



Missouri Department of Conservation's Landowner Permit Application/Reaffirmation Online Step-by-Step Guide

1. Go to www.mdc.mo.gov/buypermits to access the Landowner Permit Application online.



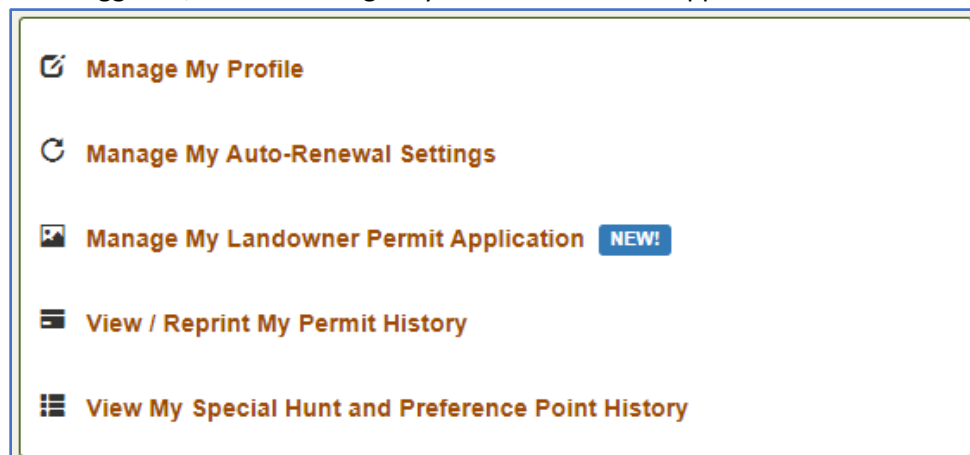
- a. From this screen, select **Manage Your Account** as the Landowner Permit Application is located within this part of the system.
- b. Log into an account using Conservation ID (CID), Social Security Number or Driver's license Number, in addition to, the landowner's date of birth.

1. TELL US WHO YOU ARE
Search for your profile
Complete the search requirements below to locate your account.

Select an identifier to search by:
SELECT AN OPTION : ?

Enter your Date of Birth:

- c. Once logged in, click on Manage My Landowner Permit Application.





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2. Online Landowner Permit Application

- a. After selecting Manage My Landowner Permit Application, the customer will be prompted to provide their email and phone number before they can proceed to the application. This will ensure the Department is able to notify the landowner of any changes to their account.

Confirm Contact Information

A current email address and phone number are required to submit your Landowner Permit Application online. This information is solely used for the communication of changes related to regulations that pertain to your account with the Missouri Department of Conservation.

* **Phone Number:**

573-522-0107

* **Email Address:**

permits@mdc.mo.gov

CANCEL CONFIRM INFORMATION

- b. After providing their phone and email address, and clicking Confirm Information, the customer will be taken to the online Landowner Permit Application.

3. Residency Identification

- a. To add property to the Landowner Permit Application, a customer must first identify their residency. Residency will put in place the business rules surrounding acreage requirements as identified in the *Wildlife Code of Missouri*.
 - i. Residents must own at least 20 contiguous acres
 - ii. Nonresidents must own at least 75 contiguous acres
 - iii. Contiguous means acres apart of a larger tract of land touching along a boundary or at a point, including acreage bisected by a public roadway, county boundary, or public right-of-way.

Residency

* Are you a Missouri Resident?: YES NO ?

To qualify for landowner permits, resident landowners must own 20 contiguous acres and nonresidents must own 75 contiguous acres. Contiguous mean acres apart of a larger tract of land touching along a boundary or at a point, including acreage bisected by a public roadway, county boundary, or public right-of-way.

