



Plain-Paper Printing and Document Handling Reference

1. Purpose

This reference document outlines the required standards for printing, handling, and destroying printed license documents when using plain-paper printing. These guidelines apply to all License Dealers responsible for issuing WDFW-related documents.

2. Printing Requirements

2.1 Printing Materials

All license documents must be printed using:

- Dealer-owned printers
- Standard white 8.5" x 11" paper

Printer hardware, paper specifications, ink requirements, and print-quality standards are provided in Appendix A.

2.2 Dealer Responsibilities

Dealers are responsible for:

- Maintaining compliant printing equipment
- Ensuring adequate supplies of required paper and ink
- Validating that printed materials meet minimum quality and legibility standards

2.3 Required Print Format Standard

All license documents must be printed exactly as they are generated by the licensing system, with no changes to size, scale, or formatting. This ensures barcodes, customer information, and legal text remain accurate, scannable, and compliant.

To ensure documents remain valid and readable:

- Print on standard 8.5" x 11" paper only
- Print at 100% size (often labeled as "Actual Size" or "No Scaling")
- Do not shrink, enlarge, or scale the document in printer settings
- Do not change paper size or adjust margins
- The printed document must match the system-rendered layout without alteration

3. Handling Printed but Not Issued License Documents

3.1 Required Destruction Timeline

Any printed license document that is not issued must be destroyed and logged within one (1) business day of printing.

3.2 Approved Destruction Methods

Destruction must occur onsite using secure, irreversible methods. Acceptable methods include:

- Cross-cut shredding
- Incineration
- Secure disposal in locked bins designated for confidential materials

3.3 Prohibited Actions

Printed but unissued documents must not be:

- Mailed back to WDFW
- Stored for future use
- Taken or transported off-site

4. Destruction Log Requirements

Dealers must maintain a destruction log for each destruction event. Each entry must include:

- Date and time of destruction
- Reason for non-issuance (e.g., error, void, cancellation)
- Document type and quantity
- Staff member who performed the destruction

5. Record Retention

Destruction logs must be retained for three (3) years.

Logs must be accessible for review during audits conducted by WDFW at any time.