



State of Alaska
Department of Commerce, Community and Economic Development
Division of Corporations, Business and Professional Licensing
BIG GAME COMMERCIAL SERVICES BOARD
State Office Building, 333 Willoughby Avenue, 9th Floor
PO Box 110806, Juneau, AK 99811-0806
Phone: (907) 465-2550 ★ Fax: (907) 465-2974
E-mail: BigGameCommercialServicesBoard@Alaska.Gov
ProfessionalLicense.Alaska.Gov/BigGameCommercialServicesBoard

APPLICATION FOR REGISTERED GUIDE-OUTFITTER EXAMINATION

PLEASE READ THE INSTRUCTIONS BEFORE COMPLETING THE APPLICATION. ANY PORTION OF THE APPLICATION THAT IS NOT SUBMITTED OR COMPLETED WILL DELAY PROCESSING.

A natural person is entitled to a Registered Guide-Outfitter license if the person

- is 21 years of age;
- has been licensed as and performed the services of a Class-A Assistant Guide or Assistant Guide, or a Class-A Assistant Guide-Outfitter or Assistant Guide-Outfitter in Alaska for a part of each of three years for a total of 125 days "in field" guiding experience;
- has legally hunted big game in Alaska for a part of any five years in a manner directly contributing to the person's experience and competency as a guide;
- has been favorably recommended in writing by eight big game hunters, including at least two favorable recommendations for each year of any three years during which the person was a Class-A Assistant Guide or Assistant Guide;
- meets the eligibility requirements set out in AS 08.54.605 (page 3);

Items 1-5 below must be postmarked at least 120 days before the date of the next scheduled Registered Guide-Outfitter qualification examination. Failure to have items 1-5 submitted by the examination deadline date will result in you not being considered for scheduling of the Registered Guide-Outfitter qualification examination. NO EXCEPTIONS.

1. A check or money order payable to the State of Alaska as follows:
 - \$200.00 application fee (nonrefundable).
 - \$125.00 Registered Guide-Outfitter qualification examination fee.
 - \$400.00 (per unit, maximum 3 units) Game Management Unit Certification examination fee.
2. \$850.00 resident license fee (not required until after applicant has passed examination).
3. \$1,700.00 non-resident license fee (not required until after applicant has passed examination).
4. Complete, notarized or postmaster stamped application.
5. Complete "Authorization and Release" form.
6. A list of hunters for whom you have provided big game hunting services in compliance with Alaska Statute 08.54.610(a)(8).
7. Class-A Assistant/Assistant Guide Evaluation 08-4013c.

Items 8-10 below must be postmarked at least 45 days before the date of the next scheduled Registered Guide-Outfitter qualification examination.

8. Each applicant is to submit 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 at any of the following locations on page 5 and 6. You will need to purchase a criminal history report and make a point of asking for the fish & wildlife violations with it.

In addition of 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 applicant will need to contact your state troopers office to obtain the report of criminal justice information and fish and wildlife violations.

9. 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.
10. Affidavit of Flying Experience. If you personally pilot an aircraft to transport clients during the provisions of the big game commercial hunting services, you must show proof of a current commercial pilot's license or 500 hours of flying time in Alaska (AS 08.54.680(b)).
11. Submit a blank letter of reference (08-4747) to each hunter on your list. Eight favorable letters must be received by the division before your license can be issued. These can be sent by email, fax, or mail.

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

EXAMINATIONS

The Registered Guide-Outfitter qualification examination are given twice a year and Game Management Unit Certification examinations are given quarterly. A score of 75 percent or higher is passing.

An applicant will not be scheduled to sit for the guide examinations until the requirements of 1 through 11 have been submitted.

Registered Guide-Outfitter Qualification examination consists of a written examination and includes a practical examination covering:

- ❖ trophy judging of actual antlers and horns using the Boone and Crockett and Safari Club International scoring process;
- ❖ aging of animals;
- ❖ sexing of mountain goats and bears; and
- ❖ caping a big game animal; for this portion of the examination the applicant must provide a visual recording of the applicant caping a big game animal. Note: The applicant's hands and face must be seen at all times. Visual Recording Instructions can be obtained on-line at www.commerce.alaska.gov/occ under the "Examinations" link.
- ❖ Visual recording must be submitted no later than the examination date for which you are scheduled.

