



**Big Game Commercial Services Board**

PO Box 110806, Juneau, AK 99811

Phone: (907) 465-2550

Email: [BigGameCommercialServicesBoard@Alaska.Gov](mailto:BigGameCommercialServicesBoard@Alaska.Gov)

Website: [ProfessionalLicense.Alaska.Gov/BigGameCommercialServicesBoard](http://ProfessionalLicense.Alaska.Gov/BigGameCommercialServicesBoard)

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## Class-A Assistant Guide License Application Instructions

**Qualifications for a Class-A Assistant Guide License.** A natural person is entitled to a Class-A Assistant Guide license if the person

- (1) is 21 years of age or older.
- (2) possesses a valid first aid card (basic first aid) issued by the American Red Cross or similar organization
- (3) meets the eligibility requirements set out in AS 08.54.605 (page 2); and either
  - (A) has been employed during at least three calendar years as any class of licensed guide in the game management unit for which the license is sought, can provide documentation of at least 60 days of big game guiding activity in three or more calendar years and has at least 10 years' hunting experience in the state; military service outside of the state for not more than 3 years shall be accepted as part of the required 10 years' hunting experience.

**OR**

- (B) provide evidence that you physically reside in the game management unit in, which you are to be employed, evidence that you have had at least 15 years' hunting experience in the game management unit in which you are to be employed; military service outside of the state for not more than 3 years shall be accepted as part of the required 10 years' hunting experience, and a written recommendation from a registered guide- outfitter, who intends to employ you as a class-A assistant guide.

**Note:** For the purposes of satisfying the hunting experience requirements, you must have at least 20 days of big game hunting activity in a calendar year in order to receive credit for that year.

***The following must be received by the division before your application for Class-A Assistant Guide License can be reviewed:***

### 1. APPLICATION

A completed application, signed and notarized (#08-4008, pages 1-6).

### 2. FEES

Fees made payable to "State of Alaska."

Nonrefundable Application Fee:	\$200.00
Resident License Fee:	\$310.00
Nonresident License Fee:	\$620.00

### 3. AUTHORIZATION FOR RELEASE OF RECORDS

A completed Authorization for Release of Records form (#08-4008a).

### 4. CRIMINAL JUSTICE REPORT

A complete report of criminal justice information and fish and wildlife violations under AS 12.62. The Alaska report can be obtained by contacting the Department of Public Safety, Alaska Wildlife Troopers. You will need to purchase a criminal history report and make a point of asking for the fish & wildlife violations report.

In addition to the Alaska report, if a state other than Alaska is your primary state of residence, you must submit an equivalent report from your state of residency. Nonresident applicants will need to contact their state troopers office to obtain the report of criminal justice information and fish and wildlife violations report.

### 5. VERIFICATION OF LICENSURE

Verification of licensure status from each state, or Canadian jurisdiction, where you hold or have held a license to provide guiding, outfitting, transportation, or other hunting services license, if any, which is to be submitted directly to the Division of Corporations, Business and Professional Licensing from the issuing government body.

### 6. VALID FIRST AID CARD

A copy of your valid first aid (basic first aid) card issued by the Red Cross or similar organization.

## 7. JURISPRUDENCE QUESTIONNAIRE

A completed Jurisprudence Questionnaire (#08-4006) found on the board's Applications & Forms webpage.

## 8. SUPPORTING DOCUMENTATION

Supporting documentation that is required for option A or B, whichever applies.

### ELIGIBILITY FOR LICENSURE – AS 08.54.605

(a) A person may not receive a license if

(1) the person has been convicted of

(A) a violation of a state or federal hunting, guiding, or transportation services statute or regulation for which

(i) the person was imprisoned for more than five days within the previous five years;

(ii) an unsuspended fine of more than \$2,000 was imposed in the previous 12 months;

(iii) an unsuspended fine of more than \$3,000 was imposed in the previous 36 months; or

(iv) an unsuspended fine of more than \$5,000 was imposed in the previous 60 months;

(B) a felony within the last five years;

(C) a felony offense against the person under AS 11.41 within the last 10 years; or

(2) the person's right to obtain, or exercise the privileges granted by a hunting, guiding, or outfitting, or transportation services license is suspended or revoked in this state or another state or in Canada.

