



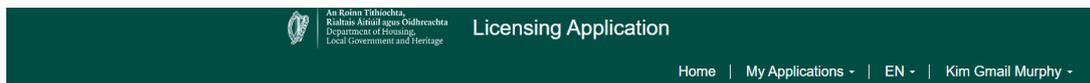
**NPWS**

An tSeirbhís Páirceanna  
Náisiúnta agus Fiadhúlra  
National Parks and Wildlife  
Service

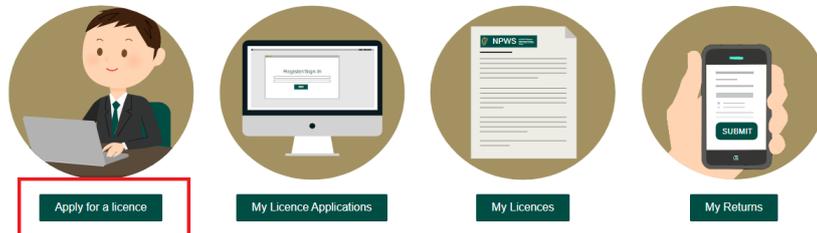
## Applying for a Deer Hunting Licence with Commercial Tour Operator

Once you have logged into the portal and completed your Profile you will be brought to the following screen.

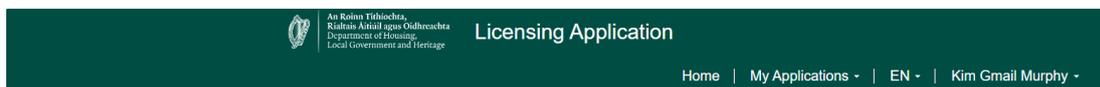
1. Click on **Apply for a Licence** (see below in Red)



### Welcome to Heritage Licensing & Consents



2. On the next screen. Click on **Deer Hunting Licence** in (see below in Red).



I wish to apply for a

**Deer Hunting Licence**

3. On this screen. Click on **Renewal Applicant** (see below in Red).



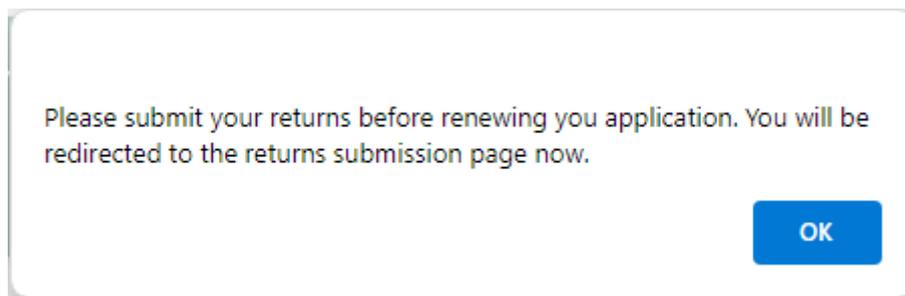
I am applying as a:

If you previously held a Deer Hunting Licence please click on Renewal Applicant

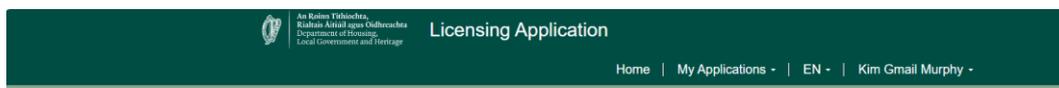


At this point a popup screen will appear, to tell you that you will be redirected to the returns page where you can enter in your returns for last season.

4. Click **OK** on this popup screen to continue



5. On the next screen below, you can enter your returns. Click on the **drop down arrow on the right** (see below in Red) and select **Enter Hunting Information**.



### Deer Returns List

To submit your Digital Return, please click on the dropdown arrow at the end of the relevant entry under 'Active Deer Returns' below.

