



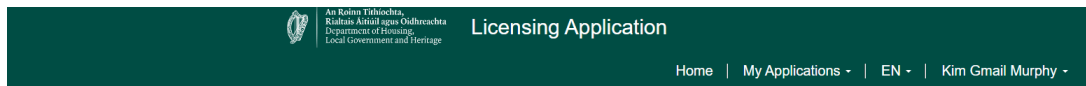
NPWS

An tSeirbhís Páircceanna
Náisiúnta agus Fiadhúlra
National Parks and Wildlife
Service

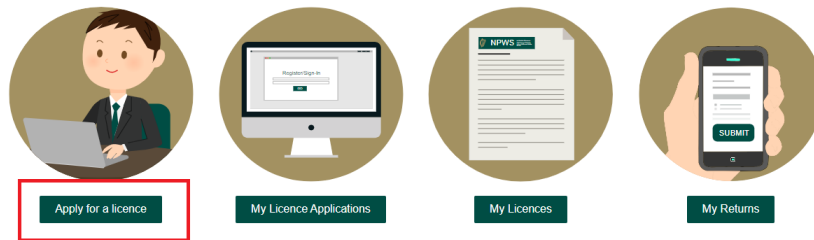
Deer Hunting Licence - Renewal Applicant

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

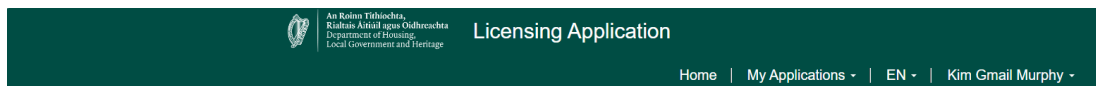
1. Click on **Apply for a Licence** (see below in Red)



Welcome to Heritage Licensing & Consents



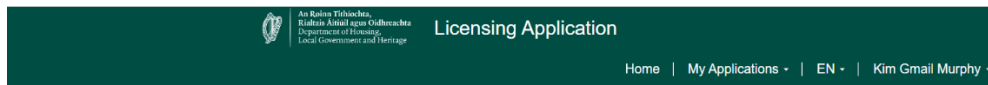
2. On the next screen. Click on **Deer Hunting Licence** in (see below in Red).



I wish to apply for a

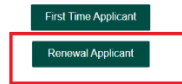
Deer Hunting Licence

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



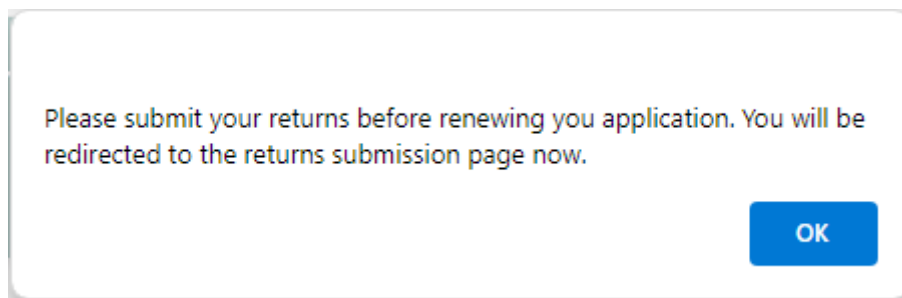
I am applying as a:

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

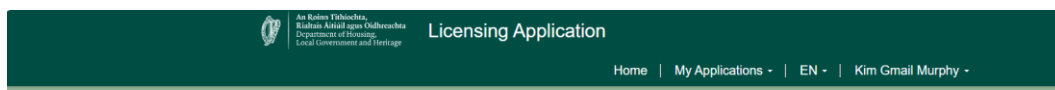


At this point a popup screen will appear, to tell you that you will be redirected to the returns page where you can enter in your returns for last season.

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	 Enter Hunting Information

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's name "Kim Gmail Murphy" is visible in the top right. 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 instruction 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 labeled "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 in the bottom right corner. Below the form, a text instruction 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.