**Note:** It is unlawful for a person to guide without having a current, valid guide license and hunting license in actual possession.

### Class-A Assistant Guides:

1. may not contract to guide or outfit a big game hunt;
2. shall be employed by and under the supervision of a registered guide-outfitter who has contracted with the client for whom the class-A assistant guide is conducting the hunt;
3. may take charge of a camp and conduct guide activities from the camp without the contracting registered guide-outfitter being in the field and participating in the contracted hunt if the contracting registered guide-outfitter is supervising the guiding activities;
4. may not perform functions of a class-A assistant guide outside of the GMU for which the license is issued; and
5. may be employed by a registered guide-outfitter to perform the functions of an assistant guide in any GMU.

**Be advised:** The Big Game Commercial Services Board will seek maximum penalties for big game commercial services license holders who are found to have violated a hunting, guiding and/or transportation services statute or regulation.

## Definitions

**Person**, according to AS 01.10.060(a)(8), a “person” includes a corporation, company, partnership, association, organization, business trust, or society as well as a natural person.

**Natural person** means a living, breathing human being, as opposed to a legal entity such as a corporation.

**Resident AS 16.05.940(27)**, “resident” means a person who for the 12 consecutive months immediately preceding the time when the assertion of residence is made has maintained the person’s domicile in the state and who is neither claiming residency in another state, territory, or country nor obtaining benefits under a claim of residency in another state, territory, or country; a partnership, association, joint stock company, trust, or corporation that has its main office or headquarters in the state; a natural person who does not otherwise qualify as a resident under this paragraph may not qualify as a resident by virtue of an interest in a partnership, association, joint stock company, trust, or corporation; a member of the military service, or United States Coast Guard, who has been stationed in the state for the 12 consecutive months immediately preceding the time when the assertion of residence is made; a person who is the dependent of a resident member of the military service, or the United States Coast Guard, and who has lived in the state for the 12 consecutive months immediately preceding the time when the assertion of residence is made; or an alien who for the 12 consecutive months immediately preceding the time when the assertion of residence is made has maintained the person’s domicile in the state and who is neither claiming residency in another state, territory, or country nor obtaining benefits under a claim of residency in another state, territory, or country.

**Pilot Experience Requirements.** If you personally pilot an aircraft to transport clients during the provisions of big game commercial hunting services, you must show proof of a current commercial pilot’s license or 500 hours of flying time in the state (AS 08.54.680(b)).

**Law Enforcement Officers.** If you are a fish and game law enforcement officer for the State of Alaska, United States Department of the Interior or the United States Department of Agriculture, you may not hold or earn experience credits to apply for a Registered Guide-Outfitter license while you are a law enforcement officer and for three months after termination status as a law enforcement officer (AS 08.54.640(a)).

**Game Biologists.** A person who holds any class of guide license and who is employed by the Department of Fish and Game or a federal wildlife management agency may not, while employed by the department or agency as a game or wildlife biologist and for 12 months after leaving employment with the department or agency as a game management or wildlife biologist, engage in providing big game hunting services in a game management unit in which the person conducted game or wildlife management or research activities for the department or agency at any time during the preceding 12 months (AS 08.54.640(c)).

## General Information

### APPLICATION PROCESSING:

The average time to process a paper application varies by program but can take several weeks from the date it is received in this office complete with all correct forms, supporting documents and appropriate fees paid. When the application is complete and correct, and all supporting documents have been received and all fees have been paid, the license will 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.

### LICENSE TERM:

There is no "inactive" status. If you choose not to renew your license, it will lapse. Licenses are issued for a two-year period and expire on December 31 of odd-numbered years, regardless of the date of issuance, except licenses issued within 90 days of the expiration date are issued to the next biennial expiration date. Renewal applications become available 30-90 days prior to the expiration date. One renewal notice will be sent via email or mail at least 30 days before license expiration to the last known email or mailing address of record. Failure to receive a renewal notice does not alleviate the requirement to renew the license if you wish to continue providing services in Alaska.