#### Active Deer returns

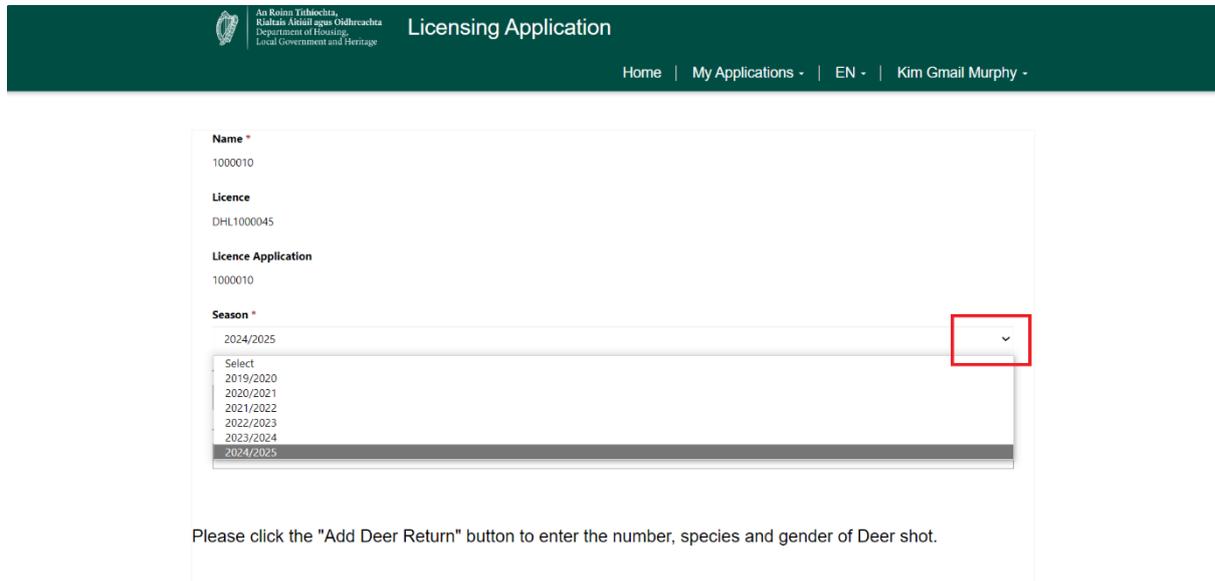
Deer Returns ID ↓	Season	Licence	Total Section 29	Total Section 42	Created On ↓	
1000010	2024/2025	DHL1000045	0	0	28/05/2024 2:58 PM	 <b>Enter Hunting Information</b>

#### Closed Deer returns

Deer Returns ID ↑	Season	Licence	Total Section 29	Total Section 42	Created On
There are no records to display.					

