



THE STATE
of

ALASKA *Department of Commerce, Community, and Economic Development
Division of Corporations, Business and Professional Licensing*

Big Game Commercial Services Board

PO Box 110806, Juneau, AK 99811

Phone: (907) 465-2550

Email: BigGameCommercialServicesBoard@Alaska.Gov

Website: ProfessionalLicense.Alaska.Gov/BigGameCommercialServicesBoard

Guide Use Area Registration Application (*Master & Registered Guide-Outfitters Only*)

Read the application instructions, statutes, and regulations before completing your application. Retain this information for future reference. **Registration will become effective 30 days from the postmark date or the date the application is considered complete, whichever is later.**

A guide:

- must be registered in a guide use area in a game management unit in which they are licensed to conduct hunts
- must be certified in the game management unit for which they are applying.
- can only register for three guide use areas at a time.

The following must be received by the division before your application for Guide Use Area Registration can be reviewed:

1. APPLICATION

A signed, completed application (#08-4231, pages 1-3). Submit ONE (1) application per guide use area.

2. FEES

Fees made payable to "State of Alaska."

Guide Use Area Registration Fee: \$100.00 per year*

**min. 3 years, max. 5 years*

3. AUTHORIZATION

Submit a current land use authorization from a public or private landowner for a minimum of 5,000 contiguous acres of uplands within the game use area using form (#08-4231a) or on the owner's letterhead or agency's official permit.

4. SWORN STATEMENT

Submit a completed Registered Guide-Outfitter Sworn Statement of Land Use Authorization form (#08-4231b).

General Information

APPLICATION PROCESSING:

The average processing time varies by program. When the application is complete and correct, all supporting documents have been received and all fees have been paid, the registration may be issued. Start the process far enough in advance to allow for processing time. Applications are reviewed in order of receipt in our office, and walk-in customers should not expect immediate review.

REGISTRATION TERM:

A registration expires on December 31 of the last year for which it is issued. To re-register, the Registered Guide-Outfitter must again submit a complete application. A registration for multiple calendar years may be withdrawn or changed annually before April 1, if the guide use area being withdrawn or changed has not been used in that year. This includes attempting to get hunters drawn for limited entry drawings for that guide use area.

DENIAL OF APPLICATION:

Be aware that the denial of an application for registration may be reported to any person, professional licensing board, federal, state, or local governmental agency, or other entity making a relevant inquiry or as may be required by law.

ADDRESS OR NAME CHANGE:

In accordance with 12 AAC 02.900, it is the applicant's responsibility to notify the division, in writing, of changes of address or name. Name and address change notification forms are available on the division's website. The address of record with the division will be used to send renewals and all other official notifications. The name appearing on the registration must be your current legal name.

CERTIFIED TRUE COPIES:

If any of the required documents will be issued under a former name, indicate on the application and submit marriage license and/or court documents that are notarized as a "certified true copy of the original document". To obtain a certified true copy, you must present the notary with the original document along with the photocopy. You must write, "I certify this is a true copy of the original document" and sign your name. The notary will compare the original document with the copy and then notarize your signature.

PUBLIC INFORMATION:

All information on the application form will be available as a public record, unless required to be kept confidential by state or federal law.

ABANDONED APPLICATIONS:

Under 12 AAC 02.910, an application is considered abandoned when 12 months have elapsed since correspondence was last received from or on behalf of the applicant. An abandoned application is denied without prejudice. At the time of abandonment, the division will send notification to the last known address of the applicant, who has 30 days to submit a written request for a refund of biennial license and other fees paid. The application fee will not be refunded. If no request for refund is received within that timeframe, no refund will be issued, and all fees will be forfeited.

BUSINESS LICENSES:

The status of a professional registration will directly impact the status of an associated business license. Renewal applications for business licenses are mailed separately. For more information about business licenses, (907) 465-2550 or *BusinessLicense.Alaska.Gov*.

STALE DOCUMENTS:

Application forms, authorizations and verifications older than 12 months from the date the document was received by the division will be considered stale; the document must be resubmitted as appropriate before the application will be considered by the division or a licensing board. Application documents include the application documents and verifications of licensure from other licensing jurisdictions. (12 AAC 02.915)

PAYMENT OF CHILD SUPPORT:

If the Alaska Child Support Enforcement Division has determined that you are in arrears on child support, you may be issued a nonrenewable temporary license valid for 150 days. Contact Child Support Services at (907) 269-6900 to resolve payment issues.