### PROFESSIONAL FITNESS QUESTIONS:

A "yes" response in the application does not mean your application will be denied. If you have responded "yes" to any professional fitness questions in the application, be sure to submit a signed and dated explanation, and the charging document and judgement.

### DENIAL OF APPLICATION:

Please be aware that the denial of an application for licensure 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.

### RANDOM AUDIT:

If your program requires continuing education, the Division will audit a percentage of the license renewals. If your license is randomly selected for audit, a letter will be sent with instructions to submit documentation as proof you satisfied the continuing competency requirements as stated on this renewal form. Licensees are randomly selected by computer and may be randomly selected as often as the computer program chooses. You must save your documents for at least four years so you can respond to audits.

### ADDRESS OR NAME CHANGE:

In accordance with 12 AAC 02.900, it is the applicant's/licensee'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 and correspondence. The name appearing on the license 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.

### SOCIAL SECURITY NUMBERS:

AS 08.01.060 and 08.01.100 require that a U.S. Social Security Number be on file with the division before a professional license is issued or renewed for an individual. If you do not have a U.S. Social Security Number, please complete the Request for Exemption from Social Security Number Requirement form (#08-4372) located at *ProfessionalLicense.Alaska.Gov* or contact the division for a copy of the form. This form is required with every application if you do not have a U.S. Social Security Number.

### PUBLIC INFORMATION:

Please be aware that all information on the application form will be available to the public, unless required to be kept confidential by state or federal law. Information about current licensees, including mailing addresses, is available on the division's website at *ProfessionalLicense.Alaska.Gov* under License Search.

### 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 license 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*

If you would like to receive notice of all proposed regulation changes for your program, please send a request in writing with your name, preferred contact method (mail or email), and the specific program you want to be updated on to the address below.

Regulations Specialist  
Department of Commerce, Community, and Economic Development  
Division of Corporations, Business and Professional Licensing  
EMAIL: *RegulationsAndPublicComment@Alaska.Gov*



THE STATE  
of **ALASKA**

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

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FOR DIVISION USE ONLY

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**Class-A Assistant Guide License Application**

**PART I Payment of Fees**

<b>Required Fees:</b> (Resident)	<input type="checkbox"/> Nonrefundable Application Fee	<b>\$200.00</b>
	<input type="checkbox"/> License Fee	<b>\$310.00</b>
<b>Required Fees:</b> (Non-Resident)	<input type="checkbox"/> Nonrefundable Application Fee	<b>\$200.00</b>
	<input type="checkbox"/> License Fee	<b>\$620.00</b>

**PART II Residency Status**

According to the definition of "resident" on AS 16.05.940(27) (on page 3 of the instructions included with this application) is the applicant a resident of the State of Alaska?

Yes  No

**PART III Personal Information**

**Full Legal Name:**

**Provide all other names used (maiden, nicknames, aliases).** If any documentation will be received in a prior name, you must provide a certified true copy of the documentation showing proof of legal name change(s).

Not Applicable

Other Names Used: \_\_\_\_\_

**Mailing Address:** P.O. Box or Street City State Zip

**Contact Phone:**

**Date of Birth:**

**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.

**Email Address:**

**Select One:**  Send my Correspondence Electronically  
 Send my Correspondence by Mail

**Note: If both boxes are selected above, you will receive correspondence electronically.**

**SOCIAL SECURITY NUMBER:** AS 08.01.060 requires you to provide your United States Social Security Number. It is considered confidential information and will not be publicly disclosed; it may be used to verify inter-state licensure.

## PART IV Contract Information

There are two different methods by which you can apply for a Class-A Assistant Guide license. Please check the appropriate box, answer the questions, and attach all supporting documents required.

### Option A

1. Have you been employed during at least three calendar years as any class of licensed guide in the Game Management Unit(s) (GMU) you wish to be licensed?  Yes  
 No

If yes, have the Registered Guide-Outfitter for whom you have worked complete form #08-4008b "Affidavit of Guide of Experience."

2. Can you provide documentation of at least 60 days of big game guiding activity in three or more calendar years?  Yes  
 No

3. Do you have 10 years' of legal big game hunting experience in the State of Alaska? (You must have hunted 20 days for big game in each of the 10 years. 12 AAC 75.920)  Yes  
 No

If yes, complete form 08-4008c "Affidavit of Alaska Hunting Experience."