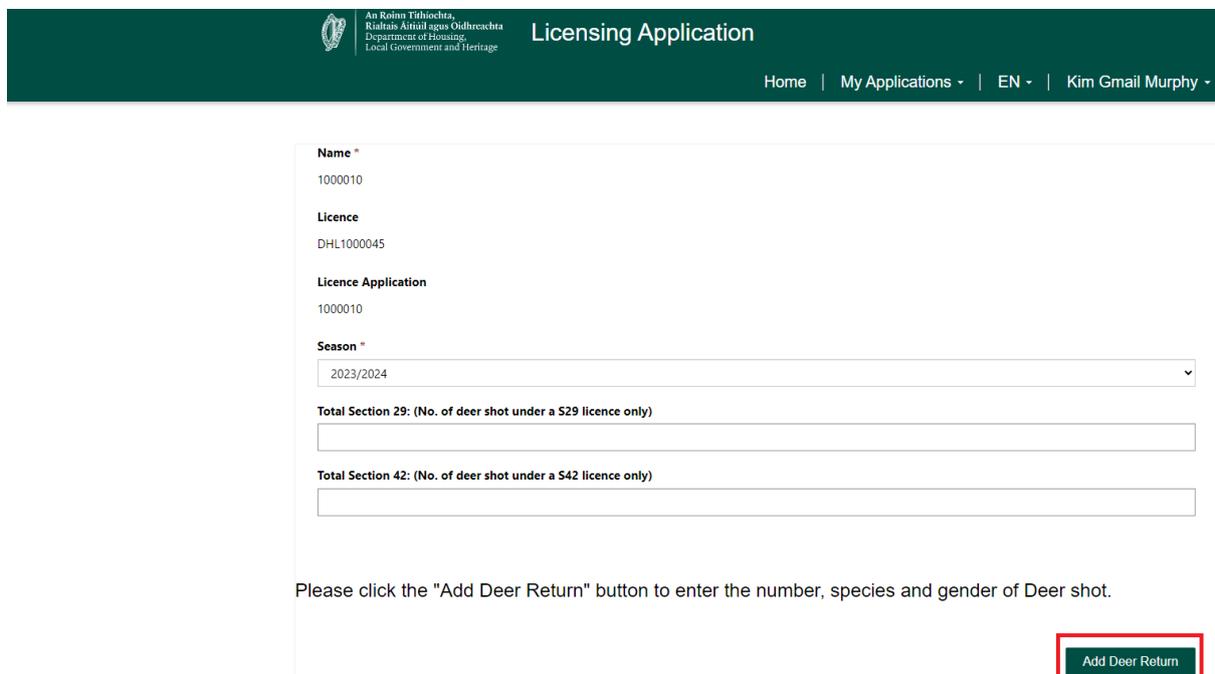
[Apply for a Licence](#)

6. On this screen you now need to enter your hunting information. If you need to change the Season click on the **drop down menu under Season** and select the **season** you require.



The screenshot shows the top navigation bar with the logo of An Roinn Tithíochta, Rialtais Aifreall agus Oidhreachta (Department of Housing, Local Government and Heritage) and the title "Licensing Application". The user is logged in as "Kim Gmail Murphy". The form fields are: Name (1000010), Licence (DHL1000045), Licence Application (1000010), and Season (2024/2025). The Season dropdown menu is open, showing options: Select, 2019/2020, 2020/2021, 2021/2022, 2022/2023, 2023/2024, and 2024/2025. A red box highlights the dropdown arrow. Below the form, a text prompt reads: "Please click the 'Add Deer Return' button to enter the number, species and gender of Deer shot."

7. You are now ready to start entering your Deer Hunting Return Information. Click on **Add Deer Return** button to proceed (see below in Red).



The screenshot shows the same Licensing Application form as above, but with the Season dropdown menu set to "2023/2024". Below the Season field, there are two empty input fields: "Total Section 29: (No. of deer shot under a S29 licence only)" and "Total Section 42: (No. of deer shot under a S42 licence only)". A red box highlights the "Add Deer Return" button at the bottom right. Below the form, a text prompt reads: "Please click the 'Add Deer Return' button to enter the number, species and gender of Deer shot."

On this screen you can enter the County, species/gender and the number shot under a Section 29 or Section 42.

8. Click on the **drop down arrow on the right** (see below in Red) to select **County**, and **Species**.
9. Now click in **Section 29 box** and enter **No of Deer Shot** (must equal minimum of 0)
10. Click in **Section 42 box** and enter **No of Deer Shot** (must equal minimum of 0)

Edit

×

**Deer Returns ID**

—

**Licence**  
DHL1000045

**County \***

Select 

**Wildlife**

Deer 

**Species \***

Select 

**Section 29 : (No. of deer shot under a S29 licence only) \***

**Section 42 : (No. of deer shot under a S42 licence only) \***

**Submit**

11. Once you have completed the Deer Hunting Information section, click on **Submit** button to Continue (see below in Red).

