



**Animal Damage Control  
Permittee User Guide  
February 24, 2024  
Version 1.0**

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## 1 URL

<https://twraappstest.tn.gov/NewADC/>

## 2 Login

You are to use your Active Directory username/password you use to log into your computer. You may or may not receive the following login prompt.

## 3 Contact

Captive Wildlife Coordinator      [TWRA.PermitProgram@tn.gov](mailto:TWRA.PermitProgram@tn.gov)

## 4 Stay in Touch

Tennessee Wildlife Resources Agency	<a href="https://www.tn.gov/twra">https://www.tn.gov/twra</a>
Facebook	<a href="https://www.facebook.com/tnwildlife/">https://www.facebook.com/tnwildlife/</a>
X ( <i>formerly known as Twitter</i> )	<a href="https://twitter.com/tnwildlife">https://twitter.com/tnwildlife</a>
Instagram	<a href="https://www.instagram.com/tnwildliferesourcesagency/">https://www.instagram.com/tnwildliferesourcesagency/</a>
YouTube	<a href="https://www.youtube.com/channel/UCzsG4CoFDZJv3onMN26XCCg">https://www.youtube.com/channel/UCzsG4CoFDZJv3onMN26XCCg</a>
Blog	<a href="https://www.tn.gov/twra/twra-outdoors-blog.html">https://www.tn.gov/twra/twra-outdoors-blog.html</a>
Email Updates	<a href="https://public.govdelivery.com/accounts/TNWRA/subscriber/new">https://public.govdelivery.com/accounts/TNWRA/subscriber/new</a>

# 5 Login

## 5.1 For Permit Login Only

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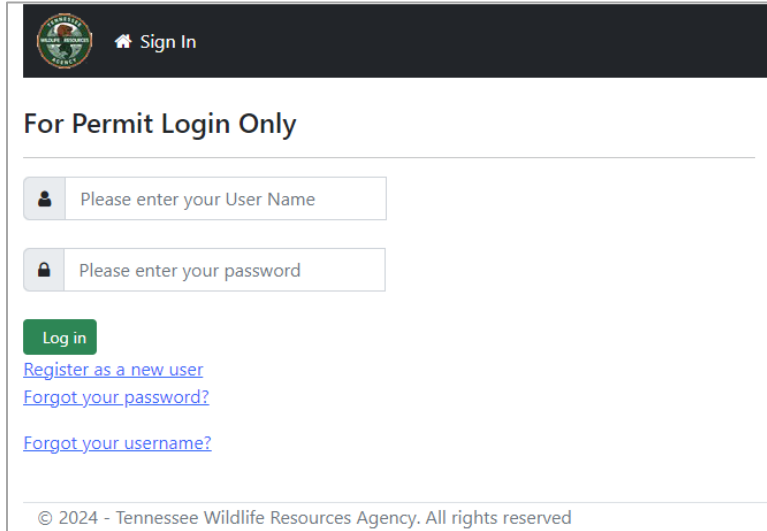
### 5.1.1 Register as New User

The user must create a user login to access the system. Every entry, except **Middle Name**, is required. **Password** and **Confirm Password** must match. Click **Register** when finish or **Back** to go back to the previous page.

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## 5.1.2 Login

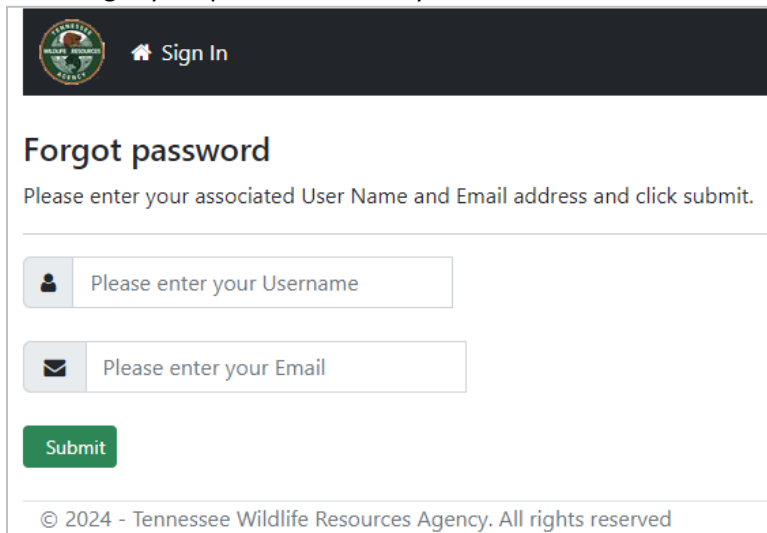
Enter the **Username** and **Password** you created. If you forgot your password, click [Register your password?](#)



