



WASHINGTON MILITARY DEPARTMENT
JOINT FORCE HEADQUARTERS, WASHINGTON NATIONAL GUARD
CAMP MURRAY, TACOMA, WA 98430-5000

HRO

1 June 2016

MEMORANDUM FOR RECORD

SUBJECT: How to Obtain Verification of Service

1) National Guard verification memo must accompany National and State Guard Hunting License application in order to receive a free hunting license. To obtain the memo, National and State guard members must request the completed memorandum (see attached) to be completed by the Federal HRO office. The Federal HRO office will verify active drilling status and terms of service (ETS/MRD/MSD). The memo will be provided back to the individual for submission with their application. Obtain the verification of service memo thru Federal HRO in person located at Building 33 or by email.

2) Submit either in person at WDFW in Olympia or FAX, the Application, Verification of Service Memo, Hunter's Safety Certificate and copy of your Valid Washington State Driver's License. If your Driver's license has a Military Expiration, include a copy of your Military ID Card. You must meet the Washington State Residency requirements in order to qualify for this program under the law.

3) 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. Alternately, once you are notified your Verification of Service has been processed by WDFW, you can pay a smaller processing fee and obtain them from any Retailer of Hunting Licenses.

4. To request a memorandum verifying service by email, please email the request to [ng.wa.waarng.list.wdfwverification@mail.mil](mailto:nq.wa.waarng.list.wdfwverification@mail.mil). For questions on the memorandum, please contact 253-512-7749 or by email at [ng.wa.waarng.list.wdfwverification@mail.mil](mailto:nq.wa.waarng.list.wdfwverification@mail.mil).