4. Do you have military service outside of the state you would like to be considered as part of your 10 years' hunting experience requirement?  Yes  
 No

If yes, please list the period of services (not more than three years will be accepted):

### Option B

1. Do you physically reside in the Game Management Unit (GMU) in which you will be employed?  Yes  
 No

2. Do you have 15 years of legal big game hunting experience in the GMU which you are to be employed? (You must have hunted at least 20 days for big game in each of the 15 years. 12 AAC 75.920(b))  Yes  
 No

If you answered "yes" to questions 1 - 2, you will need three different people to complete on your behalf, form #08-4008e, "Affidavit of Hunting & Residency."

Please have your intended employer (licensed Registered Guide-Outfitter) complete form 08-4008d "Letter of Recommendation."

**Please note:** If you answered "no" to any of the questions in option A or B, you are not eligible to apply for licensure as a Class-A Assistant Guide.

## PART V Professional License(s)

Please list all licenses that you hold or have held to provide guiding, outfitting, transportation, or other hunting services.

Check here if none.

State or Jurisdiction	License Type	License Number	Issue Date	Expiration Date

## PART VI Professional Fitness Questions

The following questions must be answered. "Yes" answers may not automatically result in license denial.

For each "yes" response to any question, you must provide an **explanation and documentation**. Use the letter of explanation form (#08-4752) appended to this application; include full details, dates, locations, type of action, organizations or parties involved, and specific circumstances. A separate letter of explanation form must be provided for each "yes" answer documented below. Documentation includes copies of court orders, charging documents, board, or license actions, etc.

The contents of licensing files are generally considered public records. If you believe that the additional information you are attaching to explain a "yes" answer should be considered confidential, state that in the attachment. A request for confidentiality may or may not be granted.

### When in doubt, disclose and explain.

1. Have you been convicted of a crime or are you currently charged with committing a crime? For purposes of this question, "crime" includes but is not limited to a misdemeanor, felony, or a military offense, including a conviction involving driving under the influence (DUI) or driving while intoxicated (DWI), driving without a license, reckless driving, or driving with a suspended or revoked license. "Convicted" includes having been found guilty by verdict of a judge or jury, having entered a plea of guilty, nolo contendere or no contest, or having been given probation, a suspended imposition of sentence, or a fine.  Yes  No
2. Have you had a professional license denied, revoked, suspended, or otherwise restricted, conditioned, or limited or have you surrendered a professional license, been fined, placed on probation, reprimanded, disciplined, or entered into a settlement with a licensing authority in connection with a professional license you have held in any jurisdiction including Alaska and including that of any military authorities or is any such action pending?  Yes  No
3. Are there any unsatisfied judgments against you resulting from your big game services?  Yes  No
4. Are you aware of any investigations against you, in any state, jurisdiction or in Canada?  Yes  No



**PART VI Professional Fitness Questions (continued)**

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5. Have you been convicted, within the last five years, of a state or federal hunting, guiding, or transportation services statute or regulation, for which you were imprisoned for more than five days?  Yes  
 No
- 
6. Have you been convicted of a state or federal hunting, guiding, or transportation services statute or regulation within the last 12 months, for which you received an unsuspended fine of more than \$2,000?  Yes  
 No
- 
7. Have you been convicted of a state or federal hunting, guiding, or transportation services statute or regulation within the last 36 months, for which you received an unsuspended fine of more than \$3,000?  Yes  
 No
- 
8. Have you been convicted of a state or federal hunting, guiding, or transportation services statute or regulation within the last 60 months, for which you received an unsuspended fine of more than \$5,000?  Yes  
 No
- 
9. Have you secured or attempted to secure a license through deceit, fraud, or intentional misrepresentation?  Yes  
 No
- 
10. Have you failed to comply with a Board order?  Yes  
 No
- 
11. Have you continued or attempted to provide big game commercial services after becoming unfit due to professional incompetence?  Yes  
 No
- 
12. Within the last five years, have you been or are you currently being treated for bipolar disorder, schizophrenia, paranoia, psychotic disorder, substance abuse, depression (except for situational or reactive depression) or any other mental or emotional illness?  Yes  
 No
- 
13. Within the last five years, have you been or are you addicted to, excessively used, or misused alcohol, narcotics, barbiturates or habit-forming drugs?  Yes  
 No
- 
14. Within the last five years, have you had or do you have a physical disability or physical illness which may impair or interfere with your ability to provide big game commercial services?  Yes  
 No
- 