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### 5.1.2.1 Forgot Your Password

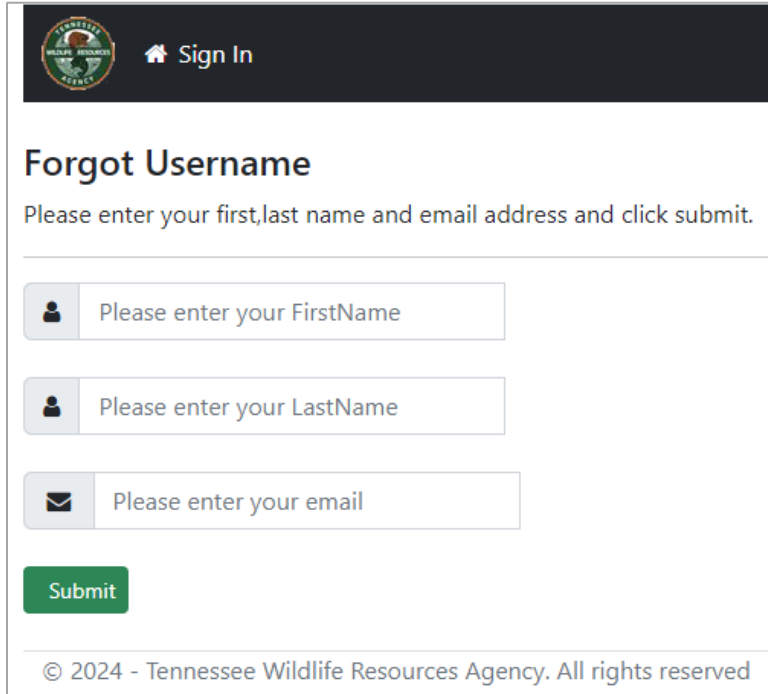
Click [Forgot your password?](#) Enter your **Username** and **Email** address and click [Submit](#).



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### 5.1.2.2 Forgot Your Username

From the home page, click [Forgot your username](#). Enter the information requested and click [Submit](#). You will receive an email that includes your username. Go back to the Home page and login. If you forgot your password, click [Forgot your password?](#)



The screenshot shows a web page for the Tennessee Wildlife Resources Agency. At the top left is the agency's logo, and next to it is a 'Sign In' link with a house icon. The main heading is 'Forgot Username'. Below the heading is a instruction: 'Please enter your first,last name and email address and click submit.' There are three input fields: the first is for 'Please enter your FirstName' with a person icon, the second is for 'Please enter your LastName' with a person icon, and the third is for 'Please enter your email' with an envelope icon. A green 'Submit' button is located below the input fields. At the bottom of the page, there is a copyright notice: '© 2024 - Tennessee Wildlife Resources Agency. All rights reserved'.

## 6 Profile and Business Information

### 6.1 Profile

Click [Update Profile](#) to enter additional information. Click [Update Business Information](#) to enter your business information.

The screenshot shows the 'Profile Information' page. At the top, there is a navigation bar with links for Home, Wildlife Work History, Change Password, and Guidelines, along with a user greeting 'Hello, hsmalls'. Below the navigation bar, there are two buttons: 'Update Profile' and 'Update Business Information'. The profile details are as follows:

- Name:** Henry Smalls
- Email:** hsmalls@gmail.gov
- Business Name:**
- Business Phone:**
- Home Phone:**
- Cell Phone:**

Below the profile information is the 'Permit Information' section, which states: 'There is no record of your permit in the previous years. To apply a new application or continue your pending application, please click [Apply/Continue your application](#)'. At the bottom of the page, there is a copyright notice: '© 2024 - Tennessee Wildlife Resources Agency. All rights reserved'.

#### 6.1.1 Update Profile

Enter information all information where there is an \* and click [Save](#). NOTE: If you click [Back](#), you will lose all the information you entered.