STATUTES AND REGULATIONS:

The complete set of statutes and regulations for this program are available by written request or online at the division's website: *ProfessionalLicense.Alaska.Gov*. To receive notification of all proposed regulation changes, send a request with your name, preferred contact method (mail or email), and the program you want to be updated on to the regulation specialist at the following email: *RegulationsAndPublicComment@Alaska.Gov*.

Sec. 08.54.750. USE AREA REGISTRATION.

(a) At least 30 days before conducting big game hunting services within a guide use area, a registered guide-outfitter shall inform the department, in person or by registered mail on a registration form provided by the department, that the guide-outfitter will be conducting big game hunting services in the use area. A registered guide-outfitter may not withdraw or amend a guide use area registration during the calendar year in which the registration was submitted to the department.

(b) A registered guide-outfitter may not register for, or conduct big game hunting services in,

(1) more than three guide use areas during a calendar year; or

(2) a guide use area that is outside of a game management unit for which the registered guide-outfitter is certified under AS 08.54.600.

(c) Notwithstanding (a) and (b) of this section, a registered guide-outfitter may register to conduct big game hunting services within a guide use area at any time before beginning operations in the guide use area and may conduct big game hunting services in a guide use area, or for a big game species in a guide use area, that is not one of the three guide use areas for which the registered guide-outfitter has registered under (b) of this section if the Department of Fish and Game has determined by regulation that it is in the public interest to suspend the registration requirements for that guide use area or for all guide use areas in a game management unit or game management subunit for a big game species within those guide use areas.

(d) Notwithstanding (b) of this section, a registered guide-outfitter who is registered in three guide use areas may also register for and conduct big game hunting services in a portion of one additional guide use area on federal land adjacent to a guide use area in which the registered guide-outfitter is already registered if the board finds that the portion of the adjacent guide use area for which the registered guide-outfitter is seeking to be registered would otherwise remain unused by a registered guide-outfitter because the boundaries of guide use areas do not coincide with boundaries of federal big game guide concession or permit areas.

(e) Notwithstanding (b) of this section, a registered guide-outfitter who is registered in three guide use areas may also register for and conduct big game hunting services for wolf, black bear, brown bear, or grizzly bear in guide use areas within a game management unit or portion of a game management unit where the Board of Game has identified predation by wolf, black bear, brown bear, or grizzly bear as a cause of the depletion of a big game prey population or a reduction of the productivity of a big game prey population that is the basis for the establishment of an intensive management program in the game management unit or portion of the game management unit or for the declaration of the biological emergency in the game management unit or portion of the game management unit. A registered guide-outfitter may only conduct hunts in a guide use area under this subsection for the big game species identified by the Board of Game as the cause of the depletion or reduction of productivity of a big game prey population.

(f) At least 60 days before providing transportation services to, from, or in an area as may be determined by the board, a transporter shall inform the department, in person or by registered mail on a registration form provided by the department, that the transporter will be providing transportation services to, from, or in the use area. The board may establish transporter use areas and adopt regulations to implement this subsection as the board considers necessary.

(g) In this section, "guide use area" means a geographic area of the state identified as a guide-outfitter use area by the former Big Game Commercial Services Board established under former AS 08.54.300 and described on a set of maps titled Guide-Outfitter Use Area Maps, dated June 22, 1994, as amended by the board as the board considers necessary.

12 AAC 75.230. GUIDE USE AREA REGISTRATION.

(a) The department will register an applicant in a guide use area if the applicant meets the requirements of AS 08.54.750 and this section. For each guide use area for which a registered guide-outfitter is registering, the registered guide-outfitter shall submit the following information on a form provided by the department:

(1) the applicant's registered guide-outfitter license number;

(2) the guide use area for which the registered guide-outfitter is registering;

(3) certification in the game management unit in which the registered guide-outfitter is applying;

(4) a sworn statement by the applicant attesting to the required land use authorization;

(5) a sworn statement by the applicant attesting to the ability to provide services on at least 5,000 contiguous acres of uplands in the guide use area requested;

(6) Repealed 11/27/2023.

