



Big Game Commercial Services Board

PO Box 110806, Juneau, AK 99811-0806

(907) 465-2550

Email: BigGameCommercialServicesBoard@Alaska.Gov

Website: ProfessionalLicense.Alaska.Gov/BigGameCommercialServicesBoard

Master Guide Outfitter License Application

Please read the instructions before completing the application.

Any portion of the application that is not submitted or completed will delay the issuance of your license.

QUALIFICATIONS FOR MASTER GUIDE OUTFITTER LICENSE:

1. is at the time of application for master guide-outfitter license, licensed as a registered guide-outfitter under AS 08.54.610;
2. has been licensed in the State of Alaska as a registered guide or guide-outfitter for at least 15 of the last 20 years, including the year immediately preceding the year in which the person applies for a master guide-outfitter license; and
3. has been favorably recommended in writing by at least 30 big game hunters (clients) for whom you have personally guided or outfitted.
4. Has not been convicted of an offense under AS 08.54.720(a) or a similar law related to hunting or to the provision of big game hunting or transportation services within 15 years preceding the date of the application

The following must be received by the division before your application can be reviewed:

1. APPLICATION

A completed, signed application.

2. FEES

Payment of fees required under 12 AAC 02.230.

Resident:

Nonrefundable Application Fee: \$200.00

Biennial License Fee: \$850.00

Non-Resident:

Nonrefundable Application Fee: \$200.00

Biennial License Fee: \$1,700.00

3. CLIENT LIST

A completed Client List (Form #08-4010a).

4. PROFESSIONAL REFERENCES

You must provide a minimum of 30 favorable recommendations from big game hunters that you have personally guided, using Professional Reference (Form #08-4010b). Make additional copies of the Professional Reference form as needed.

5. AFFIDAVIT OF ALASKA HUNTING EXPERIENCE

A completed Alaska Hunting Affidavit (Form #08-4010c).

6. AFFIDAVIT OF FINANCIAL RESPONSIBILITY

A completed Affidavit of Financial Responsibility (Form #08-4010d).

7. VERIFICATION OF COMMERCIAL PILOT'S LICENSE

A completed Verification of Commercial Pilot's License (Form #08-4010e).

Definitions

Natural Person

A living, breathing human being, as opposed to a legal entity such as a corporation.

Resident AS 16.05.940(27)

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.

It is unlawful for a person to guide without having a current valid guide license and Alaska hunting license in actual possession.

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 license, while you are a law enforcement officer and for three months after termination status as a law enforcement officer in accordance with AS 08.54.640(a).

Game Biologist

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 in accordance with AS 08.54.640(c).



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PART I Payment of Fees

Resident Fees:	<input type="checkbox"/> Nonrefundable Application Fee	\$200.00
	<input type="checkbox"/> Biennial License Fee	\$850.00
Non-Resident Fees:	<input type="checkbox"/> Nonrefundable Application Fee	\$200.00
	<input type="checkbox"/> Biennial License Fee	\$1,700.00

PART II Personal Information

Full Name: This is a name change <input type="checkbox"/>			
<i>If you have had a legal name change since your last license was issued, you must complete a Change of Name form.</i>			
Mailing Address:	Address/PO Box	City	State ZIP Code
Contact Phone:		Birth Date:	
Registered Guide License Number:		Certified Units Licensed to Guide:	
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:		<input type="checkbox"/> Send my Correspondence by Email	<input type="checkbox"/> Send my Correspondence by US Mail
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 III Residency Status

Please review the definition of "resident" in accordance with AS 16.05.940(27), available for reference on page 2.	
Are you a resident of the State of Alaska?	<input type="checkbox"/> NO <input type="checkbox"/> YES

The following professional fitness questions must be answered.

“Yes” answers may not automatically result in license denial. If you answer “Yes” to any of the questions, please explain dates and specific circumstances (locations, type of action, organizations or parties involved) on a separate piece of paper, signed and dated, and send any supporting documents that are applicable (court records, judgments, charging documents, certificates of completion, board or license actions, investigative notices, etc.).

If you answered “yes” to any of the below questions, you MUST submit a full explanation of the circumstances of the event(s) in your own words on a separate piece of paper. Also, you MUST submit any/all supporting documents that are applicable (court records including charging documents, judgments, certificate of completion, board actions, investigation notices, etc.)