Game Management Unit Certification examination will test the applicant's knowledge on terrain, game, geography, transportation, logistics, and land ownership.

BE ADVISED

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

ELIGIBILITY FOR LICENSES (AS 08.54.605)

- (a) A person may not receive a registered guide-outfitter 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;
 - (iv) or an unsuspended fine of more than \$5,000 was imposed in the previous 60 months;
 - (B) a felony within the last five years; or
 - (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, outfitting, or transportation services license is suspended or revoked in this state or another state or in Canada.

DEFINITIONS

Natural Person, means a living, breathing human, as opposed to a legal entity such as a corporation.

Resident, According to 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.

Responsibility of Violations

A registered guide-outfitter who contracts to guide or outfit a big game hunt is equally responsible for violations of a state or federal wildlife game, guiding, or transportation services' statutes or regulations committed by a person while in the course of the person's employment for the registered guide-outfitter (AS 08.54.740).

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 of agency at any time during the preceding 12 months (AS 08.54.640(c)).

GENERAL INFORMATION

Social Security Numbers

Alaska Statutes (AS) 08.01.060(b) and 08.01.100(e) require an applicant for an occupational license to provide a United States Social Security Number. However, if you do not have a social security number issued to you, you may qualify for an exception. Contact the Division and request a "Request for Exception from Social Security Number Requirement" (Form 08-4372) to be mailed to you or obtain from the division webpage at: ProfessionalLicense.Alaska.Gov. If you qualify for a license without a social security number, you will be required at each renewal to complete the form and mail it with your renewal application.

Renewal

Renewal notices are mailed at least 30 days prior to the license expiration. It is the licensee's responsibility to ensure renewal of the license. Please contact the division if you have a change of address. Failure to receive a renewal notice does not excuse nonrenewal.

Americans with Disabilities Act

Programs under the jurisdiction of the Division of Corporations, Business and Professional Licensing are administered in accordance with the Americans with Disabilities Act. If you require a special accommodation when taking the licensing examination, you must submit a complete **Request for Accommodation** form which is available upon request or may be obtained at: ProfessionalLicense.Alaska.Gov. Requests for special accommodations must be received on or before the stated application deadline.

Abandonment

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 and the application fee is forfeited.

Payment of Child Support and Student Loans

If the Alaska Child Support Enforcement Division has determined that you are in arrears on child support, or if the Alaska Commission on Postsecondary Education has determined you are in loan default, you may be issued a nonrenewable temporary license valid for 150 days. Contact Child Support Services at (907) 269-6900 or the Postsecondary Education office at (907) 465-2962 or 1-800-441-2962 to resolve payment issues.

Business Licenses

For information about business licenses, call (907) 465-2550, or use Internet address: BusinessLicense.Alaska.Gov

Please be aware that all information on this form will be available to the public, unless required to be kept confidential by state or federal law. **In addition, current licensee information is available on the division's website at: www.ProfessionalLicense@Alaska.Gov under License Search.**

NOTICE OF PROPOSED REGULATION CHANGES

If you would like to receive notice of all proposed Big Game Commercial Services Board regulation changes, please send a written request adding your name to the Big Game Commercial Services Board Interested Parties List to:

REGULATIONS SPECIALIST
Department of Commerce, Community, and Economic Development
Division of Corporations, Business and Professional Licensing
P.O. Box 110806
Juneau, AK 99811-0806

The Department of Public Safety, Criminal Records and Identification (R & I) Bureau maintains Alaska Criminal Justice Information.

Alaska Criminal Justice Information may be obtained by submitting a request based on name search, there is a fee for an Alaska Criminal Justice Information search, please contact the Alaska State Troopers for the fee.

BACKGROUND CHECK

An application for Alaska Criminal Justice Information search can be obtained on-line at:
<http://www.dps.alaska.gov/statewide/background/index.asp> or a request can be made in person at one of the below offices.

When you appear in person, you must present two pieces of identification, one of which must be valid picture identification issued by a government unit (example: driver's license or identification card, a passport or visa).