(b) A registration expires on December 31 of the last year for which it is issued. To re-register, the registered guide-outfitter must again submit a complete application under (a) of this section.

(c) A registered guide-outfitter may register for a maximum of five calendar years ending on December 31, including the calendar year in which the registration becomes effective. A registration for multiple calendar years may be withdrawn or changed annually before April 1, if the GUA being withdrawn or changed has not been used in that year. This includes attempting to get hunters drawn for limited entry drawings for that GUA, in which case the guide must have been registered for the GUA in the year of the December draw application period and the year the hunt would have taken place. Both years will be considered used and may not be withdrawn. No refunds will be issued for the years left on a multiple year registration if it is withdrawn.

(d) In accordance with AS 08.54.750, a registration will be considered effective 30 days after the date the registration is submitted to the department, or 30 days after the date the application is considered complete, whichever is later.

(e) A registered guide-outfitter who is registered in three guide use areas may register for and conduct big game hunting services in a portion of one additional guide use area on federal land adjacent to a guide use area for which the registered guide-outfitter is already registered if the registered guide-outfitter meets the requirements of (a)(1) – (5) and (f) of this section, and submits

(1) the guide use area map that identifies the portion of the additional guide use area that is located on federal land and is adjacent to a guide use area for which the registered guide-outfitter is currently registered; and

(2) a letter from the federal landholder that states that the area would otherwise remain unused by a registered guide-outfitter because the boundaries do not coincide with boundaries of a federal big game guide concession or permit area.

(f) A registered guide-outfitter may not register for, or provide services within, a guide use area unless the applicant has written authorization by the landowner or appropriate representative in the form of a permit, registration or letter to provide big game hunting services on at least 5,000 contiguous acres of uplands in the guide use area.

(g) A registered guide-outfitter or master guide-outfitter who was unable to hunt a brown bear in game management unit 9 in the spring 2020 season may register for the 2021 spring brown bear season in game management unit 9, if

(1) the registered guide-outfitter or master guide-outfitter registers on a form provided by the department;

(2) the registered guide-outfitter or master guide-outfitter provides either

(A) a current registration, valid as of April 10, 2020, for the same guide use area for which the registration is submitted; or

(B) copies of completed, signed, and dated hunt contracts for the 2020 spring bear season in game management unit 9 indicating that the registered guide-outfitter or master guide-outfitter had booked clients who were later unable to complete the contracted hunt and an attestation that the registered guide-outfitter or master guide-outfitter would have registered before the April 10, 2020 deadline; and

(3) the clients for whom the registered guide-outfitter or master guide-outfitter will provide services have not hunted brown bear in a guide use area within game management unit 9 since May 10, 2020.

(h) A registered guide-outfitter or master guide-outfitter must register for a minimum of three years in a guide use area at the time of registration.

State and Federal Land Managers Land Use Authorization Contact Information

The division does not claim this is a complete list of State and Federal land managers.

Department of Natural Resources: Division of Mining, Land and Water Website: www.dnr.alaska.gov/mlw/index.htm	
Region	Phone Number
Southcentral Region	(907) 269-8569 or (907) 269-8552
Southeast Region	(907) 465-3400
Northern Region	(907) 451-2740

US Forest Service Website: https://www.fs.usda.gov/	
National Forest	Phone Number
Chugach National Forest	(907) 743-9500
Tongass National Forest	(907) 586-8806

Department of Natural Resources: Division of Parks and Outdoor Recreation Website: www.dnr.alaska.gov/parks/index.htm		
Office	Location(s)	Phone Number
Northern Area Office	Fairbanks to Delta Junction & Tok	(907) 451-2695
Mat-Su/Copper Basin Area Office	Talkeetna to Palmer & Wasilla to Glennallen	(907) 745-3975
Chugach Area Office	Anchorage	(907) 345-5014
Kenai/PWS Area Office	Kenai Peninsula, Prince William Sound & Valdez	(907) 262-5581
Kodiak Area Office	Kodiak Islands	(907) 486-6339
Southeast Area Office	Haines to Ketchikan	(907) 465-4563
Wood-Tikchik Area Office	Dillingham, Southwest Alaska	(907) 269-8698
Statewide Office	Alaska State Park	(907) 269-8702