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 a misdemeanor, felony, or a military offense, including, but not limited to, 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. Are there any unsatisfied judgments against you resulting from your big game services?

Yes
 No

3. Are you aware of any investigations against you, in any state, jurisdiction or in Canada?

Yes
 No

4. Have you ever 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, Canada, and including that of any military authorities or is any such action pending?

Yes
 No

5. Have you been convicted within the last five years, of a violation of state or federal hunting, guiding, or transportation services statute or regulation for, which you were imprisoned for more than 5 days?

Yes
 No

6. Have you been convicted of a violation of 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 violation of 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 violation of 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. Have you been a state or federal law enforcement officer engaged in fish and wildlife protection in the past three months? Yes No
If Yes: State of Termination: _____ Termination Date: _____

13. Within the last 5 years 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 12 months? Yes No
If Yes: Hire Date: _____ Termination Date: _____ Game Management Units: _____

14. Within the last 5 years have you personally piloted an aircraft to transport clients? Yes No
If Yes: Complete form 08-4010d.

15. Will you be employing Class A Assistant Guides or Assistant Guides? Yes No

Please Note: Assistant Guides are employees for workers' compensation purposes, and therefore workers' compensation insurance is required. Call the Alaska Division of Workers' Compensation Special Investigations Unit at (907) 269-4002 with compliance questions.

PART V Financial Responsibility

Will you contract to guide or outfit big game hunts or provide transportation services during the licensing period?

YES I will be contracting to guide or outfit big game hunts or provide transportation services during the licensing period. I certify that I will possess and maintain, during the licensing period, assets, general liability insurance, or a bond up to the amount of \$100,000 that will be available for payment of a judgment against me resulting from my big game hunting service. (AS 08.54.680 and 12 AAC 75.220) – Complete form 08-4010c.

NO If this should change during the licensing period, I certify that I will notify the department within 10 days of any change to the above (12 AAC 75.220(d)).



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Signature Page

Applicant Name:	
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PART IV Agreement

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, certificate, 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.

Applicant's Signature:		Date:	
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Client List

Provide the following information for at least 45 hunters for which you have personally provided guiding or outfitting services. Applicants must be favorably recommended by at least 30 hunters within the last 15 years. Please type or print legibly.

Applicant Name:	
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Client's Name	Complete Mailing Address	Year of Hunts
1.		
2.		
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6.		
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Professional Reference

I am applying for licensure as a Master Guide-Outfitter. The licensing process requires the Board receive on my behalf 30 favorable recommendations from big game hunters that I have personally guided.

Applicant Name:			
Years Associated with Applicant:			
Type of Big Animal(s) Hunted:			
Did you Harvest Big Game?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If YES, Identify Species:

Did the applicant personally guide you?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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<i>If NO was the applicant in communication with the supervising Registered Guide-Outfitter or Class-A Assistant Guide?</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If YES did the applicant demonstrate knowledge of:

1. The terrain where the hunt occurred?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2. Alaska game and guiding laws?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3. Safety? (i.e. firearm, weather conditions)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4. Guide Ethics? (i.e. fair chase hunt; respect gear, equipment, food, shelter, and camps established by other users; avoid using aircraft, GPS, or other electronic devices to spot game)	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Please check the type of guide duties the applicant performed in the field while on the hunt:

- Stalking, pursuing, tracking of big game (includes use of spotting scope).
- Packing, salving, or caring of harvested big game.
- Field preparation of big game trophy, including skinning and caping.
- Camp activities (i.e. setting up camp, camp organization, cooking, cleaning; removal of garbage & human waste).

5. If the applicant became a licensed Master Guide would you book your next hunt with them?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
6. COMMENTS:		

Reference Signature:		Date:	
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Affidavit of Alaska Hunting Experience

I, the below-named applicant, have legally hunted and have been licensed as a registered guide-outfitter in the State of Alaska in a manner directly contributing to my experience and competency as a master guide-outfitter. I have been licensed as a registered guide or guide-outfitter for at least 15 of the last 20 years, including the year immediately preceding the date of application.