If you are Reaffirming Property jump to page 8 #6



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4. Adding Property to the Landowner Permit Application

a. Once residency has been identified the 'Add Property' button will be activated and property may be added to the customer's application.

i. **Residency not identified**

The screenshot shows a table titled "Your Properties" with a "+ Add Property" button in the top right corner. The table has the following columns: County, Acres, Parcel / Tax / Locator ID, Township / Range / Section, Landowner Type, Corporate Entity, and Actions. The table is currently empty.

ii. **Residency identified**

The screenshot shows the same "Your Properties" table as above, but with a red error message box below the table: "Acreage does not meet the minimum required to qualify for landowner permits." The "+ Add Property" button is now blue.

b. **NOTE:** A Landowner Permit Application may not be submitted until the minimum acreage requirement has been met.

c. After selecting 'Add Property' a landowner will be able to provide the required information for their property.

The screenshot shows the "Add Property" form. It includes a text box with instructions: "Submit one entry for all qualifying acreage in a single county unless you have property that is owned privately as well as through a corporate entity in the same county. In this instance, you will submit two entries for the same county; one for the privately-owned acreage and one for the corporate entity-owned acreage." The form has the following fields:

- * **County:** Select a County... (dropdown)
- * **Acres:** Example: 123.45 (text input)
- * **Parcel / Tax / Locator ID:** ? (text input)
- Optional: Township/Range/Section** ? (header)
- Township:** (text input) **Direction:** Select a Direction... (dropdown)
- Range:** (text input) **Direction:** Select a Direction... (dropdown)
- Section:** (text input)
- * **Corporate Entity:** YES NO
- * **Landowner Type:** Select a Landowner Type... (dropdown)

IHM = Immediate Household Member

Buttons: Cancel, Add



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- d. A landowner is **required** to provide the following information:
- i. County
 - ii. Acres
 - iii. Parcel/Tax/Locator ID
 - iv. Identify if the property being identified is owned by a Corporate Entity
 1. If yes, the Landowner Permit Application will ask for the name of the corporation to be provided.
 - v. Identify the Landowner Type
 1. NOTE: Landowner Type selections are based on the landowner's response to the Corporate Entity question.
- e. The following scenarios will provide guidance on how to enter property into the online Landowner Permit Application. Other scenarios may exist.
- i. **Scenario 1:** A landowner owns 20.65 contiguous acres in a single county. The applicant will submit one entry on the application for the 20.65-acre tract.
 - ii. **Scenario 2:** A landowner owns more than one contiguous acre tract (i.e., 20.65 and 20 acres) in a single county. The applicant will submit two entries on the application and supply one of the parcel, tax, or locator ID numbers for the qualifying properties.
 - iii. **Scenario 3:** A landowner owns more than one tract (i.e., 15.65 and 20) in a single county, but the properties are **not** contiguous. The applicant does **not** qualify for landowner permits on the 15.65-acre tract due to **not** meeting the minimum qualifying acreage requirement. The applicant will submit one entry on the application for the qualifying 20-acre tract.
 - iv. **Scenario 4:** A landowner owns 20.65 contiguous acres where the property is bisected by a county line (i.e., 5.65 acres on one side and 15 acres on the other). The applicant will include two entries on the application; one for the county with 5.65 acres and one for the county with 15 acres, and each county will have its own unique parcel, tax, or locator ID number.
 - v. **Scenario 5:** A landowner owns 20.65 contiguous acres in a single county; 5.65 acres as an individual and 15 acres as a part of a corporate entity. The applicant will submit two separate entries for the same county on the application; one for each type of ownership and each entry will have its own unique parcel, tax, or locator ID number.



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- f. Once provided the landowner will 'Add' the property to their application.

Add Property

Submit one entry for all qualifying acreage in a single county unless you have property that is owned privately as well as through a corporate entity in the same county. In this instance, you will submit two entries for the same county; one for the privately-owned acreage and one for the corporate entity-owned acreage.