Edit

×

—

**Licence**  
DHL1000045

**County \***  
Co. Louth

**Wildlife**  
Deer

**Species \***  
Hybrid Female

**Section 29 : (No. of deer shot under a S29 licence only) \***  
1

**Section 42 : (No. of deer shot under a S42 licence only) \***  
0

**Submit**

12. If you have more returns to add, click on **Add Deer Return** button again (see below in Red) and continue as above Steps 8 – 11. You will also notice in Red below you can see your Deer Returns which you have just completed.

The screenshot shows the 'Licensing Application' form. The user's name is '1000010', licence is 'DHL1000045', and the season is '2023/2024'. The 'Total Section 29' is 1 and 'Total Section 42' is 0. A table below shows one entry: Deer Returns ID 1000010, County Co. Louth, Species Hybrid Female, Section 29 count 1, and Section 42 count 0. The 'Add Deer Return' button is highlighted in red. Below the table, the 'Yes' radio button is selected, and the 'Submit' button is also highlighted in red.

13. Once you have added all your Deer Returns for the Season. Click on the **Yes** button to confirm that this is your full and final return and then click on the **Submit** button to submit the returns. Only choose **Yes** if you have filled in all returns for the full season.

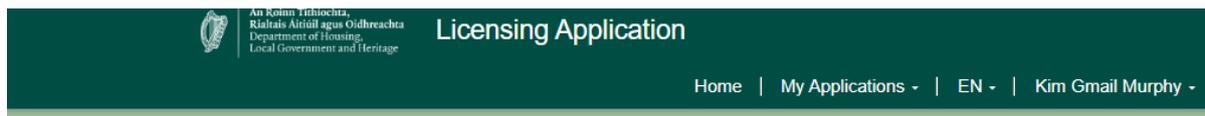
The screenshot shows the 'Licensing Application' form with two entries in the table. The first entry is for a Hybrid Female deer in Co. Louth (Section 29: 1, Section 42: 0). The second entry is for a Sika Male deer in Co. Carlow (Section 29: 0, Section 42: 1). The 'Add Deer Return' button is highlighted in red. Below the table, the 'Yes' radio button is selected and highlighted in red, and the 'Submit' button is also highlighted in red.

14. When you click the submit button a pop up menu appears to make sure this is your full and final return for the Season. Click on **Ok** to proceed.

Are you sure that this is your FULL and FINAL return for the Season. If this is NOT your FINAL return, do not tick the box.  
Please note that you will not be able to edit after you click OK.  
This return will move to the closed Deer return list.  
You can return by clicking cancel and changing your confirmation to 'NO'



15. On the next screen, click on **Apply for Licence** to apply for your Licence (see below in Red).



## Deer Returns List

To submit your Digital Return, please click on the dropdown arrow at the end of the relevant entry under 'Active Deer Returns' below.

### Active Deer returns

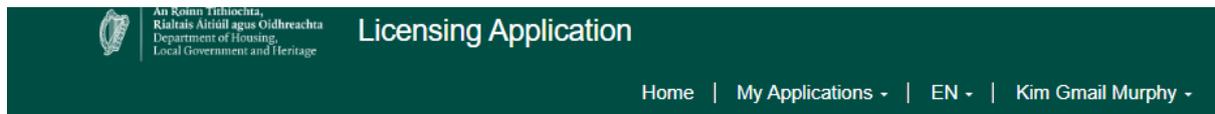
<u>Deer Returns ID</u> ↓	<u>Season</u>	<u>Licence</u>	<u>Total Section 29</u>	<u>Total Section 42</u>	<u>Created On</u> ↓
There are no records to display.					

### Closed Deer returns

<u>Deer Returns ID</u> ↑	<u>Season</u>	<u>Licence</u>	<u>Total Section 29</u>	<u>Total Section 42</u>	<u>Created On</u>
<a href="#">1000010</a>	2023/2024	DHL1000045	1	1	28/05/2024 2:58 PM



16. On the next screen, click on **Deer Hunting Licence** button to proceed (see below in Red).



I wish to apply for a



17. You will now see the following screen, since you previously held a Deer Hunting Licence. Click on **Renewal Applicant** to proceed (see below in Red).