"Yes" Answers

If you answered "yes" to questions 12, 13, or 14, in addition to your personal statement, you must submit a statement from your health care provider indicating your ability to safely provide guide-outfitter, guiding, or transporting services. Applications submitted without the appropriate attachments will be considered incomplete and will not be processed.

**PART VII Additional Questions**

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1. Have you been a state or federal law enforcement officer engaged in fish and wildlife protection in the past three months? If yes:

Yes  
 No

<b>Date of Termination:</b>	
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2. Have you been employed by the Department of Fish and Game or a federal wildlife management agency as a game or wildlife biologist within the last twelve months? If yes:

Yes  
 No

<b>Game Management Unit(s):</b>			
<b>Hire Date:</b>		<b>Termination Date:</b>	

3. Will you personally pilot an aircraft to transport clients? If yes, complete form #08-4008f.

Yes  
 No

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THE STATE  
of **ALASKA**

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

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**Notary Signature Page**

**PART VIII Notarized Signature**

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

I understand that 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 or permit to practice in the state of Alaska.

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

A person who makes a false statement on this application may be subject to civil and criminal penalties, including prosecution for perjury (AS 11.56.200 & AS 11.56.230).

Notary Stamp	<b>Applicant Printed Name:</b>			
	<b>Applicant Signature:</b>			
	<b>Notary Public for State of:</b>		<b>Subscribed and Sworn to Before me on this Day:</b>	
	<b>Notary Signature:</b>		<b>My Commission Expires:</b>	



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## Authorization for Release of Records

I hereby authorize the Alaska Division of Corporations, Business, and Professional Licensing and its investigators to examine my employment, educational records, and records pertaining to litigation, judgments, suits and/or settlements, and any law enforcement records pertaining to me and discuss them with persons having possession of them. I also expressly permit and authorize the release of any and all such records pertaining to me to the Alaska Division of Corporations, Business, and Professional Licensing and its investigators.

I authorize the division to discuss my records with persons or organizations that are considered appropriate by the division in connection with an official investigation, and to provide copies of my records to those persons or organizations deemed appropriate by the division.

I request that upon presentation of this release, or a Certified True Copy thereof, that you provide copies of those records to the division and/or its investigators, and/or representatives of the Office of the Attorney General of the State of Alaska.

This authorization is given expressly in connection with the application (initial, renewal, reactivation) for issuance of a Class-A Assistant Guide License.

I hereby release you, your organization, the Alaska Department of Commerce, Community, and Economic Development, Division of Corporations, Business, and Professional Licensing and its investigators, and all others directly and/or indirectly involved in this matter from any liability or damage which may result from furnishing the information requested.

This authorization expires one (1) year from the date of my signature below.

<b>Name:</b>	First	Middle	Last
<b>Full Address:</b>	P.O. Box or Street	City	State Zip
<b>Phone:</b>			<b>Date of Birth:</b>
<b>Email:</b>			
<b>Signature:</b>			<b>Date Signed:</b>



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## Affidavit of Guide Experience

(Option A)

This form is to be completed by a Registered Guide-Outfitter who can certify that you have held a guide license for three years in at least one Game Management Unit (GMU) and have at least 60 days of big game guiding activity in three or more calendar years.

<b>Applicant Name:</b>	
------------------------	--



**Registered Guide-Outfitter:**

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

<b>Registered Guide-Outfitter Name:</b>		<b>License Number:</b>	
<b>Years Applicant Was Employed as a Class of Guide:</b>	<small>(List each individual year. i.e., 1999, 2002, etc.)</small>		
<b>Game Management Unit(s):</b>			

### Notarized Signature

Being first duly sworn upon his/her oath, deposes and says: I make the following voluntary signed statement and no threats, promises, or any form of duress have been used to induce me to make this statement.