The screenshot shows the 'Update Profile' form. At the top, there is a navigation bar with links for Home, Wildlife Work History, Change Password, and Guidelines, along with a user greeting 'Hello, hsmalls'. Below the navigation bar, there is a success message: 'Success: User updated successfully!'. The form instructions are: 'Update your profile below and click save. \* = Required Field'. The form fields are as follows:

- DOB:** 01/01/1970
- Email:** hsmalls@gmail.gov
- First Name:** Henry
- Middle Name:**
- Last Name:** Smalls
- Home Address:** 123 Circle Court
- City:** Nashville
- State:** TN
- Zip Code:** 37214
- Home Phone:** (615) 123 - 4567
- Cell Phone:** (615) 987 - 6543
- Can you legally possess a firearm?:** Yes

At the bottom of the form, there are two buttons: 'Save' and 'Back'. At the bottom of the page, there is a copyright notice: '© 2024 - Tennessee Wildlife Resources Agency. All rights reserved'.

If you enter an invalid **DOB**, you will received and error message. Correct the entry and click [Save](#).




[Home](#)
[Wildlife Work History](#)
[Change Password](#)
[Guidelines](#)
Hello, hsmalls 

**Update your profile below and click save. \* = Required Field**

DOB:  Age should be >9 years and < 100 years
 Email:

First Name: 
 Middle Name: 
 Last Name:

**Home Address: . \* = Required Field**

Home Address: 
 City:

State: 
 Zip Code:



Home Phone: 
 Cell Phone:

Can you legally possess a firearm?:

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## 6.1.2 Update Business Information

Enter information all information where there is an \* and click . NOTE: If you click , you will lose all the information you entered.


[Home](#)
[Wildlife Work History](#)
[Change Password](#)
[Guidelines](#)
Hello, hsmalls 

### Business Information

**Business Address: . \* = Required Field**

Business Name: 
 Business Address: 
 City:

State: 
 Zip Code: 
 Business Phone:

Status: 
 From: 
 To:

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# 7 Application

Click [Apply/Continue your application](#) to begin, or continue, your permit application.

The screenshot shows the 'Profile Information' page. At the top, there is a navigation bar with links for Home, Wildlife Work History, Change Password, and Guidelines, and a user greeting 'Hello, hsmalls'. Below the navigation bar, the page title is 'Profile Information'. There are two buttons: 'Update Profile' and 'Update Business Information'. The profile information is displayed as follows: Name: Henry Smalls, Email: hsmalls@gmail.com, Business Name: (blank), Business Phone: (blank), Home Phone: (blank), and Cell Phone: (blank). Below this, the 'Permit Information' section states: 'There is no record of your permit in the previous years. To apply a new application or continue your pending application, please click [Apply/Continue your application](#)'. At the bottom, there is a copyright notice: '© 2024 - Tennessee Wildlife Resources Agency. All rights reserved'.

## 7.1.1 Application Page 1 of 6 (Profile Information)

The information you entered in the **Update Profile Information** appears. Otherwise, enter it here and click [Save](#). If you click [Back](#), you will lose all the information you entered. Click [Next](#) to go to the next page. NOTE: You will only be able to go to the next page when all the information with an \* is entered.

The screenshot shows 'Application Page 1 of 6' with the instruction 'Update your profile below and click save. \* = Required Field'. The form contains the following fields: 'DOB:\*' (01/01/1970), 'Email:\*' (hsmalls@gmail.com), 'First Name:\*' (Henry), 'Middle Name:' (blank), 'Last Name:\*' (Smalls), 'Home Address: . \* = Required Field' section with 'Home Address:\*' (123 Circle Court), 'City:\*' (Nashville), 'State:\*' (TN), 'Zip Code:\*' (37214), 'Home Phone:\*' ((615) 123 - 4567), and 'Cell Phone:\*' ((615) 987 - 6543). At the bottom, there is a dropdown menu for 'Can you legally possess a firearm?: \*' set to 'Yes'. There are 'Back' and 'Next' buttons. A copyright notice '© 2024 - Tennessee Wildlife Resources Agency. All rights reserved' is at the very bottom.

## 7.1.2 Application Page 2 of 6 (Business Information)

The information you entered in the **Update Business Information** appears. Otherwise, enter your Business History here and click [Save](#). Click [Back](#) to go back to the previous page. Click [Next](#) to go to the next

page. NOTE: You will only be able to go to the next page when all the information with an \* is entered and added.

