible to purchase nonresident privileges. You may qualify as a resident if you are a foreign exchange student over the age of 16 attending an Iowa high school or Iowa college or university. If you are a student, please submit the [residency application](#) (student section) to get your account updated with your resident status.



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

SECTION 1: CUSTOMER INFORMATION

Full Legal Name (F, M, L): _____ Phone #: _____
 Address (No PO Box): _____
 City/State/Zip: _____ County: _____
 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)**.

OR

You may qualify for military exemption if you consider Iowa your home state of residence **(Go to Section 4)**.

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**. *If you are unable to submit a document for each category below, please explain on the reverse side of this application.
 - INCOME**- A copy of a recent paystub or sources of income that shows your current physical address.
 - BILL IN YOUR NAME or LEGAL MAIL** - 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, medical bill, bank statement excluding account number, etc.
 - 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 or drive (**titles are NOT accepted**). Required to be transferred to Iowa for residency.
 - COPY OF YOUR DRIVER'S LICENSE**- An Iowa Driver's License, or Iowa ID, is required to have this application processed. Required to be transferred to Iowa for residency.

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 a question on your residency status.**

(Go to Section 5 - Required)

SECTION 3: STUDENT RESIDENCE - ONLY DOCUMENTATION REQUIRED

- Student Identification Card** issued to you by an accredited education institution in the State of Iowa.
- Current Credit Hours** showing your full-time student status. Schedules are not accepted.
- Copy of your 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. You may enter your Iowa address in the mailing address

(Go to Section 5 - Required)

SECTION 4: MILITARY EXEMPTION - ONLY DOCUMENTATION REQUIRED

- Active Duty Military Orders** proving station in Iowa.
- Copy of Military ID**
- Copy of your 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. You may enter your Iowa address in the mailing address

(Go to Section 5 - Required)

SECTION 5: 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 2 weeks 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.