By my signature below, I certify that the aforementioned applicant has been employed as a class of licensed guide for the above-listed years and has at least 60 days of big game guiding activity in three or more calendar years.

I understand that, in accordance with Alaska Statute 11.56.200, any person knowingly or intentionally furnishing false or fraudulent information when completing this affidavit is subject to imprisonment for not more than one year, a fine of not more than \$5,000.00 or both.

I certify that the above information is true and correct.

Notary Stamp	<b>Registered Guide-Outfitter Printed Name:</b>			
	<b>Registered Guide-Outfitter Signature:</b>			
	<b>Notary Public for State of:</b>		<b>Subscribed and Sworn to Before me on this Day:</b>	
	<b>Notary Signature:</b>		<b>My Commission Expires:</b>	



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## Affidavit of Alaska Hunting Experience

(Option A)

This form is to be completed by the applicant. Applicant's applying by option A must have at least 10 years' hunting experience in the state; military service outside of the state for not more than 3 years shall be accepted as part of the required 10 years hunting experience.

<b>Applicant Name:</b>	
<b>Identify the Big Game Animal(s) Harvested:</b>	
<b>Identify the 10 years of legal big game hunting below.</b>	
1.	6.
2.	7.
3.	8.
4.	9.
5.	10.

### Notarized Signature

Being first duly sworn upon his/her oath, deposes and says: I make the following voluntary signed statement and no threats, promises, or any form of duress have been used to induce me to make this statement.

By my signature below, I certify that I have legally hunted big game in the State of Alaska in each of the above 10 calendar years and harvested the aforementioned big game animal(s) in the State of Alaska.

I understand that the Board may deny issuance, suspend, or revoke the license of a person who has obtained or attempted to obtain a license to provide big game commercial services by fraud or deceit. The person may also be subject to criminal changes for perjury (AS 11.56.200).

I certify that the above information is true and correct.

Notary Stamp	<b>Applicant Printed Name:</b>			
	<b>Applicant Signature:</b>			
	<b>Notary Public for State of:</b>		<b>Subscribed and Sworn to Before me on this Day:</b>	
	<b>Notary Signature:</b>		<b>My Commission Expires:</b>	



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## Letter of Recommendation

(Option B)

This form is to be completed by a Master or Registered Guide-Outfitter who intends to employ the applicant.

<b>Applicant Name:</b>	
------------------------	--

→ **Master or Registered Guide-Outfitter:**

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

<b>Master or Registered Guide-Outfitter Name:</b>		<b>License Number:</b>	
<b>Relationship with Applicant:</b>			
<b>Associated with Applicant From Date:</b>		<b>Associated with Applicant To Date:</b>	

1. Do you intend to employ the applicant as an assistant guide?  Yes  No

2. Do you believe the applicant to be an ethical person?  Yes  No

3. List the applicant's skills that you have knowledge of:

4. Additional Comments:

## Notarized Signature

I understand that, 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 that the above information is true and correct.

Notary Stamp	<b>Applicant Printed Name:</b>			
	<b>Applicant Signature:</b>			
	<b>Notary Public for State of:</b>		<b>Subscribed and Sworn to Before me on this Day:</b>	
	<b>Notary Signature:</b>		<b>My Commission Expires:</b>	





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](mailto:BigGameCommercialServicesBoard@Alaska.Gov)

Website: [ProfessionalLicense.Alaska.Gov/BigGameCommercialServicesBoard](http://ProfessionalLicense.Alaska.Gov/BigGameCommercialServicesBoard)

## Affidavit of Hunting and Residency

(Option B)

This form is to be completed by an individual on your behalf who can certify that you resided in and have legally hunted big game at least 30 days in 15 calendar years in the game management unit, in which you will be employed as a Class-A Assistant Guide.

<b>Applicant Name:</b>		
<b>Game Management Unit:</b>		
<b>Identify the 15 years of legal big game hunting below.</b>		
1.	6.	11.
2.	7.	12.
3.	8.	13.
4.	9.	14.
5.	10.	15.