LOCATIONS

Anchorage DPS – R & I
5700 E. Tudor Road
Anchorage, AK 99507
907-269-5767

Aniak ABWE Post
PO Box 167
Aniak, AK 99557
800-675-4398

Bethel DPS
Braun Building
3200 State Highway
Bethel, AK 99559
907-543-2294

Bristol Bay PD
Building 150
Airforce Base
King Salmon, AK 99613
907-246-4222

Cordova DPS
711 First
Cordova, AK 99574
907-424-3184

Delta Junction DPS
1420 Alaska Hwy
Jarvis Bldg.
Delta Junction, AK 99737
907-895-4800

Dillingham DPS
536 Kenny Wren Road
Dillingham, AK 99576
907-842-5641

Fairbanks DPS
1979 Peger Road
Fairbanks, AK 99709
907-451-5100

Fairbanks PD
(Volunteers only)
911 Cushman Street
Fairbanks, AK 99701
907-459-6500

Galena DPS
Old Galena Air Force Base
Galena, AK 99741
907-656-1233

Girdwood DPS
Girdwood Tesoro Mall
Suite 8
Girdwood, AK 99587
907-783-0972

Haines DPS
159 Main Street
Haines, AK 99827
907-766-2552

Homer DPS
34115 Sterling Hwy
Anchor Point, AK 99556
907-235-8239

Juneau DPS
2760 Sherwood Lane
Juneau, AK 99801
907-465-4000

LOCATIONS CONTINUED

Juneau R & I
450 Whitter Street
Juneau, AK 99811
907-465-4343

Ketchikan DPS
Dispatch Center
5150 N. Tongass Hwy
Ketchikan, AK 99901
907-225-5118

Ketchikan JS
Ketchikan State Office
Building
415 Main Street
Room 309
Ketchikan, AK 99901

Klawock DPS
6729 Klawock-Hollis Hwy
Klawock, AK 99925
907-755-2918

Kodiak DPS
211 Bartel Avenue
Kodiak, AK 99615
907-486-4121

Kotzebue DPS
240 5th Avenue
Kotzebue, AK 99752
907-442-3222

Nome DPS
245 Front Street
Nome, AK 99762
907-443-2835

North Slope Borough PD
1068 Kiogak
Barrow, AK 99723
907-852-6111

Palmer DPS
453 S. Valley Road
Palmer, AK 99645
907-745-2131

Seward DPS
City Hall
5th Adams Streets
Seward, AK 99664
907-224-3346

Sitka Training Academy
877 Sawmill Creek Hwy.
Sitka, AK 99835
907-747-6611

Soldotna DPS
46333 Kalifornsky Beach Rd
Soldotna, AK 99669
907-260-2700

Talkeetna DPS
Talkeetna Alaskan Lodge
12.5 Mile Talkeetna Spur Rd
Talkeetna, AK 99676
907-733-2256

Tok DPS
1314.5 Alaska Hwy
Tok, AK 99780
907-883-4471

Unalaska PD
29 Safety Way
Unalaska, AK 99685
907-581-1233

Valdez DPS
115 Meals Avenue
Valdez, AK
907-835-4307

Wrangell DPS
215 Front Street
Wrangell, AK 99929
907-874-3215

Wrangell PD
431 Zimovia Hwy
Wrangell, AK 99929
907-874-3304



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ProfessionalLicense.Alaska.Gov/BigGameCommercialServicesBoard

For Division Use Only

APPLICATION FOR REGISTERED GUIDE-OUTFITTER LICENSE AND EXAMINATION

This application must be completed in full. Type or print all information legibly in ink

Submit a complete application form, and all supporting documents to the above address with a check or money order payable to the State of Alaska as follows:

- \$200.00 application fee (nonrefundable)
\$125.00 Registered Guide-Outfitter Qualification examination fee
\$400.00 Game Management Unit Certification examination fee (\$400.00 per unit. Maximum three units)
\$850.00 resident license fee (not required until applicant has passed examination)
\$1,700.00 non-resident license fee (not required until applicant has passed examination)

Name: Telephone: (Optional)

Mailing Address:

City: State: ZIP Code:

Date of Birth: Social Security No.: Gender:

E-mail: Address (Optional):

Please send correspondence via: Email US Mail

Alaska Assistant Guide License No.: Dates of Licensure:

Alaska Class-A Assistant Guide License No.: Dates of Licensure:

RESIDENCY STATUS YES NO
According to the definition of "resident" in AS 16.05.940(27) (on page 3 of the coversheet of this application) are you a resident of the State of Alaska?

GAME MANAGEMENT UNIT - I am applying for certification in the following game management unit(s):

(Three units per test date maximum). Complete form 08-2459b or 08-2459c.