I am applying as a:

If you previously held a Deer Hunting Licence please click on Renewal Applicant

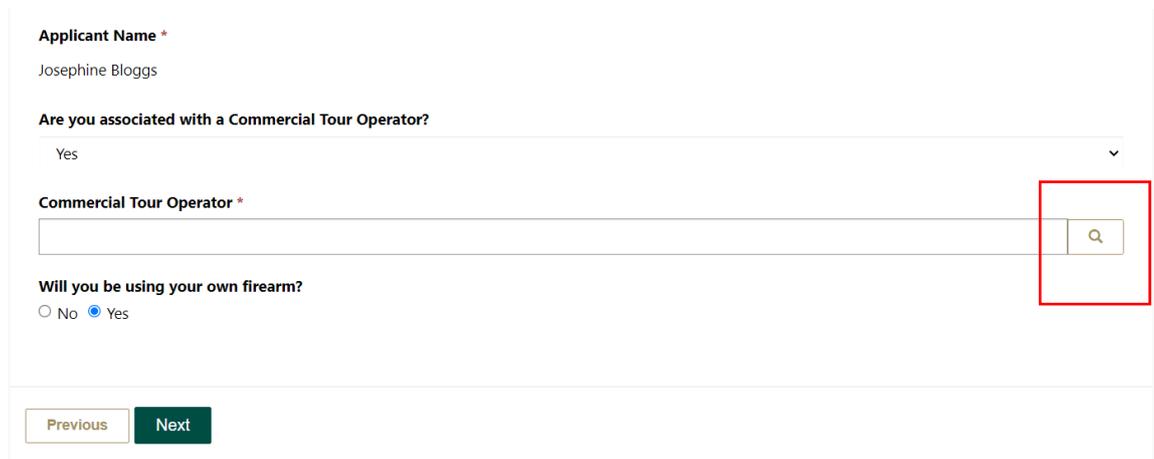


18. On the next screen you start your Deer Hunting Licence Application. On this screen, please note the documents that you will need to continue with the application.

- Training Certification (Optional)

19. To continue click on **Next**.

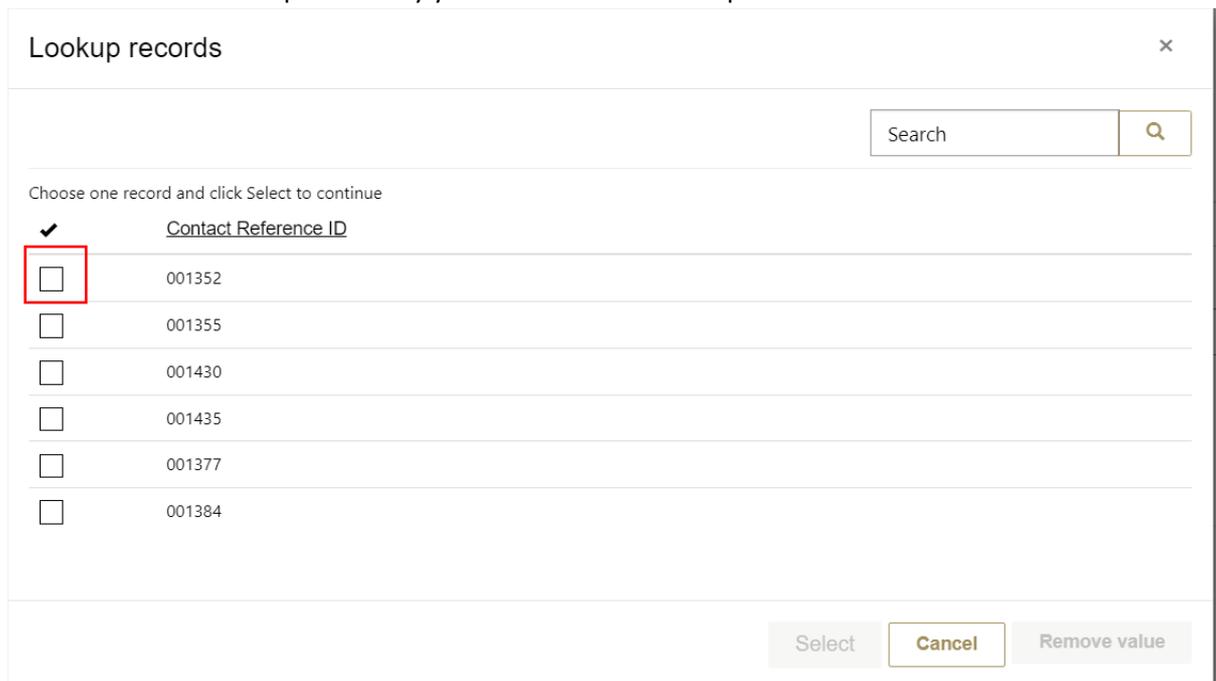
20. On this screen you are asked if you are associated with a Commercial Tour Operator - if you are, click on the drop down menu and select **Yes**. Then click on the magnifying glass symbol to look up the ID number for your Commercial Tour Operator



