



Dear Madison River SRP Permittee,

I hope that you have enjoyed a safe and successful season on the Madison River. Enclosed are your 2023 Madison River SRP Use Report Form and 2024 Madison River SRP Application Form. Below are important reminders and information for completing your 2023 SRP Use Report and applying for your 2024 permit.

Physical Address and Requirements for 2023-24 Madison River SRP Submissions:

- All Madison SRP reports and applications must be mailed to:
**Montana Fish, Wildlife & Parks
Attn: Madison SRP Program
2300 Lake Elmo Dr.
Billings, MT 59105**
- **Big Hole/Beaverhead RUP reports and applications SHOULD NOT be mailed to the Billings FWP address. DO NOT combine Big Hole/Beaverhead RUP fees with your Madison SRP payments.** Failure to send materials to the proper address or combined payments will significantly delay processing.
- **Use reports must be POSTMARKED BY January 10, 2024.** Failure to submit a complete use report or remaining fees by this deadline may result in a \$100 late fee and/or a citation. FWP will not issue a 2024 permit until all 2023 requirements have been fulfilled.
- Only fully completed 2023 Use Report Forms and Sheets, which include client ALS numbers, will be accepted. **No incomplete report forms or previous year's forms will be accepted.**
- The “**Multiple Rate and Donated Trip Disclosure Form**” must be completed if more than one rate was charged for trips (i.e. a half-day rate or early season rate) or if any donated trips were conducted.
- Electronic reports must be submitted both digitally using the 2023 Microsoft Excel electronic report file and as a printed hard-copy with the remainder of the report materials. Electronic files should be emailed to madison.fwp.report@gmail.com.

2024 Application Process:

- To receive a 2024 Madison River SRP you must submit a 2024 application form, \$110.00 application fee, 2024 price list, a hard-copy of 2024 Montana Board of Outfitters license, and a hard-copy of your valid insurance certificate. Please refer to the example insurance certificate for specific insurance requirements.
- You may include the \$110.00 2024 application fee on the same check used to pay any remaining 2023 fees. Please make checks payable to FWP.
- Completed 2024 SRP applications will be processed on a first-come first-served basis with priority given to those who submitted their 2023 report electronically. For this reason, permittees who anticipate having early season trips are encouraged to submit an electronic report and all application materials as soon as possible.
- Incomplete reports and applications will be delayed until complete submissions are fully processed.
- Applicants should expect a **MINIMUM** two-week processing time.

Thank you in advance for submitting your Use Report, Application, and associated fees in a timely manner. If you have any questions or concerns please feel free to contact me.

Sincerely,

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