US Fish and Wildlife Service Website: www.alaska.fws.gov	
Refuge	Phone Number
Arctic National Wildlife Refuge	(907) 465-0519 or (800) 362-4546
Innoko National Wildlife Refuge	(888) 601-7970
Kanuti National Wildlife Refuge	(907) 543-3151
Kenai National Wildlife Refuge	(907) 262-7021
Kodiak National Wildlife Refuge	(907) 487-2600 or (999) 408-3514
Koyukuk/Nowtina National Wildlife Refuge	(800) 656-1231
Selawik National Wildlife Refuge	(800) 492-8848
Tetlin National Wildlife Refuge	(907) 883-5312
Togiak National Wildlife Refuge	(907) 842-1063

US National Park Service Website: https://www.nps.gov/index.htm	
Park	Phone Number
Aniakchak, Katmai, Lake Clark, Alagnak	(907) 271-6230 or (907) 246-3301
Denali National Park & Preserve	(907) 683-9554
Gates of the Arctic National Park & Preserve	(907) 692-6103
Glacier Bay National Park & Preserve	(907) 697-2624 or (907) 697-2670
Kenai Fjords National Park	(907) 224-2135
Noatak National Preserve	(907) 442-8311
Wrangell-St. Elias National Park & Preserve	(907) 822-7210
Yukon-Charley Rivers National Preserve	(907) 547-4202

BE ADVISED:

The board will seek maximum penalties of big game commercial services license holders who are found to be in violation of any state hunting, guiding, outfitting, or transportation services statute and/or regulation.



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Guide Use Area Registration Application

PART I Payment of Fees

Required Fees:	<input type="checkbox"/> 3-Year	\$300.00
	<input type="checkbox"/> 4-Year	\$400.00
	<input type="checkbox"/> 5-Year	\$500.00

PART II Personal Information

Guide-Outfitter Name:		Guide-Outfitter AK License Number:	
Business Name:			
Mailing Address:	P.O. Box or Street	City	State Zip
Contact Phone:			
<p>EMAIL AGREEMENT: By choosing to receive correspondence on any matter affecting my license or other business with the Alaska Division of Corporations, Business and Professional Licensing, I agree to maintain an accurate email address through the MY LICENSE web page. I understand that failure to check my email account or to keep the email address in good standing may result in an inability to receive crucial information, potentially resulting in my inability to obtain or maintain licensure.</p>			
Email Address:		Select One:	<input type="checkbox"/> Send my Correspondence Electronically <input type="checkbox"/> Send my Correspondence by Mail
<p><i>Note: If both boxes are selected above, you will receive correspondence electronically.</i></p>			

PART III Guide Use Area Specification

Select one or more of the following options:

- Adding a new Guide Use Area: _____
- Renewing an expired Guide Use Area: _____
- Withdrawing a current Guide Use Area: _____
- Changing a current Guide Use Area: _____

PART IV Method of Registration

Select ONE (1) of the following options:

- AS 08.54.750(a)(b)** — Regular registration (maximum under this subsection is three per year). In accordance with AS 08.54.750 you may not change or withdraw or amend a guide use area registration during the calendar year in which the registration was submitted.
-OR-
- AS 08.54.750(d)** — Portion of an additional guide use area. When applying under this subsection, you must be registered in three guide use areas (AS 08.54.750(b)) and submit the following to the Department:
 - Guide use area map showing the boundary lines of the guide use area for which you are currently registered, reflecting the guide use area is adjacent to the guide use area you are requesting, which is on federal land.
- AND -
 - Letter from federal landholder stating the area would otherwise remain unused by a registered guide-outfitter because the boundaries of the State of Alaska Guide Use Areas do not coincide with the boundaries of federal big game guide concession or permit area. AS 08.54.750(d)
-OR-
- AS 08.54.750(e)** — Predator implementation control as defined by the Board of Game, under 5 AAC 92. When applying under this subsection you must be currently registered in three guide use areas (AS 08.54.750(b)).
-OR-
- AS 08.54.750(e)** — Predator implementation control as defined by the Board of Game, under 5 AAC 92. When applying under this subsection you must be currently registered in three guide use areas (AS 08.54.750(b)).