Licensing Application

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

Name *
1000010

Licence
DHL1000045

Licence Application
1000010

Season *
2023/2024

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

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

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	Number Section 29	Number Section 42
1000010	Co. Louth	Deer	Hybrid Female	1	0

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.

Licensing Application

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

Name *
1000010

Licence
DHL1000045

Licence Application
1000010

Season *
2023/2024

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

Total Section 42: (No. of deer shot under a S42 licence only)
1

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	Number Section 29	Number Section 42
1000010	Co. Louth	Deer	Hybrid Female	1	0
1000010	Co. Carlow	Deer	Sika Male	0	1

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

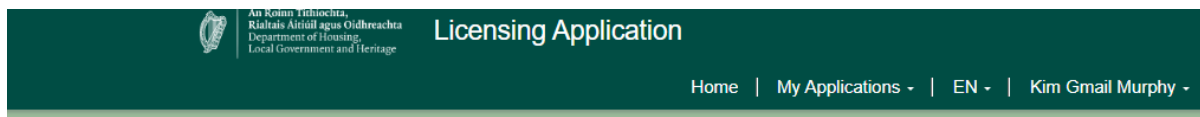
Submit

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'



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



Deer Returns List

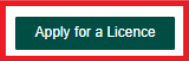
To submit your Digital Return, please click on the dropdown arrow at the end of the relevant entry under 'Active Deer Returns' below.

Active Deer returns

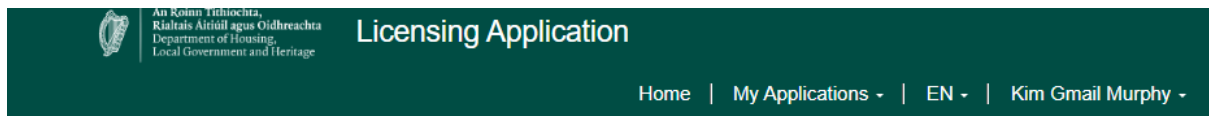
<u>Deer Returns ID</u> ↓	<u>Season</u>	<u>Licence</u>	<u>Total Section 29</u>	<u>Total Section 42</u>	<u>Created On</u> ↓
There are no records to display.					

Closed Deer returns

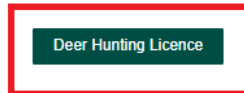
<u>Deer Returns ID</u> ↑	<u>Season</u>	<u>Licence</u>	<u>Total Section 29</u>	<u>Total Section 42</u>	<u>Created On</u>
1000010	2023/2024	DHL1000045	1	1	28/05/2024 2:58 PM



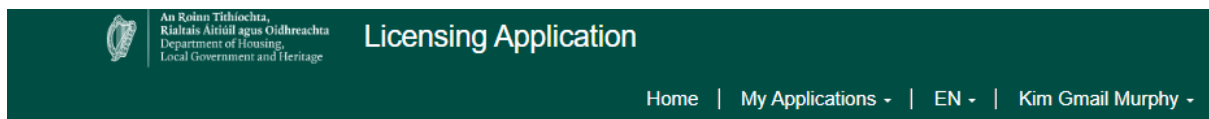
16. On the next screen, click on **Deer Hunting Licence** button to proceed (see below in Red).



I wish to apply for a

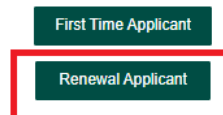


17. You will now see the following screen, since you previously held a Deer Hunting Licence. Click on **Renewal Applicant** to proceed (see below in Red).



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)
- Irish Fire Arms Certificate or Firearm Proof of Purchase (Required)

19. To continue click on **Next** (see below in Red).

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

Licensing Application

Home | My Applications - | EN -

Deer Hunting Licence Application

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

Instructions

Licence Application ID

1000025

As a Renewal applicant resident in Ireland please ensure you have the following documents ready to upload:

- Training Certificate (optional)
- Irish Fire Arms Certificate or Firearm Proof of Purchase (required)

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** if you are not, leave it as **No**. In this example, the applicant is not associated with a Commercial Tour Operator.