### Notarized Signature

Being first duly sworn upon his/her oath, deposes and says: I make the following voluntary signed statement and no threats, promises, or any form of duress have been used to induce me to make this statement.

By my signature below, I certify that the aforementioned applicant physically resides in the Game Management Unit above and has legally hunted big game in the State of Alaska at least 30 days in each of the 15 calendar years listed above.

I understand that, in accordance with Alaska Statute 11.56.200, any person knowingly or intentionally furnishing false or fraudulent information when completing this affidavit is subject to imprisonment for not more than one year, a fine of not more than \$5,000.00 or both.

I certify that the above information is true and correct.

Notary Stamp	<b>Printed Name:</b>			
	<b>Signature:</b>			
	<b>Notary Public for State of:</b>		<b>Subscribed and Sworn to Before me on this Day:</b>	
	<b>Notary Signature:</b>		<b>My Commission Expires:</b>	



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## Verification of Commercial Pilot's License or Affidavit of Flying Experience

A Registered Guide-Outfitter, Class-A Assistant Guide, or an Assistant Guide who will personally pilot an aircraft to transport clients during the provisions of big game hunting services shall have a commercial pilot's rating or a minimum of 500 hours of flying time in Alaska.

→ **Commercial Pilot's  
Rating Certification:**

Complete this section if you have a commercial pilot's rating and intend to personally pilot an aircraft to transport clients during the provision of big game hunting services. Attach a copy of your current commercial pilot's license to this form and present this form with the copy to the Notary Public or postmaster.

By my signature below, I hereby swear (or affirm) that the attached reproduction of my current commercial pilot's license is a true, correct, and complete copy of the commercial pilot's license in my possession.			
Notary Stamp	<b>Printed Name:</b>		
	<b>Signature:</b>		
	<b>Notary Public for State of:</b>		<b>Subscribed and Sworn to Before me on this Day:</b>
	<b>Notary Signature:</b>		<b>My Commission Expires:</b>

→ **Affidavit of Flying  
Experience:**

Complete this section if you have a minimum of 500 hours of flying time in Alaska and intend to personally pilot an aircraft to transport clients during the provision of big game hunting services.

<b>List the number of hours you have personally flown (piloted) in Alaska:</b>			
Being first duly sworn upon his/her oath, deposes and says: I make the following voluntary signed statement and no threats, promises, or any form of duress have been used to induce me to make this statement.			
By my signature below, I certify that I have personally flown (piloted) at least 500 hours in Alaska .			
I understand that the Board may deny issuance, suspend, or revoke the license of a person who has obtained or attempted to obtain a license to practice as an Assistant Guide by fraud or deceit. The person may also be subject to criminal charges for perjury (AS 11.56.200).			
I certify that the above information is true and correct.			
Notary Stamp	<b>Printed Name:</b>		
	<b>Signature:</b>		
	<b>Notary Public for State of:</b>		<b>Subscribed and Sworn to Before me on this Day:</b>
	<b>Notary Signature:</b>		<b>My Commission Expires:</b>



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## Authorization for Interstate Exchange of Examination and Licensure Information

Please complete the identifying information below and forward a copy of this form to all state(s) or Canadian provinces in which you hold or have ever held a license to provide big game guiding, outfitting, transportation, or other hunting services. You are advised to check with that state or province before forwarding this form to determine if there are additional requirements to be met before the information will be released (i.e., verification fee).

→ **Applicant:**

<b>Applicant Name:</b>			
<b>Mailing Address:</b>	P.O. Box or Street	City	State Zip
<b>License Number:</b>		<b>Date of Birth:</b>	
<input type="checkbox"/> I authorize the below agency to provide any and all pertinent information requested in this form to the Alaska Big Game Commercial Services Board to complete an application for a Class-A Assistant Guide license.			

→ **Licensing Agency or State Board:**

Please complete this bottom part for the applicant identified above and return the form directly to the Big Game Commercial Services Board at the letterhead address.

