

Using Go Outdoors South Dakota to Purchase Private Aquaculture or Fee Fishing Hatchery Licenses

<https://license.gooutdoorsouthdakota.com/Licensing/CustomerLookup.aspx>

You can access the *Go Outdoors* site by using the link above or going to the GFP website and choosing the “Licenses” tab on the home screen and then clicking on the “PURCHASE LICENSE” tab. If you have not already done so, you will need to create a *MySD* login, which can be used with all State of South Dakota state agency webpages.

Once you are logged-in to *MySD*, you will be taken to *Go Outdoors South Dakota* and your licensing profile will be displayed.

Submitting Annual Reports

If you are renewing a license you held last year, you will need to complete an annual report for the license before you can apply for a new license. License applications will not be approved by GFP if a completed annual report for the previous year has not been submitted.

Complete the following steps to submit annual reports.

1. From your profile, click on the “Season Reports” tab. A list of reports for licenses you held the previous year will be displayed.
2. Click on the dropdown box containing years and select the year for which you are completing reports. As an example, if you are applying for a 2025 license, you are completing a report for your 2024 license.
3. Click on a report for a specific license, enter the requested information, and click “Submit”. The information required to complete a report form is the same as was required previously on paper annual reports forms.
4. Complete step 2 for each license type you held the previous year.
5. For each report submitted, an email will be sent to you confirming submission of the annual report.
6. Apply for a license by following the instructions provided below.

Note: The report in *Go Outdoors* will only remain active for a limited time. Therefore, we recommend going to the bottom of the Bait page on the GFP website (<https://gfp.sd.gov/private-hatcheries/>) and printing copies of required reports, completing the paper reports, and using these as a guide when entering report information into *Go Outdoors*.

New Licenses - If you are applying for a license you have not previously held, there is no annual report requirement and you can proceed directly to applying for a license.

Applying for Licenses

Complete the following steps to apply for a license.

1. From your profile in *Go Outdoors South Dakota*, choose the “Specialty Licenses” tab near the top right of the screen.
2. Click the “+ Apply” button for the license type for which you would like to apply. That license will be placed in your shopping cart. You can put more than one license in your shopping cart at one time, if they are for different businesses you own.
3. In your shopping cart, click on one of the licenses you have placed there.
4. A new screen will open, and you will be asked to provide information about your business, so it can be included in the printed license you must display at the business location and have in possession when transporting fish.
5. Click the “Submit” button once you have entered all required information.
6. You will receive an email confirming your license application has been submitted.
7. Repeat steps 3 through 5 for each license type for which you need to apply.
8. GFP will review annual reports and license applications submitted and issue a license if all required information has been provided.
9. An email confirming approval to purchase a license will be sent to the applicant once GFP has approved an application, instructing the applicant how to pay for the license in *Go Outdoors*.
10. Credit cards can be used to purchase hatchery licenses on the *Go Outdoors* website.

Note: After GFP approves or issues a license it will only remain in your *Go Outdoors* shopping cart for a short time. If your license has been approved but you do not have it in your shopping cart, click on “Specialty Licenses”. As you scroll down the page, you will see “Available Permits”. Click on “Add to Cart”, to place your hatchery license in your shopping cart.

Once purchased, private hatchery licenses will be listed under your customer profile in *Go Outdoors*. You will also receive an email with a list of all your licenses on the first page and printable copies of commercial licenses on subsequent pages. License can be printed so you can meet the display and possession requirements associated with licenses.

Please contact Bob Hanten at 605.223.7681 or robert.hanten@state.sd.us if you have any other questions about the licensing process.