21. Then click on the **Next** button (see below in Red) to continue with application.

The screenshot shows the 'Deer Hunting Licence Application' interface. At the top, there is a navigation bar with the logo of the Department of Housing, Local Government and Heritage, the text 'Licensing Application', and links for 'Home', 'My Applications -', 'EN -', and 'Joe Soap -'. Below the navigation bar, the title 'Deer Hunting Licence Application' is displayed. A progress bar indicates the current step is '2 Applicant', with other steps being '1 Instructions', '3 Land', '4 Firearms', '5 Documents', and '6 Final'. The main content area is titled 'Application Details' and contains the following information:

- Licence Type ***: Deer
- Deer Licence Application ID**: 1000025
- Season ***: 2024/2025
- [Open Season Dates](#)
- Applicant Name ***: Joe Soap
- Are you associated with a Commercial Tour Operator?**: A dropdown menu with 'No' selected.

At the bottom of the form, there are two buttons: 'Previous' and 'Next'. The 'Next' button is highlighted with a red border.

22. 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.

The screenshot shows the 'Deer Hunting Licence Application' interface, step 3 'Land'. The navigation bar and title are the same as in the previous screenshot. The progress bar now shows '3 Land' as the current step. The main content area is titled 'Landowner/Sporting Rights Owner Declaration' and contains the following text:

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

At the bottom of the form, there are two buttons: 'Previous' and 'Next'. The 'Next' button is highlighted with a red border.

The next screen is the firearms details Declaration section. Click on the **drop down** arrow beside **Calibre 1** to enter the Calibre of your firearm (see below in Red). Then click in the **Grain Weight** box 1 and enter the grain weight of your firearm (see below in Red). If you have more than one firearm continue to enter the details under Calibre 2 and Calibre 3 etc.

23. 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

Please confirm calibre and grain weight for each firearm you wish to carry

Calibre 1* *	Grain Weight 1 *
<input type="text" value="Select"/>	<input type="text"/>
Calibre 2	Grain Weight 2
<input type="text" value="Select"/>	<input type="text"/>
Calibre 3	Grain Weight 3
<input type="text" value="Select"/>	<input type="text"/>

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

Previous

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

- Training Certificate (Optional)
- Irish Fire Arms Certificate or Firearm Proof of Purchase (Required)

25. To upload any of the documents click on the **Green buttons** below (**Training Certificate button, Irish Firearm Certificate button, Firearm Proof of Purchase button or Other button**), in the example below the applicant is uploading an Irish Firearm Certificate.

26. Click on **Irish Firearm Certificate** button in green (see below in Red).

The screenshot shows the 'Licensing Application' header with the Department of Housing, Local Government and Heritage logo. The main heading is 'Deer Hunting Licence Application'. A progress bar at the top indicates the current step is '5 Documents'. Below this, the 'Documents' section instructs the user to upload documents. A list of required documents is provided, including 'Irish Fire Arms Certificate or Firearm Proof of Purchase (required)'. A row of four green buttons is shown: 'Training Certificate', 'Irish Firearm Certificate' (highlighted with a red box), 'Firearm Proof of Purchasing', and 'Other'. Below the buttons is a table with columns for 'Type', 'File Uploaded', 'Certificate Number', and 'Expiry Date'. A message states 'There are no records to display.' At the bottom, there are 'Previous' and 'Next' navigation buttons.

The following screen will appear:

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

Edit ×

Type *
Irish Firearm Certificate

File Uploaded
 No Yes

Certificate Number *

Files

[+ Add files](#)

There are no folders or files to display.