[Home](#) [Wildlife Work History](#) [Change Password](#)
Hello, hsmalls

**Application Page 2 of 6**

**Business Address: \*** \* = Required Field  
**Note: Please check your business information in the table below for accuracy.**

**Business Name:\*** 
**Business Address:\*** 
**City:\***

**State:\*** 
**Zip Code:\*** 
**Business Phone:\***

**Status:\*** 
**From:\***  
**To:\***

[Add Business](#)

Actions	Business Name	Address	City	State	Zip	Phone	From	To	Status
<a href="#" style="background-color: #f44336; color: white; padding: 2px 5px;">Delete</a> <a href="#" style="background-color: #00bcd4; color: white; padding: 2px 5px;">Edit</a>	Family Hunters	159 Bellows Circle	Smyrna	TN	37167	(615) 123 - 4567	1988-01-01	2000-12-31	Previous
<a href="#" style="background-color: #f44336; color: white; padding: 2px 5px;">Delete</a> <a href="#" style="background-color: #00bcd4; color: white; padding: 2px 5px;">Edit</a>	Hunters Away	789 Circle Lane	Murfreesboro	TN	37130	(615) 123 - 4567	1985-01-01	1995-12-31	Previous
<a href="#" style="background-color: #f44336; color: white; padding: 2px 5px;">Delete</a> <a href="#" style="background-color: #00bcd4; color: white; padding: 2px 5px;">Edit</a>	Everyday Hunting	2408 Cummings Street	Nashville	TN	37214	(615) 123 - 4567	2005-01-01		Current

[Back](#)
[Next](#)

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### 7.1.3 Application Page 3 of 6 (Educational Background)

The Educational Background, Certificates, and Membership information is optional. The questions on the bottom are required.

Home Wildlife Work History Change Password Hello, hsmalls

#### Application Page 3 of 6

**Educational Background: (Optional)**  
Note: Please provide all details before advancing to the next page

School Name:	<input type="text"/>	City:	<input type="text"/>	State:	Please Select
From:	<input type="text" value="mm/dd/yyyy"/>	To:	<input type="text" value="mm/dd/yyyy"/>	Did you graduate?:	Select
Field of study:	<input type="text"/>	<input type="button" value="Add Education"/>			

**Certificates: (Optional)**

Type of certification:	<input type="text"/>	License Number:	<input type="text"/>	License Type:	Select
Issue Date:	<input type="text" value="mm/dd/yyyy"/>	Expiration Date:	<input type="text" value="mm/dd/yyyy"/>	Licensed State:	Please Select
<input type="button" value="Add Certificate"/>					

**Memberships: (Optional)**  
Memberships to professional societies or organizations that would be pertinent to this application

Organization/Society Name:	<input type="text"/>	<input type="button" value="Add Membership"/>
----------------------------	----------------------	---

The following three questions are required to move on in the application.

Are you certified by the Tennessee Department of Agriculture as a Pest Control Operator?

Do you currently hold a valid trapping license?:

How many years of trapping experience do you have? (use 0 for none):



#### 7.1.3.1 Education Background

Please enter all information and click .

**Educational Background: (Optional)**  
Note: Please provide all details before advancing to the next page

School Name:	College University	City:	Knoxville	State:	TN
From:	08/26/1990	To:	05/31/1994	Did you graduate?:	Yes
Field of study:	Wildlife	<input type="button" value="Add Education"/>			

Click  to update the information or  to delete.


[Home](#)
[Wildlife Work History](#)
[Change Password](#)
Hello, hsmalls 

**Application Page 3 of 6**

**Educational Background: (Optional)**  
 Note: Please provide all details before advancing to the next page

School Name: 
 City: 
 State:



From: 
 To: 
 Did you graduate?:

Field of study: 
[Add Education](#)

Actions	School Name	City	State	From	To	Major	Graduated
<a href="#">Delete</a> <a href="#">Edit</a>	College University	Knoxville	TN	1990-08-26	1994-05-31	Wildlife	Yes

### 7.1.3.1.1 Edit Education Details

Update any information and click [Save](#) or click [Back to List](#) to go back to the previous page without updating.


[Home](#)
[Wildlife Work History](#)
[Change Password](#)
Hello, hsmalls 

**Edit Education details**

School Name:

City:

State:

From:

To:

Total Hours:

Field of study:

Graduate:

[Save](#)
[Back to List](#)

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### 7.1.3.2 Certificates

Please enter all information and click [Add Certificate](#).

**Certificates: (Optional)**

Type of certification: 
 License Number: 
 License Type:

Issue Date: 
 Expiration Date: 
 Licensed State:

[Add Certificate](#)

Click [Edit](#) to update the information or [Delete](#) to delete.

**Certificates: (Optional)**

Type of certification:  License Number:  License Type:

Issue Date:  Expiration Date:  Licensed State:

[Add Certificate](#)

Actions	Type	License Number	Licensed By	Status	Issue Date	Expiration Date
<a href="#">Delete</a> <a href="#">Edit</a>	Certificate	1234567890	TN	Annual	2024-01-01	2024-12-31

### 7.1.3.2.1 Edit Certification Details

Update any information and click [Save](#) or click [Back to List](#) to go back to the previous page without updating.