* **County:**

Assessor Information: [Assessor URL Link](#)

* **Acres:**

* **Parcel / Tax / Locator ID:**

Optional: Township/Range/Section

Township: <input type="text"/>	Direction: <input type="text" value="Select a Direction..."/>
<small>Hint: 61-64N</small>	
Range: <input type="text"/>	Direction: <input type="text" value="Select a Direction..."/>
<small>Hint: 13-17W</small>	
Section: <input type="text"/>	
<small>Hint: 1-36</small>	

Is property owned by YES NO

* **Corporate Entity?:**

* **Landowner Type:**

IHM = Immediate Household Member



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- g. After adding the property, the application will determine if the minimum acreage requirements have been met before they can submit it.
 - i. Acreage requirements **not met**

Residency

* Are you a Missouri Resident?: YES NO [?](#)

To qualify for landowner permits, resident landowners must own 20 contiguous acres and nonresidents must own 75 contiguous acres. Contiguous mean acres apart of a larger tract of land touching along a boundary or at a point, including acreage bisected by a public roadway, county boundary, or public right-of-way.

Your Properties
+ Add Property

County	Acres	Parcel / Tax / Locator ID	Township / Range / Section	Landowner Type	Corporate Entity	Actions
ADAIR	15.25	12-34.0-56-789-01-23.456789	61N 13W 1	100 - LANDOWNER		Update Remove

Acreage does not meet the minimum required to qualify for landowner permits.

Back to Your Account

- ii. Acreage requirements **met**

Residency

* Are you a Missouri Resident?: YES NO [?](#)

To qualify for landowner permits, resident landowners must own 20 contiguous acres and nonresidents must own 75 contiguous acres. Contiguous mean acres apart of a larger tract of land touching along a boundary or at a point, including acreage bisected by a public roadway, county boundary, or public right-of-way.

Your Properties
+ Add Property

County	Acres	Parcel / Tax / Locator ID	Township / Range / Section	Landowner Type	Corporate Entity	Actions
ADAIR	15.25	12-34.0-56-789-01-23.456789		100 - LANDOWNER		Update Remove
ADAIR	4.75	98-76.0-54-321-09-87.654321	61N 16W 30	200 - MANAGING MEMBER OF A LLC	MDC, LLC	Update Remove



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- h. **NOTE:** If the property information submitted includes acreage that falls below the minimum allowed, the property only qualifies if it is contiguous with other property owned by the landowner. In this instance, the following question will appear and require the landowner to confirm the property is contiguous.

Contiguous Acres

Are the acres contiguous? Contiguous means acreage apart of a larger single tract of land touching along a boundary or at a point, including acreage bisected by a public roadway, county boundary, or public right-of-way.

YES NO

- i. If the landowner selects “**NO**” they will be presented with a pop-up message that states that all, or some, of the properties provided are below the minimum acreage allowed based on the residency selected. The landowner can either edit or exit the application.

One (1) or more of the properties provided are below the minimum acreage required

- ii. If the landowner selects “**YES,**” indicating the properties are contiguous, they will proceed to next step.
- i. If the properties are contiguous, or if the properties provided do not include acreage that falls below the minimum required, the landowner will affirm the Landowner Permit Application information they provided, enter in their electronic signature, and then click “Save.”

Landowner Permit Application Affirmation

I hereby certify that the information provided is true and correct and I understand that providing false information subjects me to the penalties provided under the law and may result in revocation of my permit. I agree to comply with all rules pertaining to this permit under the Wildlife Code of Missouri.

Electronic Signature

I hereby certify that I am the applicant, or I am a representative of the applicant with legal authority to submit/update this Landowner Permit Application on behalf of the applicant, and that I agree to sign this application by typing my name.

* First Name: * Last Name:



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- j. After successfully saving a Landowner Permit Application, the system will display the following confirmation on the screen.



