

IMPORTANT INSTRUCTOR INFORMATION

Effective Immediately: Please use the New (8 ½ x 14) Registration, Parental Release and Self-Certification Form contained in your supplies for student registration.

The purpose of this new form and new process for Firearms, Snowmobile and ATV Safety Programs is to reduce the cost of providing state administered programs. Mailing and printing costs will be greatly reduced. Students will receive their certificate by entering their own information on a home computer using the new form as a guide. Upon completion of self-certification the student is immediately certified and able to purchase a license or enter a lottery. In addition, students are no longer required to provide an envelope to the instructor. No course fees are mailed to Camp Ripley.

However, you must continue to send completed Rosters A/B to Camp Ripley. Contact 1-800-366-8917 with questions.



Please read and follow these instructions.
Use and Keep the New Form for future classes.
Throw any previous 8 ½ x 11 versions away!!!



Instructions for New (8 ½ x 14) Registration-Parental Release and Self-Certification Form

Instructors do not collect the DNR course fee. *Students do not become fully certified until they pay the DNR course fee online at the DNR web site.This is accomplished after fully completing instructional portion of the course by using their yellow copy of the Registration/Parental Release/Self-Cert Form to go online and self-certify.** Self-Certification allows the student to immediately print their certificate and be eligible to purchase a license or take part in a lottery.

*****Instructors can still charge each student an additional fee for course supplies and materials equal to the current DNR Course fee.** Rental fees, training aids, or refreshments provided to the students are some examples. (Additional fees are to be listed on the bottom of Roster A)

***The Self-Certification instructions are easy to follow.** Correct FULL LEGAL NAME, DOB and ADDRESS is very important when completing the form. The shaded block format is easy to understand and follow. Parent/guardian or student 18 or older must sign the form.

***The back of the form contains specific instructions** for the student and parent to complete their certification to receive a certificate. If a student does not have access to a computer, there are customer service phone numbers available to them to complete their certification. Please remind students that they will need their Social Security Number, a form of payment and in some cases, a driver's license number to complete the online certification.

***IMPORTANT*Review the New Self-Certification process with the Students and Parents at the start and end of your course. It's very important that everyone understands the new process.**

*****Instructors are reminded to send Rosters A/B to Camp Ripley within 5-days of completion of the course.**

*****No DNR course fee should be included.**

NA-01216-05 (04/2011) This is a Legal Document

FIREARM SAFETY HUNTER EDUCATION PROGRAM
Student Registration-Parental Release
and Self-Certification Form

Minnesota DNR – Division of Enforcement – Safety Training Section

Important: By law, you are not required to furnish all information requested below. However, to generate a DNR Safety Training Identification Number, which will become public record, the below information is required.

I hereby give permission for the below named student to attend the Minnesota Firearm Safety Hunter Education Program as specified, and agree to furnish all of the information as requested. NOTE: The Firearm Safety Hunter Education Program requires shooting of live ammunition.

It is understood that permission to attend the Firearm Safety Hunter Education Program involves instruction by Minnesota Safety Training Instructors, as well as the use of these privileges of attendance. I hereby waive my claim or cause of action of any nature arising as a result of, or in connection with, the instruction or use of the aforementioned facilities by the below named student, or arising from his or her presence on or about the said facilities of the said organization, its instructors or representatives.

*****IMPORTANT: CERTIFICATION IS NOT VALID UNTIL YOU COMPLETE ALL COURSE REQUIREMENTS, THIS DOCUMENT IS SIGNED BY A CERTIFIED INSTRUCTOR AND YOU FULLY COMPLETE THE SELF-CERTIFICATION AND FEE PROCESS*****

The information provided below must be complete and accurate. This information will be used to generate a DNR Safety Training Identification Number and DNR Number, which is the student's lifelong safety certificate number.

FULL Legal First Name:

FULL Middle Name:

Last Name:

DATE OF BIRTH: / / (i.e., 06/08/1998)

DRIVERS LICENSE #: (not required)

STREET ADDRESS:

CITY: STATE: ZIP CODE:

Does this student have special needs or behavior problems the instructor should be aware of? Yes No If yes, please contact

Emergency Contact: Telephone #:

Signature of Parent, Guardian or Adult Participant (required) Date: / /

Once signed by your instructor, this document certifies you have fully completed eligibility to be certified in Minnesota DNR Firearm Safety Hunter Education. **Your next and final step to complete your certification is to go online and enter your information and make payment to the DNR Licensing System to obtain an original Firearm Safety Certificate. ***IMPORTANT*** CERTIFICATION IS NOT VALID UNTIL YOU COMPLETE THE SELF-CERTIFICATION AND COURSE FEE PAYMENT PROCESS. See Instructions on reverse.**

Certificate Number:

This is to certify that the above named student successfully completed all instructional components of the Minnesota DNR Firearm Safety Hunter Education course. This Document must be signed by a DNR Certified Instructor to be valid. This document is valid for ONE YEAR from the date of completion.