Home Wildlife Work History Change Password Hello, hsmalls

## Edit Certification details

Type of certification:

License Number:

Licensed State:

Status:

Issue Date:

Expiration Date:

[Save](#) [Back to List](#)

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### 7.1.3.3 Memberships

**Memberships: (Optional)**

Memberships to professional societies or organizations that would be pertinent to this application

Organization/Society Name:  [Add Membership](#)

#### 7.1.3.3.1 Delete Membership

Click [Delete](#) to delete.

**Memberships: (Optional)**

Memberships to professional societies or organizations that would be pertinent to this application

Organization/Society Name:  [Add Membership](#)

Action	Membership Name
<a href="#">Delete</a>	Wildlife

### 7.1.3.4 Questions

Answer all questions and click [Next](#).

The following three questions are required to move on in the application.

Are you certified by the Tennessee Department of Agriculture as a Pest Control Operator?

Do you currently hold a valid trapping license?:

How many years of trapping experience do you have? (use 0 for none):

[Back](#) [Next](#)

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### 7.1.4 Application Page 4 of 6 (Experience)

Enter your experience history and click [Add Experience](#) for each entry.

NOTE: If you select **Current** as the Status, a **To Date** is not needed.

Home Wildlife Work History Change Password Hello, hsmalls

#### Application Page 4 of 6

#### Experience

Note: Please provide all details before advancing to the next page

Employer Name:	<input type="text"/>	Present Position:	<input type="text"/>
Employers Phone:	<input type="text" value="(###) ### - ####"/>	Address:	<input type="text"/>
City:	<input type="text"/>	State:	<input type="text" value="Please Select"/>
Zip Code:	<input type="text"/>	Supervisor's Name:	<input type="text"/>
Status:	<input type="text" value="Select"/>	From:	<input type="text" value="mm/dd/yyyy"/>
To:	<input type="text" value="mm/dd/yyyy"/>	Major Responsibilities and duties:	<input type="text"/>

[Add Experience](#)

[Back](#) [Next](#)

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## 7.1.5 Application Page 5 of 6 (Certificate of Insurance)

Enter information where there is an \* and click [Add Insurance](#).

Home Wildlife Work History Change Password
Hello, hsmalls

---

**Application Page 5 of 6**

**Certificate Of Insurance**

**Note: Please provide all details before advancing to the next page**  
**New Insurance and the Certificate of Insurance files are required to enter and upload every time when you renew the permit.**

Insurance Name:\*

Insurance Valid From:\*

Insurance Type:\*

Expiration Date:\*

[Add Insurance](#)

Actions	Permit ID	Insurance Name	Insurance Type	Ins From - To	Permit Exp
Please use the following section to upload your insurance Documents. File formats allowed: .pdf,.png,.gif, and .jpg					
Select your file: * <span style="float: right;"><a href="#">Choose Files</a> No file chosen</span>					
Select the insurance names which this file is associated with:* <span style="float: right;"><input type="text" value="Select One Insurance"/> <a href="#">Upload</a></span>					
<a href="#">Back</a> <a href="#">Next</a>					

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Home Wildlife Work History Change Password
Hello, hsmalls

---

**Application Page 5 of 6**

**Certificate Of Insurance**

**Note: Please provide all details before advancing to the next page**  
**New Insurance and the Certificate of Insurance files are required to enter and upload every time when you renew the permit.**

Success: COI details updated successfully!

Insurance Name:\*

Insurance Valid From:\*

Insurance Type:\*

Expiration Date:\*

[Add Insurance](#)

Actions	Permit ID	Insurance Name	Insurance Type	Ins From - To	Permit Exp
<a href="#">Delete</a> <a href="#">Edit</a>	3629	Insurance Company	Wildlife	2024-01-01 - 2024-12-31	2024-06-30



### 7.1.5.1 Edit COI Details

Update any information and click **Save** or click **Back to List** to go back to the previous page without updating.

The screenshot shows the 'Edit COI Details' page in a web application. At the top, there is a navigation bar with 'Home', 'Wildlife Work History', and 'Change Password' links, and a user greeting 'Hello, hsmalls'. The main content area contains four input fields: 'Insurance Name (Insurer)' with the value 'Insurance Company', 'Type of Insurance Name' with the value 'Wildlife', 'Insurance Valid From' with the value '01/01/2024', and 'Expiration Date' with the value '12/31/2024'. Below these fields are two buttons: 'Back to List' and 'Save'. At the bottom of the page, there is a copyright notice: '© 2024 - Tennessee Wildlife Resources Agency. All rights reserved.'

