

## DIRECTIONS ON HOW TO APPLY FOR A FORT MCCOY QUOTA PERMIT

Quota hunt season permits (i.e., 9-Day Gun-Deer, Disabled Gun Deer, Cantonment Archery, Spring Turkey, and Trapping) are only available through the Fort McCoy iSportsman electronic application process. No paper applications will be provided.

Applications will only be available online by logging into your Fort McCoy iSportsman account at [www.mccoy.isportsman.net](http://www.mccoy.isportsman.net). If you do not have an iSportsman user account click on "Register" to create a user account.

### Before You Apply:

Prior to applying for a Fort McCoy permit, verify that your iSportsman account information is up to date and current (e.g. phone number, email address, address etc.). Login to your iSportsman account. Your account information is located under Update Registration when you click on My Account which is located above your name. If you make any changes to your information, make sure to click on SAVE at the bottom of the page. *Make sure you also check your iSportsman "Category Status" which is also located under Update Registration, and get your Category Status validated if you are a Category A, A1, or B with the Permit Sales Office prior to submitting your application. Any applications that are A, A1, or B that have not been validated by the Permit Sales Office, will be put into the Category C drawing.*

### Category Descriptions:

- **Category A:** Active and Retired Military, Reserves and National Guard and military dependent ID card holders. **A Military ID is required for all Category A applicants to confirm their status.** Applicants can stop by the Permit Sales Office (building 2168) with their ID or a copy can be sent to the Permit Sales Office. **If sending a copy of your ID, any social security number displayed must be BLOCKED OUT.**
- **New ~ Category A1: Military Veteran.** A military veteran is any person who served for any length of time in any military service branch. A veteran is a former member of the Armed Forces of the United States (Army, Navy, Air Force, Marine Corps, and Coast Guard) who served on active duty and was discharged under conditions, which were other than dishonorable. **A copy of a veterans DD Form 214/215 NGB 22/22A is required for all Category A1 applicants to confirm the status.** Applicants can stop by the Permit Sales Office (building 2168) with their paperwork, or a copy can be sent to the Permit Sales Office. If sending a copy of your DD Form 214/215, make sure all social security numbers are BLOCKED OUT.
- **Category B:** Department of Defense (DoD) and Non-Appropriated Fund (NAF) civilians, retired government civilians, other US Government Civilian ID Card Holders, and legal dependents (spouses and children 18 years old and younger). **A Civilian/Retired Civilian government employee ID is required for all Category B applicants to confirm the status.** Retired government civilian employees may supply a copy of their retirement SF50 or a retired civilian ID card. **For legal dependents, the parent/guardian government employee must provide their ID along with the names of dependents.** Applicants can stop by the Permit Sales Office (building 2168) with their ID or SF 50, or a copy can be sent to the Permit Sales Office. If sending a copy of your ID or SF50, any social security number displayed must be BLOCKED OUT. Note: The Fort McCoy Personnel Services Branch can issue ID cards for retired civilian personnel. Please call (608) 388-4563 prior to visiting for more information
- **Category C:** General Public (those who do not qualify for Category A or B). **No copy of ID required.** You do not have to validate your status with the Permit Sales Office.

### Permit Sales Office Contact Information:

#### Permit Sales Office Location and Hours:

Environmental Division, Building 2168, Door 4, North Entrance (M-F 0700-1530)

#### Mailing Address:

DEPARTMENT OF THE ARMY  
DIRECTORATE OF PUBLIC WORKS  
IMMC-PWE-N (NATURAL RESOURCES)  
2171 SOUTH 8TH AVE  
FORT MCCOY WI 54656-5136

#### Phone:

(608)-388-3337 Permit Sales Office/Admin  
(608)-388-4933 (fax)

Email: [usarmy.mccoy.imcom-central.mbx.dpw-permit-sales@mail.mil](mailto:usarmy.mccoy.imcom-central.mbx.dpw-permit-sales@mail.mil)

**NOTE:** If you currently obtain Category A, A1, or B status that has previously been validated by Permit Sales (current status is shown under your Account Details tab "Validations" in your account information) and the validation has NOT expired, you do not need to provide proof of ID. ***If your past validation has expired, you will need to resubmit a copy of your ID or paperwork to the Permit Sales Office.*** Please contact the Permit Sales Office at (608)-388-3337 with any questions

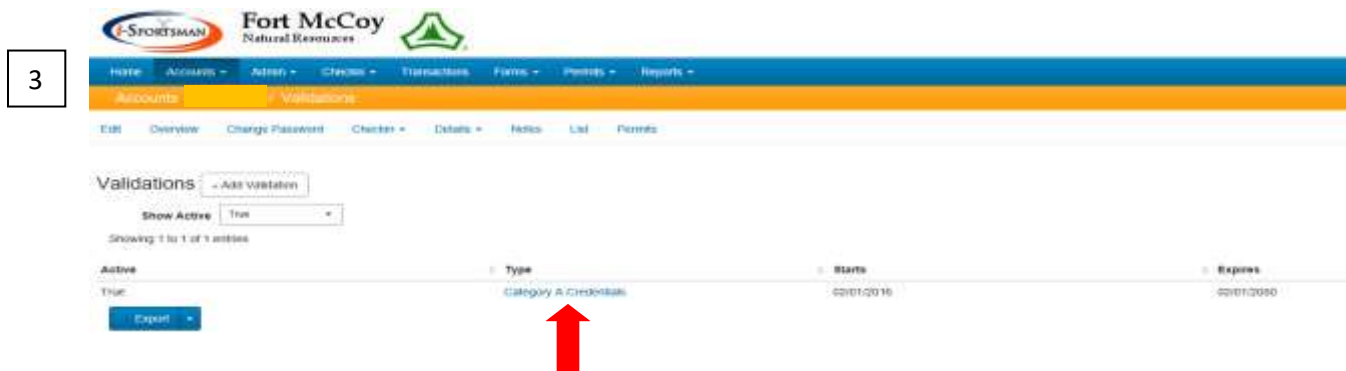
regarding your current category status or validations.