<b>Licensee Name:</b> (As Shown in Your Records)		<b>State / Agency:</b>	
<b>License Type:</b>			
<b>License Number:</b>		<b>Issue Date:</b>	
<b>Expiration Date:</b>		<b>License Status:</b> (Current, Lapsed)	

If the applicant's license has lapsed or expired, please explain why (e.g., failure to pay licensing renewal fees, etc.):

<b>Date of Exam:</b>			
	<b>Subjects</b>	<b>Grades</b>	<b>Practical / Oral / Written</b>
<b>License Number:</b>			<b>Issue Date:</b>
<b>License Status:</b> (Current, Lapsed)			<b>Expiration Date:</b>

1. Has the applicant's license ever been suspended or revoked? If yes, for what reason?  Yes  No

2. Has the applicant been subject to any other disciplinary action(s) (e.g., letter of warning, fine, probation, stipulation)? If "yes," please provide a copy of the official action taken.  Yes  No

3. Please provide any information you believe relevant to the applicant's qualifications and fitness to provide guiding services.

4. Additional Comments:

## Signature

Board Seal	<b>Printed Name:</b>		<b>Title:</b>	
	<b>Signature:</b>		<b>Date Signed:</b>	
	<b>State Board/Agency:</b>			



THE STATE  
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**ALASKA** Department of Commerce, Community, and Economic Development  
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## Letter of Explanation for a Professional Fitness “Yes” Answer

Use this form only to explain and document any professional fitness “yes” answers. A “yes” answer is not necessarily disqualifying but concealing one may be.

Each “yes” answer requires a separate explanation and associated documentation. Submit all relevant documentation with this form, even if you have previously provided it.

- **Explanations** include full details, dates, locations, type of action, organizations or parties involved, and specific circumstances. If the space provided is insufficient, make additional copies as needed.
- **Documentation** includes copies of court orders, charging documents, board or license actions, decisions against your professional certification, satisfaction of consent agreements (fines paid, community service completed, off probation, etc.), and fitness to practice letters (statement from your provider that you are safe to practice if you check “yes” to any of the questions regarding mental or physical health, or drug or alcohol abuse or addiction).
- **Disciplinary actions** may include, but not be limited to, suspension, surrender, revocation, probation, academic probation, reprimand, censure, restricted license, limited license, conditioned license, or letters of counseling, concern, advice, warning, caution, admonishment, or reprimand.

If you have multiple “yes” answers or multiple incidents for any professional fitness question, you must use a separate copy of this form and provide a full explanation and documentation for each incident.

The contents of licensing files are public records. If you believe that the additional information you are attaching to explain a “yes” answer should be considered confidential, state that in the attachment. A request for confidentiality may or may not be granted according to state law.



Write the professional fitness question number you are answering “yes” to in the box.

<b>Location of Incident:</b>		<b>Date of Incident:</b>	
<b>Explanation of Incident:</b> When in doubt, disclose and explain. <i>Make copies as necessary.</i>			

**Did you attach all applicable documents associated with this incident?**

- Court Orders     
  Consent Agreements     
  Disciplinary Actions     
  Charging Documents  
 Court Records     
  Fitness to Practice     
  All Other Documentation Related to This Incident  
 I have additional incidents for this “yes” answer, or “yes” answers to other Professional Fitness questions and have attached a separate copy of this form for each incident.

<b>Full Name:</b>		<b>Program:</b>	
<b>Signature:</b>		<b>Date Signed:</b>	



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FOR DIVISION USE ONLY

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PO Box 110806, Juneau, AK 99811  
Phone: (907) 465-2550

## 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**

Application Fee: \_\_\_\_\_

License or Renewal Fee: \_\_\_\_\_

Other (fine, exam, etc.): \_\_\_\_\_

1. \_\_\_\_\_

2. \_\_\_\_\_

**TOTAL:** \_\_\_\_\_

Name (as shown on credit card): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email (optional): \_\_\_\_\_

Signature of Credit Card Holder: \_\_\_\_\_

08-4438

Rev 12/06/2022

Credit Card Payment Form (all major cards accepted)

<b>CREDIT CARD INFO: Your payment cannot be processed unless all fields are completed!</b>	
1. Credit Card Number: _____	All 3 fields <b>MUST</b> be completed!  This section will be destroyed after the payment is processed.
2. Expiration Date: _____	
3. Security Code: _____	