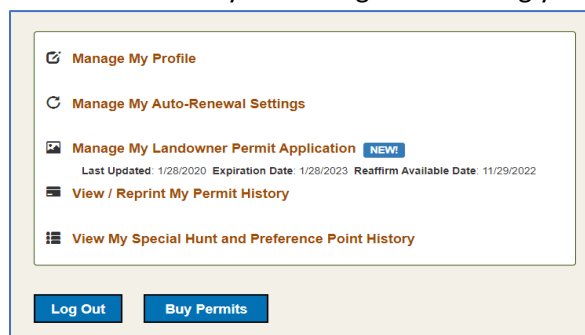
- k. Each qualifying landowner, including landowners, corporate entity members as permitted by the *Wildlife Code of Missouri*, and immediate household members (IHM), must submit their own Landowner Permit Application to be eligible to obtain landowner permits.

5. Special Notes:

- A Landowner Permit Application must be completed to be eligible to receive landowner permits.
- If an application is completed online the customer will be able to request landowner permits when permits become available.
- Entry of mailed applications received less than 60 days prior to any deer or turkey season cannot be guaranteed.
- Qualifying landowners and immediate household members must apply by submitting this completed form at least once every three (3) years or at any time when there is a change to any information required on the current application. Three (3) years is based on the date of the last update to the landowner's current application on file.
- The Department will consider any new application received from the applicant as an update to the landowner's current application on file.

6. Reaffirming Property Entered on Your Account

Property information will remain valid for three (3) years from the last updated date. As your property nears its expiration, the property information will need to be reaffirmed. After logging into Manage Your Account, the dates related to your Landowner Permit Application will be listed and will also include the date when you can begin reaffirming your property information.



- a. To reaffirm your property information, click on Manage My Landowner Permit Application.



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- b. After selecting your residency, you may begin reviewing the property information on your account.
- Reaffirm* – this will be selected if you still own the qualifying property.
 - Remove* – this will be selected if you no longer own or qualify for landowner permits for the property listed.
 - Add Property* – You can also add any newly acquired or other qualifying property you didn't previously include so it may be included on your landowner permits.

NOTE: You must review every property listed on your account.

Residency

* Are you a Missouri Resident?: YES NO ?

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Dates

Last Updated: 1/28/2020 Date of Expiration: 1/28/2023 Reaffirm Available Date: 11/29/2022

Your Properties [Entry Examples](#) [+ Add Property](#)

County	Acres	Parcel / Tax / Locator ID	Township / Range / Section	Landowner Type	Corporate Entity	Actions
RIPLEY	52.00	17702500000002000	22N 1E 25	100 LANDOWNER		Reaffirm X Remove
STONE	5.00	03-1-0-02-000-000-001.001	26N 24W 2	100 LANDOWNER		Reaffirm X Remove
STONE	17.61	03-1-0-02-000-000-001.006	26N 24W 2	100 LANDOWNER		Reaffirm X Remove

[Back to Your Account](#)

- c. Verify information is correct 'Reaffirm' the property to their profile.

Reaffirm Property

Submit one entry for all qualifying acreage in a single county unless you have property that is owned privately as well as through a corporate entity in the same county. In this instance, you will submit two entries for the same county; one for the privately-owned acreage and one for the corporate entity-owned acreage.

* **County:**

Assessor Information: [Assessor URL Link](#)

* **Acres:**

* **Parcel / Tax / Locator ID:**

Optional: Township/Range/Section ?

Township: **Direction:**

Hint: 21-25N

Range: **Direction:**

Hint: 1-4E, 1-1W

Section:

Hint: 1-36

Is property owned by YES NO

* **Corporate Entity?:**

* **Landowner Type:**

IHM = Immediate Household Member

[Cancel](#) [Reaffirm](#)



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- i. If you still own the qualifying property, after you select *Reaffirm*, the property you are reaffirming will turn green.

Residency

* Are you a Missouri Resident? YES NO ?

To qualify for landowner permits, resident landowners must own 20 contiguous acres and nonresidents must own 75 contiguous acres. Contiguous means: acres apart of a larger single tract of land touching along a boundary or at a point, including acreage bisected by a public roadway, county boundary, or public right-of-way.

