



NPWS

An tSeirbhís Páirceanna
Náisiúnta agus Fíadhúlra
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)

An Roinn Tithíochta,
Rialtais Aitiúil agus Oidhreacht
Department of Housing,
Local Government and Heritage

Licensing Application

Home | My Applications - | EN - | Kim Gmail Murphy -

Welcome to Heritage Licensing & Consents

Apply for a licence

My Licence Applications

My Licences

My Returns

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

An Roinn Tithíochta,
Rialtais Aitiúil agus Oidhreacht
Department of Housing,
Local Government and Heritage

Licensing Application

Home | My Applications - | Report Wildlife Crime | EN - | Emma Test1 29 04 26 -

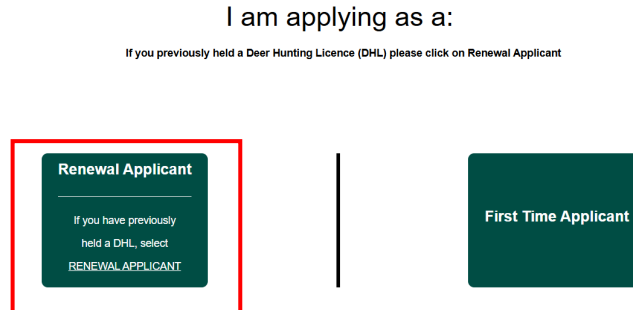
I wish to apply for a

Deer

Hunting Licence

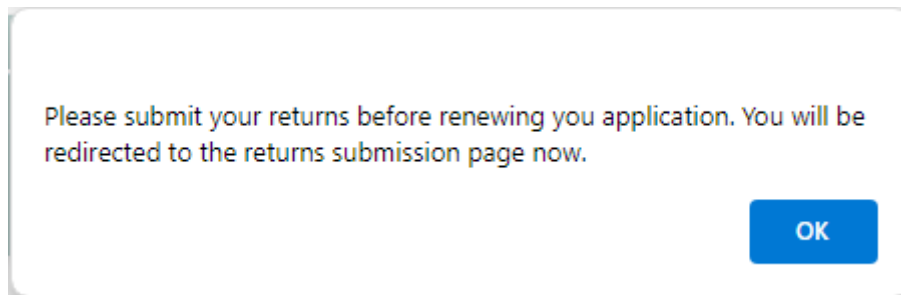
Serious Damage Permit

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



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.

Name *
—

Licence
DHL900142

Licence Application
—

Licence/Permit Type
Deer - S29

Season *
Select

Please click the "Add Deer Return" button to enter the number, species and gender of deer shot.

Add Deer Return

Deer Returns ID	County	Wildlife	Species	Total Returns
There are no records to display.				

If this is your FULL and FINAL return for the Season then click "Yes" - If this is NOT your FULL and FINAL return, then click "No"

No Yes

Submit

- On this screen you now need to enter your hunting information. First, click the dropdown under **Season** and select the last season you held a licence for.

Name *
—

Licence
DHL900142

Licence Application
—

Licence/Permit Type
Deer - S29

Season *
Select

- 2019/2020
- 2020/2021
- 2021/2022
- 2022/2023
- 2023/2024
- 2024/2025
- 2025/2026
- 2026/2027

er the number, species and

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

Please click the "Add Deer Return" button to enter the number, species and gender of deer shot.

Add Deer Return

Deer Returns ID County Wildlife Species Total Returns

There are no records to display.

If this is your FULL and FINAL return for the Season then click "Yes" - If this is NOT your FULL and FINAL return, then click "No"

No Yes

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

8. Click on the **drop down arrow on the right** (see below in Red) to select **County**, and **Species**. The **Wildlife** will automatically be set to "Deer".
9. Then, under each month type the amount of deer shot.

Edit

This site is private: Only specific people can view this site. [Learn more](#) Signed in as Emma Cummins

Deer Returns ID
—

Licence
DHL900142

County *
Select

Wildlife
Deer

Species: (M = Males over 1 year: F = Females over 1 year: J = Juvenile under 1 year) *
Select

Please enter deer returns for each relevant month.

January	February	March
<input type="text"/>	<input type="text"/>	<input type="text"/>
April	May	June
<input type="text"/>	<input type="text"/>	<input type="text"/>

10. Once you have completed the Deer Hunting Information section, the total number of that species will be totalled automatically.

11. Now click submit.

Edit

Species: (M - Males Over 1 year, F - Females Over 1 year, J - Juvenile Under 1 year)

Sika Male

Please enter deer returns for each relevant month.

January 5	February 	March
April 	May 4	June
July 	August 	September 10
October 	November 	December
Total 19		

Submit

12. To add returns for other species and counties, 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.

Name *	—	Licence	DHL900142
Licence Application	—	Licence/Permit Type	Deer - S29
Season *	2025/2026		

Please click the "Add Deer Return" button to enter the number, species and gender of deer shot.

					Add Deer Return
Deer Returns ID	County	Wildlife	Species	Total Returns	
DHL900142	Co. Cork	Deer	Sika Male	19	▼
				Total Returns	19

If this is your FULL and FINAL return for the Season then click "Yes" - If this is NOT your FULL and FINAL return, then click "No"

No Yes

Submit

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.