The screenshot shows a registration form with the following fields and options:

- Applicant Name \***: Josephine Bloggs
- Are you associated with a Commercial Tour Operator?**: Yes (selected)
- Commercial Tour Operator \***: A text input field with a magnifying glass icon (highlighted with a red box) to its right.
- Will you be using your own firearm?**: No (radio button), Yes (radio button, selected)
- Buttons: Previous, Next

21. Choose the ID number provided by your Commercial Tour Operator from the list



The screenshot shows a 'Lookup records' dialog box with the following elements:

- Search bar: Search [magnifying glass icon]
- Instruction: Choose one record and click Select to continue
- Table of records:

<input checked="" type="checkbox"/>	Contact Reference ID
<input type="checkbox"/>	001352
<input type="checkbox"/>	001355
<input type="checkbox"/>	001430
<input type="checkbox"/>	001435
<input type="checkbox"/>	001377
<input type="checkbox"/>	001384

Buttons: Select, Cancel, Remove value

22. You will be asked ‘Will you be using your own firearm?’ Click on **No** or **Yes** depending on whether you are going to bring your own firearm or use one provided by the Commercial Tour Operator. In this example the applicant has chosen No (See below in Red). Then click on the **Next** button (see below in Red) to continue with application

**Applicant Name \***  
Josephine Bloggs

**Are you associated with a Commercial Tour Operator?**  
Yes

**Commercial Tour Operator \***  
001435

**Will you be using your own firearm?**  
 No  Yes

[Previous](#) [Next](#)

23. This screen is the Landowner/Sporting Rights Owner Declaration, read this declaration and click **Yes** to agree to the Declaration then click on the **Next** button to proceed.

## Deer Hunting Licence Application

1 Instructions ✓ 2 Applicant ✓ 3 Land 4 Firearms 5 Documents 6 Final

### Landowner/Sporting Rights Owner Declaration

I hereby declare that I will seek and receive permission to hunt from the landowner / sporting rights owner of any lands on which I propose to hunt a protected wild animal under the Wildlife Acts 1976 to 2023, and I shall not enter onto lands or hunt thereon without prior permission of the owner. I understand that any licence issued to me on foot of this application does not authorise me to enter on to lands, or to hunt thereon, without the permission of the owner.

I also understand that, if I engage in hunting or carry a firearm or shoot over or into land without permission, I may be liable to a prosecution under section 44 of the Wildlife Acts, 1976.

**Agree to Declaration**  
 No  Yes

[Previous](#) [Next](#)

24. Now read the Fire Arms Declaration. Then Click on **Yes** to agree to the declaration (see below in Red) and click **Next** button to continue with the application (see in Red below).