Your Properties [Entry Examples](#) [+ Add Property](#)

County	Acres	Parcel / Tax / Locator ID	Township / Range / Section	Landowner Type	Corporate Entity	Actions
RIPLEY	52.00	17702600000002000	22N 1E 2S	100 - LANDOWNER		Reaffirm Remove
STONE	5.00	03-1-0-02-000-000-001.001	28N 24W 2	100 LANDOWNER		Reaffirm Remove
STONE	17.61	03-1-0-02-000-000-001.006	28N 24W 2	100 LANDOWNER		Reaffirm Remove

Contiguous Acres

Are the acres contiguous? Contiguous is defined as acres part of a larger single tract of land touching along a boundary or at a point, including acreage bisected by a public roadway, county boundary, or public right-of-way.

YES NO

Landowner Permit Application Affirmation

I hereby certify that the information provided is true and correct and I understand that providing false information subjects me to the penalties provided under the law and may result in revocation of my permit.

Electronic Signature

I hereby certify that I am the applicant, or I am a representative of the applicant with legal authority to submit/update this Landowner Permit Application on behalf of the applicant, and that I agree to sign this application by typing my name.

* First Name: First Name

* Last Name: Last Name

[Cancel](#) [Save](#)

- ii. If you no longer qualify for the property, after you select *Remove*, you will be presented with a pop-up message asking if you are sure you want to remove the property. If you select *Yes*, the property will be removed, if you select *No*, you will be redirected back to the *Reaffirm/Remove* page.

Remove Property From The Landowner Permit Application?

Are you sure you want to remove this property from your application?

[YES](#) [NO](#)

MY LANDOWNER

Review and make up

Landowners with qualifying contiguous acres are required to submit a Landowner Permit Application for each qualifying landowner, including nonresidents. Applications remain valid for 12 months.

To complete the Landowner Permit Application:

- Confirm your residency
- Select Add Property to add qualifying property
- Affirm your application
- Save your application

Spring Turkey permits will be available around March 1 and Fall Deer and Turkey permits will be available around July 1.

Additional information, including an FAQ and step-by-step instructions on how to complete your Landowner Permit Application online is available at: mdc.mo.gov/landownerpermits

Scenarios to help assist in completing the application process can be found by clicking the 'Entry Examples' button.

Residency

* Are you a Missouri Resident? YES NO ?

To qualify for landowner permits, resident landowners must own 20 contiguous acres and nonresidents must own 75 contiguous acres. Contiguous means: acres apart of a larger single tract of land touching along a boundary or at a point, including acreage bisected by a public roadway, county boundary, or public right-of-way.

Your Properties [Entry Examples](#) [+ Add Property](#)

Township / Range /

- iii. If you need to add qualifying property - you would follow step 4 from above.



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[#AddpropertytoLandownerPermitApplication](#)

- d. Once all property has been reviewed and updated, the landowner will affirm the Landowner Permit Application information they provided, enter their electronic signature, and then click "Save."

Landowner Permit Application Affirmation

I hereby certify that the information provided is true and correct and I understand that providing false information subjects me to the penalties provided under the law and may result in revocation of my permit. I agree to comply with all rules pertaining to this permit under the Wildlife Code of Missouri.

Electronic Signature

I hereby certify that I am the applicant, or I am a representative of the applicant with legal authority to submit/update this Landowner Permit Application on behalf of the applicant, and that I agree to sign this application by typing my name.

* First Name: * Last Name:

- e. After successfully saving a Landowner Permit Application Reaffirmation, the system will display the following confirmation on the screen.

Your Landowner Permit Application was submitted successfully.
Spring turkey permits available around 3/1.
Fall deer and turkey permits available around 7/1.

- 7. If you have questions while completing your online Landowner Permit Application, or when reaffirming your property, you may email permits@mdc.mo.gov, or call 573-522-0107 and select Option 1.