Applicant Name:	
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LIST 15 YEARS	
1.	2.
3.	4.
5.	6.
7.	8.
9.	10.
11.	12.
13.	14.
15.	

Agreement

I, the above-named applicant make the voluntary signed statement and no threats, promises, or any form of duress have been used to induce me to make this statement.

I certify that the above information is true and correct.

<div style="border: 1px dashed gray; width: 100%; height: 100%; display: flex; align-items: center; justify-content: center;"> <p>Notary Stamp</p> </div>	Applicant's Printed Name:			
	Applicant's Signature:			
	Notary Public for State of:		Subscribed and Sworn to Before me on this Day:	
	Notary's Signature:		My Commission Expires:	



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Affidavit of Financial Responsibility

Applicant Name:	
<p>Will you be contracting to guide or outfit big game hunts or provide transportation services for this licensing period?</p> <p><input type="checkbox"/> YES - You must complete one of the two sections below, sign and date this form.</p> <p><input type="checkbox"/> NO - Sign and date this form.</p>	

INSURANCE/BOND

If you are providing insurance or a bond as proof of financial responsibility, you must provide the following information:	
Name of Company Issuing Insurance or Bond:	
Insurance Policy or Bond Number:	
Amount of Coverage/Type Supplied:	

ASSETS: Complete the following page only if you are providing assets as proof of financial responsibility.

Agreement			
<p>I, the above-named applicant certify that if I contract to guide or outfit big game hunts or provide transportation services, I will comply with the proof of financial responsibility requirements in AS 08.54.680, 12 AAC 75.220, and 12 AAC 75.420. If this should change during the licensing period, I certify that I will notify the department within ten days of any change to the above in accordance with 12 AAC 75.220(d) and 12 AAC 75.420(c)).</p> <p>I certify that the above is true and correct and I understand that in accordance with AS 11.56.200, any person knowingly or intentionally furnishing false or fraudulent information when completing this affidavit may be subject to criminal charges for perjury.</p>			
Notary Stamp	Applicant's Printed Name:		
	Applicant's Signature:		
	Notary Public for State of:		Subscribed and Sworn to Before me on this Day:
	Notary's Signature:		My Commission Expires:

Affidavit of Financial Responsibility

BY MEANS OF ASSETS

- Complete this page only if you intend to use assets as your proof of financial responsibility.
- Any columns left blank will delay the issuance of your license.

Asset(s) Description	Physical Location of Assets	Current Market Value <i>If assets were sold/withdrawn & converted into cash</i>	Identification of Liens <i>If no liens, you must state so</i>	Current Market Value Minus any Liens
Total should equal or exceed \$100,000.00. TOTAL: 				

Agreement

I, the above-named applicant, certify that I will notify the department within ten days of any change to the above information in accordance with 12 AAC 75.220.

I certify that the above is true and correct and I understand that in accordance with AS 11.56.200, any person knowingly or intentionally furnishing false or fraudulent information when completing this affidavit may be subject to criminal charges for perjury.

I certify that the above assets are available for payment of a legal judgment against me resulting from my services.

Notary Stamp	Applicant's Printed Name:			
	Applicant's Signature:		Applicant's Title:	
	Notary Public for State of:		Subscribed and Sworn to Before me on this Day:	
	Notary's Signature:		My Commission Expires:	



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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.

Applicant Name:	
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COMMERCIAL PILOT'S RATING CERTIFICATION
<p>Check the box below 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.</p> <p><input type="checkbox"/> I have attached a photocopy of my current commercial pilot's license to this form</p>

AFFIDAVIT OF FLYING EXPERIENCE	
<p>Check the box below 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.</p> <p><input type="checkbox"/> I have personally piloted at least 500 hours in Alaska.</p>	
List Number of hours you have personally piloted in Alaska:	

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



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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: _____

Program Type: _____ 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 (name change, wall certificate, fine, duplicate license, 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 12/26/18

Credit Card Payment Form (all major cards accepted)

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

<p>1. Account Number: _____</p> <p>2. Expiration Date: _____</p> <p>3. Billing ZIP Code: _____</p> <p>4. Security Code: _____</p>	<p>All four fields MUST be completed!</p> <p>This section will be destroyed after the payment is processed.</p>
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