## Deer Hunting Licence Application

1 Instructions ✓	2 Applicant ✓	3 Land ✓	4 Firearms	5 Documents	6 Final
------------------	---------------	----------	------------	-------------	---------

### Firearm Details Declaration

I hereby declare that I intend to use a firearm to hunt and kill any exempted wild mammal (other than a hare), pursuant to, and in accordance with any order under Section 25 of the Wildlife Act 1976 to 2023 (Open Seasons Order) which is for the time being in force.

I confirm that I will use a firearm and ammunition of the type and calibre outlined in S.I. 239 of 1977. The firearms and ammunition specified is of a minimum calibre weapon that is a rifle of not less than .22 calibre with a muzzle energy of not less than 1,700 foot pounds, which uses bullets weighing not less than 55 grains. I understand that it is an offence under the Wildlife Act 1976 to 2023 to hunt deer using firearms and ammunition of any type and calibre other than the type and calibre specified in S.I. 239 of 1977.

**Agree to Declaration**  
 No  Yes

25. On this screen you need to upload the required documents:

- Training Certificate (Optional for Renewal Applicants – Required for First Time Applicants)
- EU Firearms Pass or Country Equivalent (Required if bringing own firearm)

26. To upload any of the documents click on the **Green buttons (Training Certificate button, EU Firearms or Country Equivalent button or Other button)**,

27. Click on **Training Certificate** button in green (see below in Red).

## Deer Hunting Licence Application

1 Instructions ✓ 2 Applicant ✓ 3 Land ✓ 4 Firearms ✓ 5 Documents 6 Final

### Documents

Please upload the following documents here.

As a first time Out of State applicant please ensure you have the following documents ready to upload

- Training Certificate from Country of Residence (required)

Training Certificate Other

Type ↑	File Uploaded	Certificate Number	Expiry Date
There are no records to display.			

The following screen will appear:

28. Enter in the **Certificate Number, if applicable**. If you don't have a certificate number, enter N/A

The screenshot shows a form with the following fields and options:

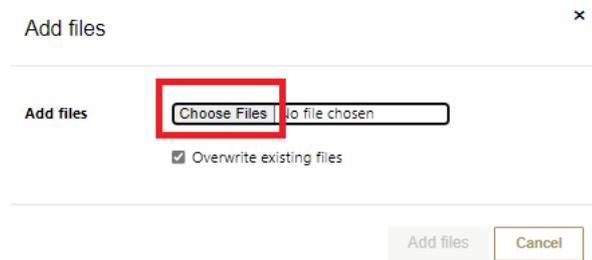
- Type \***: Training Certificate
- File Uploaded**: Radio buttons for No (selected) and Yes
- Certificate Number \***: Text input field containing "N/A"
- Training Organisation \***: Dropdown menu with "Other" selected
- Other Training Organisation \***: Empty text input field

Below the form is a section titled "Files" with a green button labeled "+ Add files".

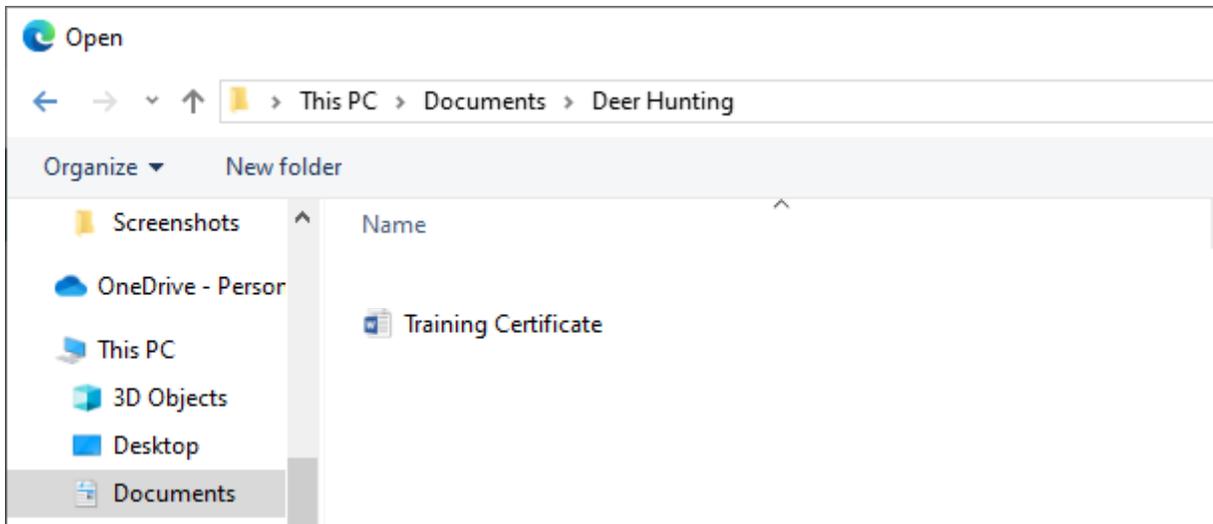
29. Now click on Add **Files** to add your document.

