

**The Idaho Department of Fish and Game considers the following document to be an agency guidance document for purposes of Idaho Executive Order 2020-002. The guidance document is not new law; it is the Department's interpretation or implementation of existing law.**

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## Tag Exchange Guidelines

### Before exchanging a tag:

1. Is there an open hunt for the customer's current tag?
  - a. Check the season dates of the tag the customer wants to exchange. **If there is ANY open hunt opportunity for that tag, the tag is NOT eligible for an exchange.** Remember some seasons open as early as Aug 1 for over-the-counter (OTC) elk and Aug 30 for OTC deer.
    - i. Yes, there's an open hunt – do not exchange the tag.
    - ii. No, there is not an open hunt – proceed with tag exchange.
2. Is the tag the customer wants in a sold-out capped zone or deer unit?
  - a. Yes – do not exchange the tag. There are no tags available.
  - b. No – proceed with the tag exchange.
3. Ensure Customer is aware of the Tag Exchange fee of \$3.75 (specifically if mailing in a tag for exchange).
  - a. Exception: **No exchange fee is charged when exchanging an OTC for a Controlled Hunt tag. Override the fee in the cart during checkout.**
    - i. If controlled hunt is a leftover the customer must still purchase the application.

### Details on processing Exchanges:

#### **Exchanging General Season Deer or Elk Tag** (Big Game Regulations pg. 111)

*General season tag exchanges must be completed at any Fish and Game office before the first day of any open hunt for the tag a person holds. General season tags cannot be exchanged after the start of the hunt. Exchanges can be processed at a Fish and Game office or via mail, for a fee of \$3.75. Deer hunters may exchange a general season regular deer tag for a white-tailed deer tag or vice versa; and elk hunters may exchange general season elk tags for use in another zone. For elk general seasons with a tag quota, the exchange must be made before the quota has been met.*

- General Season tag exchanges can be completed online during a scheduled [Returned Tag Sale](#).

#### **Exchanges for Controlled Hunts** (Big Game Regulations pg. 110)

*Controlled hunt tags may be exchanged for general season tags if done before the opening of the controlled hunt for the tag successfully drawn. Exchanges must be completed at a Fish and Game office, or by sending the original tag along with a written request for exchange, with an exchange fee of \$3.75. If there is a waiting period in a succeeding year, the person will be required to wait the specified time period before applying for that hunt again. Written requests should be sent to Idaho Fish and Game, Attention: Licensing, P.O. Box 25, Boise, Idaho 83707.*

### Tags should NOT be exchanged if there's ANY open hunt for the tag they currently possess.

- Use the [Exchange Dates Quick Sheet](#) or Big Game Regulations to determine if the customers tag has an open hunt.

## Escalation of Ineligible Requests – Tag with a Current Open Hunt

- Regional Supervisors (RS) have the discretion to make exceptions to the exchange guidelines.
  - RS authorization is required to exchange to a Controlled Hunt, LAP, or OTC if the current tag has an open hunt.
- Only the Regional Supervisor or designated acting RS may authorize tag exchanges once the hunt is open.
  - Approval of the exchange must come from the RS in the region the customer wants to hunt in and exchange their tag for, not the region of their current tag.
    - Example: Customer has a Tex Creek A Elk tag but wants to exchange to the Salmon A Elk tag. The Salmon RS should make the decision based on information and criteria in his region rather than the Upper Snake RS as the hunter will no longer be hunting in that region.
  - HQ does not have an acting RS; therefore escalated exchanges must be presented to the Region 3 RS.
- Exchanges for reasons such as, they simply decide they want to hunt white-tail instead of mule deer, or simply decide to hunt another elk zone instead of the one they currently have a tag for, are typically **not approved** by an RS. This should be communicated explicitly to the customer before escalating.
- When escalating an exchange, be sure to fully inform the RS of the exchange details. Provide context of the customer's request, customer's order history, and any season date conflicts or concerns to aid the decision-making process.
- Collect a [Did Not Hunt](#) affidavit for exceptions approved by the RS.

### Additional Guidance:

- Customers cannot exchange to a sold-out capped elk zone or deer unit. There are no tags available. This is not within the discretion of an RS.
- You may exchange an A tag for a B tag as long as the season for the A tag has not opened and the B tag is not a zone that has sold out.
- Regional Supervisors may use their own discretion when it comes to situations that are 'not likely the fault of the hunter'; meaning it is likely an IDFG, vendor, or Brandt error.
- **Archery Hunts:** Not having an archery permit when the only hunt open is an archery hunt does not make the exchange OK. If there is ANY open hunt opportunity for that tag, even if it's only an archery hunt, the tag is NOT eligible for an exchange.