Instructor Signature: Instructor Number: Date Completed: / /

Additional Fee	Pass Written Exam	Pass Field Day Requirements	Class Attendance:
YES/NO	YES/NO	YES/NO	1 2 3 4 5 6 7 8 9 10

The following information is provided voluntarily to assist the variety of individuals we are serving through our education programs:

Ethnic Background: Codes: AA – Asian American; BL – African American; H – Hispanic; C – Caucasian; NA – Native American; O – Other Code: _____

Disability: Codes: E – Emotional; H – Hearing; M – Motor; MU – Multiple; S – Sight Code: _____

DISTRIBUTION: WHITE - Instructor CANARY - Student

Use a copy of the students Birth Certificate to verify correct **FULL LEGAL NAME** and DOB.

Verify AGE of the Student Prior to the beginning course date! Are they 11 or older prior to your course beginning date?

A **Social Security Number** is **NOT REQUIRED** to complete this form. The student only provides SSN information when Self-Certifying online.

All Students must have a Fully Completed and Signed/Dated Form prior to starting the course.

Upon Full Completion of the Course, the Instructor will again verify all information is correct, sign/date and **immediately give the Yellow Copy to the Student.**

Each new form **has a unique pre-printed number required** for verification when Self-Certifying.

The instructor number is also required for verification when Self-Certifying.

IMPORTANT: Remind students and parents that they are not fully certified until they complete the Self-Certification Process listed on the Back of the form. **Review the Instruction and Process with parents and students again before they leave your last session !!!**

IMPORTANT INSTRUCTOR/STUDENT/PARENT INFORMATION

Student Instructions to Self-Certify Online

Must Review with Students and Parents Before and After Course Completion!

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IMPORTANT: YOUR CERTIFICATION IS NOT VALID UNTIL YOU COMPLETE THE SELF-CERTIFICATION AND FEE PAYMENT PROCESS. *To receive your Firearm Safety Certificate, to exercise the privileges granted, you must complete the following process immediately after course completion.*

*****Please follow all the instructions carefully*****

Instructions:

1. Have a parent or guardian assist you. An online payment method will be needed to complete the process.
2. From a computer with internet access with a printer attached, log onto www.mndnr.gov.
3. Click on Buy a License. Click on Safety Training Self Certification. *(It is recommended that you first download Adobe Acrobat Reader before continuing.)*
4. On the Customer Identification Page, you must first search for your record in the database.

Enter any combination of the following information: Social Security Number and Date of Birth or Customer DNR #, Date of Birth and last 4 digits of your Social Security Number or Firearm Safety #, Date of Birth and last 4 digits of Social Security Number.
5. ***If a record exists for you***, check your **Full Legal Name and Date of Birth** for accuracy – also make address and other changes as needed by clicking on EDIT CUSTOMER INFO. Click on SUBMIT to save your changes. *Proceed to Step #8.*
6. ***If a record does NOT exist for you***, Click on Create New Customer. Click on Individual Customer. Enter your Social Security # and Date of Birth and click on Continue.
7. On the Customer Identification Page, **(use the information you filled out on the front side of this form)** enter all the required information (You **MUST** use your **Full Legal Name and Date of Birth** as entered on this form) and click on Submit.
8. Review your information – Full Legal Name and Date of Birth - edit as necessary. Click on Safety Training Self Certification. From the list, select Firearm Safety Hunter Education Cert.
9. Enter the Certificate Number and Instructor Number as it is shown on the front side of this form. Click on Add to cart and begin checkout. You will need a method of payment – Visa, MasterCard or E-Check - to pay for your certificate.
10. Click on Proceed to Checkout. Enter payment Information and click on Submit. Click on Prepare license(s) for printing.
11. **Print your Safety Training Certification Certificate**. Laminating your certificate will increase its durability. You may **SAVE** your certificate on your computer for future use.

NOTE: If you do not have access to a computer and/or the Internet, you may call the DNR License Center at 651-297-1230 from the Twin Cities metro area Monday thru Friday from 8 am – 4:30 pm, or toll free at 1-877-348-0498.

*Please remember that state law requires you to provide your Social Security Number when purchasing a hunting or fishing license.

IMPORTANT: If you do not complete the above steps, there will be NO record of your completion of the firearm safety course and you may be subject to re-taking the course. If you have any questions or concerns regarding this, please contact the DNR Enforcement Safety Training Office at 1-800-366-8917.

Reminder to Complete SELF CERTIFICATION Process Immediately after Course Completion!!!

Logon to DNR web site www.mndnr.gov
click on **BUY A LICENSE**

Customer ID Page
Search Instructions
Locate and Correct if Needed

Create New Customer Record
Follow Instructions
Use FULL LEGAL NAME and DOB
and Correct ADDRESS

Information Review and Certification Type Selection

Enter Certificate and Instructor Number from Form
Add to Shopping Cart

Proceed to Check-out and Make Payment
VISA/MASTERCARD/E-CHECK

Print and Save Your Certificate

Phone Option for Students without Computer/Internet Access

The best way to familiarize yourself with the process is to give these instructions a try. Just follow the student instructions and see what you find at the customer search page. You will be better prepared to answer student/parent questions. Remember to always review the Self-Certification process to receive full certification with parents/students.

Thanks to everyone for being supportive of this new process. This change in program processes comes from governmental mandates to reduce overall expenditures. There are several benefits for everyone involved. This process will reduce administrative costs to state government for paper, printing, postage, patches and accounting methods. Instructors benefit by no longer handling program student fees and student mailings. Students benefit with quick access to completing certification, along with licensing and lotteries in Minnesota.

If you have questions, you can always call Camp Ripley at 1-800-366-8917

THANK YOU