This screenshot shows the same form as above, but with a red box highlighting the "+ Add files" button in the Files section. Below the Files section, there is a yellow message box that says "There are no folders or files to display." and a "Send" button at the bottom.

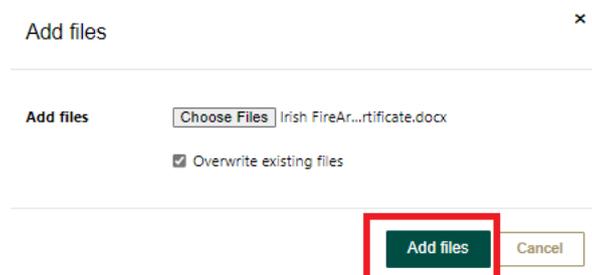
30. The following screen appears, click on **Choose Files** (see below in Red).



31. Then browse to the location on your PC where the files are located, and Select the **File** and Click on **Open**.



32. The File will then be added (see below). On the following screen click on **Add Files** (see below in Red)



33. Now click on the **Send** button (see below in Red).

Edit

---

**File Uploaded**  
 No  Yes

**Certificate Number \***

---

### Files

[Add files](#)

Name	Modified
 Certificate.docx (17 KB)	<a href="#">31/05/2024 11:03 AM</a>

[Send](#)

You will now see that your file has been attached to your application (see below) if you need to add another file go back to Steps 27 to 33 and work through all the steps again.

## Documents

Please upload the following documents here.

As a first time Out of State applicant please ensure you have the following documents ready to upload

- Training Certificate from Country of Residence (required)

Type	File Uploaded	Certificate Number	Expiry Date
Training Certificate	Yes	N/A	<input type="button" value="v"/>

34. Now click on **Next** to continue with your application.

35. This now brings you to the Final Declaration Screen. Read the Declaration, then click on the **Yes** button (see below in Red) and then click on **Submit** (see below in Red) to submit your application for processing.

## Deer Hunting Licence Application

1 Instructions ✓ 2 Applicant ✓ 3 Land ✓ 4 Firearms ✓ 5 Documents ✓ 6 Final

### Final Declaration

I declare that all of the foregoing particulars are, to the best of my knowledge and belief, true and correct. I also hereby declare that I am a qualified person under Section 28(2) of the Wildlife Acts 1976 to 2023 in that I am not less than 16 years of age.

Any person who, for the purposes of obtaining a licence under the Wildlife Acts 1976 to 2023 makes any statement or gives information which they know to be false, shall be guilty of an offence. Penalties, upon conviction include fines and forfeiture of firearms.

**Agree to Declaration**

No  Yes

36. After you have selected **Submit** you will get the following message that your Application has been submitted for processing.

## Deer Hunting Licence Application

Thank you for submitting your Deer Hunting Licence application to the National Parks and Wildlife Service. Your application is now with the Wildlife Licencing Unit team for processing. You can check the status of your application at any time.