### How to check your Category Status:

- 1.) Go to [www.mccoy.isportsman.net](http://www.mccoy.isportsman.net)
- 2.) Click on “My Account”
- 3.) Login. If you do not have an account click on Register and create an account. You will input your Category status upon registering. If you are having problems with your login credentials, please contact the Permit Sales Office.
- 4.) Click on tab “My Account” and select “Update Registration” from drop down list.
- 5.) Look down the page and check that you have the correct “Category Status” selected from the drop down menu (A, A1, B, or C).
- 6.) If you are a Category C, you may proceed to your application by clicking on “My Account” tab and click on “Home” from the drop down menu. Then you may proceed to the directions below starting with “Step 3”
- 7.) If you are Category A, A1, or B you will need to validate your status with the Permit Sales Office before submitting your application. Any application that is not validated will automatically be put in Category C for the permit drawings.
- 8.) Those who confirm their Category Status A, A1, or B with the Permit Sales Office will have a Validation posted to their iSportsman account.
- 9.) Any application that is submitted with Category Status A, A1, or B that has NOT been validated will automatically be put in Category C for the permit drawings.

### How to check your Category A, A1, or B Validation:

Login in to your iSportsman account.



### Permit Applications:

Applications will be available by logging into your Fort McCoy iSportsman account.

Access the home web page of the Fort McCoy iSportsman System at [www.mccoy.isportsman.net](http://www.mccoy.isportsman.net).

1. Click on “My Account”. If you have already established a user account, login in to your iSportsman account. If you do not have an iSportsman user account click on “Register” to create a user account. Once you have created a user account and you are still logged in, you can proceed to step 3.
2. Click on “Acquire Permit(s)”.
3. Select the Fort McCoy permit application you want to apply for by clicking on “Add to Cart” on the right hand side of the screen.
4. Click on and fill in any required fields and select from the drop down menu how you are entering the drawing.
  - a. Group Applications: If you are interested in applying as a group, you will select either “Create a group entry” or “Join a group”. You may have up to 4 people in a group.
    - i. The first person to apply in your group must select “Create a group entry”. Those who want to join that group will select “Join existing group entry” when they fill out their own application.
    - ii. The first person to apply for a group entry will receive a ‘**Group Key**’ number after they click on Confirm their “Checkout” and will need to give the group number (group key code) to those who want to JOIN the group.
    - iii. Those that want to join an existing group will need to select “Join existing group entry” and enter the group number (group key code) when they are filling out their application.
  - b. Youth’s 10-11 years old under the Youth Mentorship Program: Fort McCoy does not have specific Youth Hunts; however youth (10 and 11 years old) can participate in any Fort McCoy hunt. All participants (youth and mentors) must follow Fort McCoy regulations, WDNR guidelines and rules associated with the program, and obtain the proper Fort McCoy permit(s).
5. Click on “Save”.
6. Review that your selection is accurate. You have a couple of options you can select at this point.
  - a. You can either click on “Checkout” or click on “Continue Shopping”. **YOU MUST SELECT “CHECKOUT” AND “CONFIRM” YOUR ORDER in order for your application to be submitted into the drawing.**
  - b. If there is another application you would like to select, click on “Continue Shopping” and follow the same steps as previously mentioned.
  - c. If you want to remove your selected application, click “Remove” and that will remove your application selection and you can go back to the list and shop.
  - d. If you need to change or edit your application entry click on “Change”.
7. Click on the “Checkout” button. (Or, if you exited your account and need to login back in and you haven’t confirmed your checkout, just click “View Cart & Checkout” and that will show you what you had previously selected. Then you can proceed to “CHECKOUT” and you will need to click on “CONFIRM” to submit your order.)
8. Order Confirmation. Click on “Confirm”. You have completed the application process.
  - a. If you created a group application, your ‘group key’ number (group code) will be displayed at this point to give to those who want to join your group. Reminder, 4 people per group application.
  - b. If you entered your email address to your iSportsman account information, the iSportsman system will send you an email confirming that you are entered into the drawing.
    - i. Reminder, if you do not see an email in your inbox, check your spam or junk email folder. Add Fort McCoy to your list of contacts so that your email will accept emails from Fort McCoy iSportsman. Otherwise you can login into your iSportsman account at any time to check drawing status under the Lottery tab.

9. Note: Once you have submitted your application into the lottery (drawing), you will not see the application available under "Acquire Permit(s)". However, if you click on Lottery (up above your name), this will show the lottery status (drawing) you entered and the status of your application.

Please contact the Fort McCoy Permit Sales Office at 608-388-3337 or email at [usarmy.mccoy.imcom-central.mbx.dpw-permit-sales@mail.mil](mailto:usarmy.mccoy.imcom-central.mbx.dpw-permit-sales@mail.mil) with any questions.