If this is your FULL and FINAL return for the Season then click "Yes" - If this is NOT your FULL and FINAL return, then click "No"

No Yes

Submit

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'

[OK](#) [Cancel](#)

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

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

Closed Deer returns

Deer Returns ID ↑	Season	Licence	Total Section 29	Total Section 42	Created On
1000010	2023/2024	DHL1000045	1	1	28/05/2024 2:58 PM

[Apply for a Licence](#)

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



I wish to apply for a

Deer

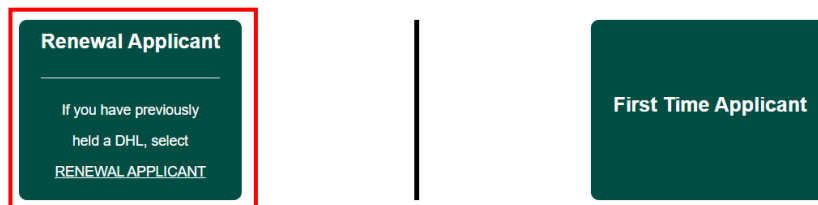
Hunting Licence

Serious Damage Permit

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 (DHL) 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

Applicant Name *
Josephine Bloggs

Are you associated with a Commercial Tour Operator?
Yes

Commercial Tour Operator *

Will you be using your own firearm?
 No Yes

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

Lookup records

Search

Choose one record and click Select to continue

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

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
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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:

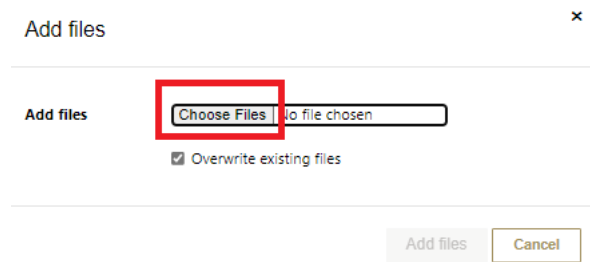
- Type ***: Training Certificate
- File Uploaded**: Radio buttons for No (selected) and Yes
- Certificate Number ***: Text input field containing "N/A"
- Training Organisation ***: Dropdown menu with "Other" selected
- Other Training Organisation ***: Empty text input field

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

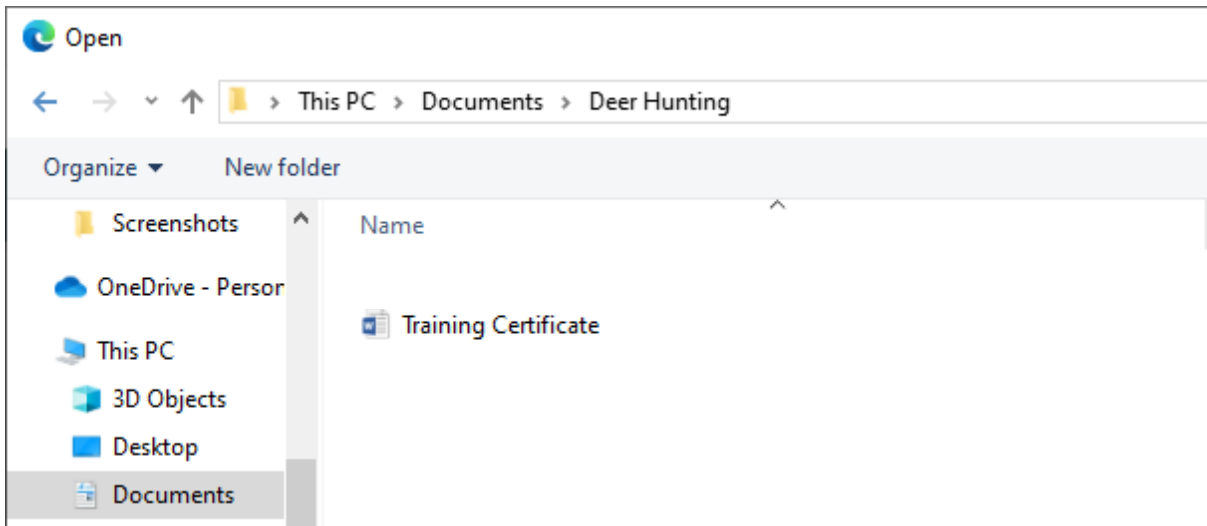
29. Now click on Add **Files** to add your document.

This screenshot shows the same form as above, but with a red box highlighting the "+ Add files" button in the Files section. The form is titled "Edit" and has a close button (x) in the top right corner. Below the Files section, there is a message: "There are no folders or files to display." and a "Send" button at the bottom left.

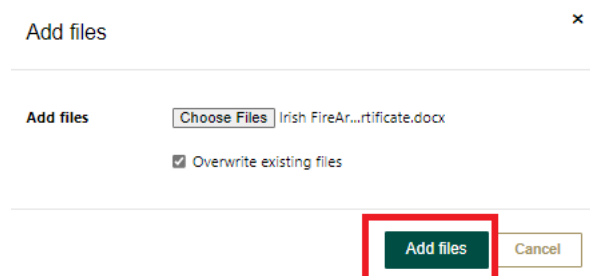
30. The following screen appears, click on **Choose Files** (see below in Red).



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)	31/05/2024 11:03 AM

[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)

Training Certificate Other

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

Previous Next

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

Previous Submit

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.