[Send](#)

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

Edit ×

Type *
Irish Firearm Certificate

File Uploaded
 No Yes

Certificate Number *

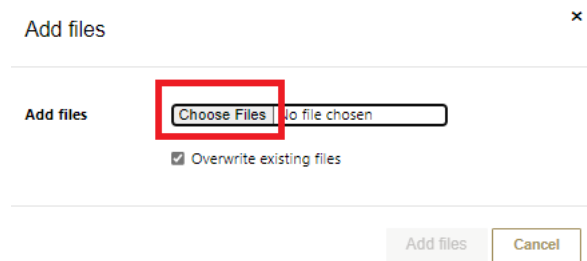
Files

[+ Add files](#)

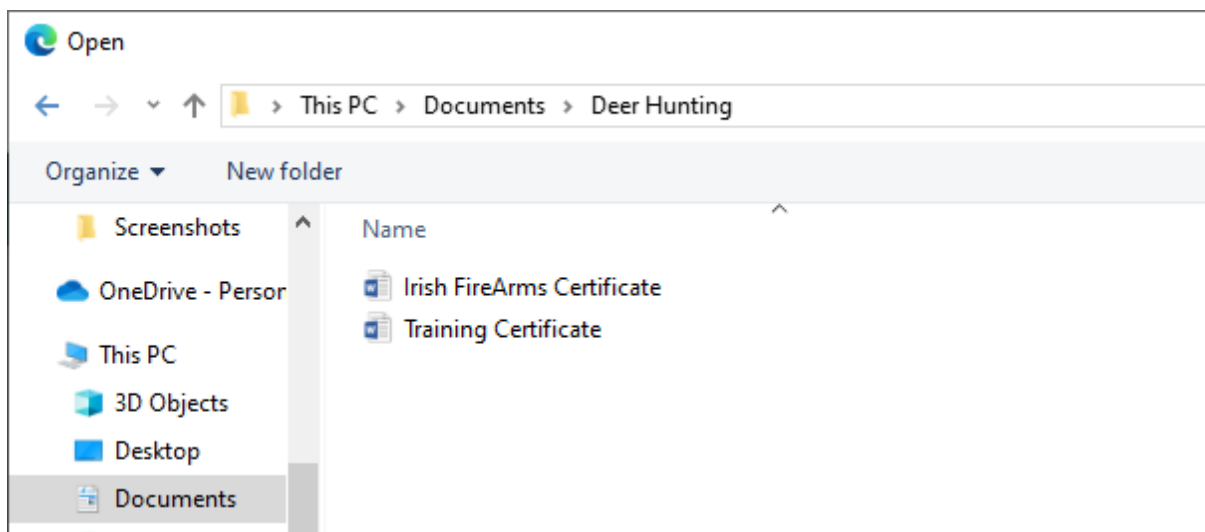
There are no folders or files to display.

[Send](#)

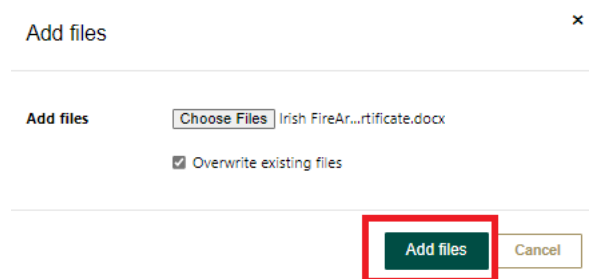
29. The following screen appears, click on **Choose Files** (see below in Red).



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



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



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

Edit


Irish Firearm Certificate

File Uploaded
 No Yes

Certificate Number *

Files


[+ Add files](#)

Name	Modified
 Irish FireArms 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 26 to 32 and work through all the steps again.

33. Now click on **Next** to continue with your application (see below in Red).



An Roinn Athchóirte,
Rialtais Aitiúil agus Oidhreachta
Department of Housing,
Local Government and Heritage

Licensing Application

Home | My Applications ▾ | EN ▾ | Joe Soap ▾

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 Renewal applicant resident in Ireland please ensure you have the following documents ready to upload:

- Training Certificate (optional)
- Irish Fire Arms Certificate or Firearm Proof of Purchase (required)

Training Certificate | Irish Firearm Certificate | Firearm Proof of Purchasing | Other

Type	File Uploaded	Certificate Number	Expiry Date
Irish Firearm Certificate	Yes	12345	<input type="button" value="v"/>

Previous | **Next**

34. 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.

Licensing Application Home | My Applications - | EN - | Joe Soap -

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

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

Licensing Application Home | My Applications - | EN - | Joe Soap -

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.