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Signature Page

Applicant Name:		
Alaska License Number (if known):		<input type="checkbox"/> <i>Application in Process</i>

PART V Agreement

I hereby certify I am the person herein named and subscribing to this application. I further certify I have read the complete application, and I know the full content thereof. I declare all of the information contained herein, and evidence or other documents submitted herewith are true and correct.

I understand any falsification or misrepresentation of any item or response in this application, or any attachment hereto, or falsification or misrepresentation of documents to support this application, is sufficient grounds for denying, revoking, or otherwise disciplining a license, registration, certificate, or permit to practice in the state of Alaska.

I further understand it is a Class A misdemeanor under Alaska Statute 11.56.210 to falsify an application and commit the crime of unsworn falsification.

Applicant Signature:		Date Signed:	
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Authorization to Provide Big Game Hunting Services

→ **Guide:**

Complete the identifying information below and forward a copy of this form to the landowner or land manager who can verify authority of a registered guide to provide big game hunting services on at least 5,000 contiguous acres of uplands in a guide use area. *Make additional copies of this form, as needed.*

A copy of your land use authorization may be substituted in place of this form.

Guide-Outfitter Name:	
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→ **Landowner or Land Manager:**

Complete the bottom part for the applicant identified above and return the form directly to the division at the letterhead address.

<input type="checkbox"/> I am a landowner or land manager and confirm it is the intent of our agency to authorize a permit for the above-named applicant for the purpose of conducting big game services.	
Authorized Guide Use Area	LAS/Permit/Authorization/Registration Number
1.	
2.	
3.	
Species (if known):	
Location or Description of Area:	
Operating Season(s) or Calendar Year(s):	
Select ONE (1) of the following:	
<input type="checkbox"/> Permit Issue Date: _____ and Permit Expiration Date: _____	
-OR-	
<input type="checkbox"/> Expected Permit Issue Date: _____	

Signature		
I understand, in accordance with Alaska Statute 11.56.200, any person knowingly or intentionally furnishing false or fraudulent information when completing this form is subject to imprisonment for not more than one year, a fine of not more than \$5,000.00 or both.		
I certify the above information is true and correct.		
Landowner or Land Manager Printed Name:		
Landowner or Land Manager Signature:		Date Signed:



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Registered Guide-Outfitter Sworn Statement of Land Use Authorization

Guide-Outfitter Name:	
Guide-Outfitter AK License Number:	

Guide Use Area(s) this affidavit pertains to:
1.
2.
3.

Signature			
<p>I have submitted documentation of land use authorization along with my Guide Use Area Registration application(s) and attest the land use authorization information provided to the department meets the Big Game Commercial Services Board requirements of 12 AAC 75.230. By signing this document, I understand and acknowledge I have received and submitted the proper authorization from the landowner or land manager to provide big game hunting services in on least 5,000 acres of uplands in the guide use area(s) requested above.</p> <p>I understand if the department issues my Guide Use Area Registration application(s) based on the land use authorization provided and this sworn statement, I will be held fully responsible for providing services according to all Alaska commercial guiding and land use statutes and regulations and do not hold the Big Game Commercial Services Board or the department liable for any errors in authorizing Guide Use Areas according to this documentation.</p>			
Guide-Outfitter Printed Name:			
Guide-Outfitter Signature:		Date Signed:	



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Credit Card Payment Form

All major credit cards are accepted. For security purposes, do not email credit card information. Include this credit card payment form with your application.

Name of Applicant or Licensee:			
Profession Type (e.g., Acupuncture):		License Number (if applicable):	
I wish to make payment by credit card for the following (check all that apply):			AMOUNT
<input type="checkbox"/>	Application Fee:		
<input type="checkbox"/>	License or Renewal Fee:		
<input type="checkbox"/>	Other (fine, exam, etc.):		
1.			
2.			
			TOTAL:

Name (as shown on credit card):			
Mailing Address:			
Phone Number:		Email (Optional):	
Signature of Credit Card Holder:			

CREDIT CARD INFO: Your payment cannot be processed unless all fields are completed.

1. Credit Card Number:		All 3 fields MUST be completed. This section will be destroyed after the payment is processed.
2. Expiration Date:		
3. Security Code:		