

# 2024 Enrollment Checklist

## Minnesota Walk-In Access Program

### Review Walk-In Access Program with interested landowners

- Make sure they understand that public access is granted for hunting during any legal season between Sept. 1 and May 31 the following year.
- Give them a copy of the [WIA Landowner Basics](#) and [WIA Fact Sheet](#).
- Do a quick calculation of payment rate for the landowner.
- **Approximate (~) acres x \$18 = annual payment for one year**
  - Whenever possible encourage landowners to sign multi-year agreements as this is less paperwork and tracking on our end and no penalty for early termination.
- Review the terms of the [Walk-In Access Agreement](#).
  - Emphasize both “Landowner” and “State’s Duties” sections, mainly regarding habitat disturbance activities during hunting seasons.
- If the landowner is interested in enrolling proceed to the next section.

### Enter information into the Walk-In Access Enrollment Information System (WIAEIS) and print the Walk-In Access Agreement

- Enter the landowner information into the Walk-In Access Enrollment Information System (WIAEIS.) Consult the [WIAEIS Instructions](#).
- Draw the parcel boundaries in the WIAEIS. As per the WIAEIS instructions:
  - Keep boundaries 500 feet away from occupied building sites or corrals with livestock.
    - Please ensure your 500’ buffers start from the dwelling (house), not every building on the property.
  - Make sure there’s access to the site and sign crews know where to install signs if the site does not abut a public road.
  - Whenever possible, please include all parking sites and access trails on your maps, sign crews will be utilizing new signage this year to better ID user access features.
  - Align parcel boundaries with parcel data if possible.
- Print out the Walk-In Access Agreement, including the Exhibit A (map).
- Have the landowner sign the Agreement and provide them with a copy.
- If this is a new agreement and not a reenrollment, have the landowner complete a **Form W-9** (<http://www.irs.gov/pub/irs-pdf/fw9.pdf>)
- **BE SURE THAT THE NAME, ADDRESS AND SIGNATURE IS THE SAME ON THE AGREEMENT AND W-9. IF THERE ARE ANY VARIATIONS, IT WILL BE SENT BACK.**
- Remind the landowner that the DNR will review the application and if it is approved, they will receive a fully signed copy by early fall.

**Color scan and email signed, completed documents to Amber Knutson, [amber.knutson@state.mn.us](mailto:amber.knutson@state.mn.us) or mail to Walk-In Access Program Coordinator, MN DNR – Division of Fish and Wildlife, 500 Lafayette Rd., Saint Paul, MN 55155-4020**