

Washington State Guard
Headquarters/Bld 9
Camp Murray, Tacoma WA 98430-5000

J-1 Personnel
J-4 Logistics

February 28, 2021

MEMORANDUM FOR RECORD

SUBJECT: Washington State Guard only: How to Obtain Verification of Service

NOTE: For Washington State National Guard – see 1 June 2016 HRO letter (*or most current*) on the WDFW website.

- 1) Washington State Guard verification of active status with the Washington State Guard must be on file at the Washington Department of Fish and Wild Life (WDFW) in order to receive a free hunting license. To obtain this verification, State Guard members must request a verification of active status to be completed by the Commander, Washington State Guard – or his designee (*Usually J-1 – Admin/Personnel, J-3 – Training and Operations or Chief of Staff*). The State Guard Member should request the verification through their Chain of Command.
- 2) The Commander or his/her designee will submit a verification e-mail via a “@.mil.wa.gov” address to licensing@dfw.wa.gov. The Department of Fish and Wildlife will retain the verification e-mail in their records pending the application for a hunting license from the State Guard Member.
- 3) Once you have confirmed that HQ Washington State Guard has submitted the verification e-mail, submit either in person at WDFW in Olympia or FAX the Application, Hunter’s Safety Certificate and copy of your valid Washington State Driver’s License (go to the WDFW website to obtain current number for the FAX). You must meet the Washington State Residency requirements in order to qualify for this program under the law.
- 4) License and Tags will be mailed to your HOR within 7-10 business days, or you can pick them up in person at WDFW in Olympia.
- 5) For questions on this memorandum, please submit via your WSG Chain of Command.

Process for Washington STATE Guard members to obtain a free hunting license

1. HQ – Washington State Guard (WSG) will promote this process to its membership at least once a year.
2. Washington Department of Fish and Wildlife (WDFW) will post the appropriate process on their website.
3. Verification of active membership in the WSG will be provided by the Commander – WSG – or his designee (usually either J-1, J-2 or Chief of Staff) via a “.mil.wa.gov” address to licensing@dfw.wa.gov upon request of the WSG member via their chain of command. This verification will be good for one (1) year.
4. WDFW will retain this verification documentation in an electronic manner pending the appropriate application from the WSG member. Verification is good for only one (1) year and must be reapplied for by the member.