### 7.1.5.2 Insurance Documents

Select **Choose Files**. Locate and select file and click **Open**.

The screenshot shows the 'Insurance Documents' upload form. It includes a header: 'Please use the following section to upload your insurance Documents. File formats allowed: .pdf,.png,.gif, and .jpg'. There are two main sections: 'Select your file: \*' with a 'Choose Files' button and the text 'No file chosen', and 'Select the insurance names which this file is associated with: \*' with a 'Select One Insurance' dropdown menu and an 'Upload' button. At the bottom, there are 'Back' and 'Next' buttons. The copyright notice '© 2024 - Tennessee Wildlife Resources Agency. All rights reserved.' is at the bottom.

Select **Choose Files**. Locate and select file and click **Open**.

This screenshot is identical to the previous one, but the 'Choose Files' button now shows 'Logo.jpg' next to it, indicating that a file has been selected.

Click **Select One Insurance** and select **Insurance Company 2024-12-31**.

This screenshot shows the 'Select One Insurance' dropdown menu open, with 'Insurance Company 2024-12-31' selected. The 'Upload' button is now visible to the right of the dropdown. The rest of the form, including the 'Choose Files' button and 'Back/Next' buttons, remains the same as in the previous screenshots.

Click **Upload**. To delete, click **Delete**. To view, click **View Document**. Click **Next** or **Back**.

Please use the following section to upload your insurance Documents. File formats allowed: .pdf,.png,.gif, and .jpg

Select your file: \*  No file chosen

Select the insurance names which this file is associated with:\*

Action	File Name	Insurance Name/Expiration Date	File Uploaded Date
<input type="button" value="Delete"/> <input type="button" value="View Document"/>	Logo.jpg	Insurance Company 2024-12-31	2/22/2024 9:21:48 AM

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### 7.1.6 Application Page 6 of 6 (Additional Permits)

Home Wildlife Work History Change Password Hello, hsmalls

Application page 5 of 5

Do you want to apply for Additional Permits?:

Additional Permit Type:

If you click No, click **Submit Application** to submit the application for review or **Back** to go to previous page. If you click Yes, select a Permit Type, and click **Add**. You can add more than one permit. Click **Submit Application** or **Back**.

Home Wildlife Work History Change Password Hello, hsmalls

Application page 5 of 5

Do you want to apply for Additional Permits?:


Additional Permit Type:

Action	Permit ID	Permit Type	Application Status
<input type="button" value="Delete"/>	3629	Hog	Application In Progress
<input type="button" value="Delete"/>	3629	Deer	Application In Progress
<input type="button" value="Delete"/>	3629	Turkey	Application In Progress

**Submit your Application**  
Have a question before submission, fell free to Contact Us.

By submitting this application, I certify that all information given here is true, complete and correct to best of my knowledge and belief and are made in good faith. I understand that if I knowingly make any misstatement of facts, I am subject to disqualification and to such other penalties as may be prescribes by law or regulation.

You can deactivate a permit by clicking [Delete](#). Click [Reactivate](#) to reactivate. Click [Submit Application](#) to submit application for review or [Back](#) to go to previous page.

 [Home](#) [Wildlife Work History](#) [Change Password](#) Hello, hsmalls

Application page 6 of 6

Do you want to apply for Additional Permits? [Yes](#)

Additional Permit Type:  [Add](#)

Action	Permit ID	Permit Type	Application Status
<a href="#">Delete</a>	3629	Hog	Application In Progress
<a href="#">Delete</a>	3629	Deer	Application In Progress
<a href="#">Delete</a>	3629	Turkey	Application In Progress
<a href="#">Reactivate</a>	3629	Hog	Application In Progress

**Submit your Application**  
Have a question before submission, fell free to [Contact Us](#).

By submitting this application, I certify that all information given here is true, complete and correct to best of my knowledge and belief and are made in good faith. I understand that if I knowingly make any misstatement of facts, I am subject to disqualification and to such other penalties as may be prescribes by law or regulation.

[Back](#) [Submit Application](#)

# APPENDIX

## Revisions

REVISION	DESCRIPTION OF CHANGE	AUTHOR	EFFECTIVE DATE
1.0	Initial document	Perita Johnson	2/24/2024