SPECIES SPECIFIC - Indicate below if you are applying for authorization to provide big game hunting services for at least one of the following species.

- Brown Bear Caribou Moose Mt. Goat Sheep

OTHER STATE OR PROVINCE LICENSES

List all licenses that you hold or have held that authorized you to provide hunting, guiding, outfitting or transportation services.

Table with 5 columns: State/Province, License Type, License No., Date of Issuance, Expiration Date

A "Yes" answer may not prejudice your application, failure to report honestly may.

If you answered "yes" to any of the previous questions (1 - 11), 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.)

If you answered "yes" to any of the previous questions (12 - 14), you **MUST** also submit a statement from your health care provider stating their relationship to the issue of concern and attesting to your ability to provide guide-outfitter, guiding, or transporting services.

When in doubt, disclose and explain.

DISCIPLINARY / INVESTIGATION / PROFESSION QUESTIONS

YES NO

- 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.
- 2. Are there any unsatisfied judgments against you resulting from your big game services?
- 3. Are you aware of any investigations against you, in any state, jurisdiction or in Canada?
- 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?

HAVE YOU:

- 5. 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?
- 6. 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?
- 7. 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?
- 8. 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?
- 9. secured or attempted to secure a license through deceit, fraud, or intentional misrepresentation?
- 10. failed to comply with a Board order?
- 11. continued or attempted to provide big game commercial services after becoming unfit due to professional incompetence?

PERSONAL HISTORY QUESTIONS

Within the last five years have you:

YES NO

- 12. 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?
- 13. been or are you addicted to, excessively used, or misused alcohol, narcotics, barbiturates or habit-forming drugs?
- 14. 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?

PERSONAL HISTORY QUESTIONS CONTINUED

- | | YES | NO |
|--|--------------------------|--------------------------|
| Within the last five years have you:
16. been a state or federal law enforcement officer engaged in fish and wildlife protection in the past three months? | <input type="checkbox"/> | <input type="checkbox"/> |
| If "yes," state the date of your termination: _____ | | |
| 17. 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? | <input type="checkbox"/> | <input type="checkbox"/> |
| If "yes," state your date of employment and the unit(s) you were employed in:
Hire date: _____ Termination date: _____ Game Management Unit(s): _____ | | |
| 18. Will you personally pilot an aircraft to transport clients?
If "yes" complete form 08-4013e. | <input type="checkbox"/> | <input type="checkbox"/> |
| 19. Will you contract to provide big game commercial services during this licensing period? (if yes, provide financial responsibility is required prior to licensure)..... | <input type="checkbox"/> | <input type="checkbox"/> |
| 20. Will you be employing Class A Assistant Guides or Assistant Guides? | <input type="checkbox"/> | <input type="checkbox"/> |

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.

AFFIDAVIT OF ALASKA HUNTING EXPERIENCE

I attest, that I have legally hunted Big Game in the State of Alaska in each of the following five calendar years in a manner directly contributing to my experience and competency as a guide.

List five years and the Big Game Species hunted.

Identification of Years Hunted in Alaska:

Big Game Hunted: _____

Big Game Taken: _____

PRACTICAL FIELD EXPERIENCE

Check the appropriate box.

I certify that I have experience in:

I do not have experience in at least one of the following categories. (STOP. You do not meet the requirements of 12 AAC 75.100(a)(4) and therefore are not eligible to apply for the Registered Guide-Outfitter qualification examination.)

Backpacking, stalking, pursuing, tracking and killing of big game, field preparation of trophies, field preparation of meat, aging and sexing of big game; I am familiar with first aid, firearm use and safety, emergency protocol, ethics, logistics, land ownership, the statutes and regulations for the Big Game Commercial Services Board and Alaska Fish and Game; I am capable of performing all of the essential duties associated with guiding as defined in 12 AAC 75.990 and as set out in 12 AAC 75.100 and .110.

Being first duly sworn upon his/her oath, deposes and says:

I, _____, make the following voluntary statement and no
(Applicant Name)

threats, promises, or any form of duress have been used to induce me to make this statement.

By my signature below, I declare that all facts, statements, and answers contained in this application are true and correct; I am not omitting any information that might be of value to the Big Game Commercial Services Board in determining my qualifications and character, whether it is called for or not; and I agree that any falsification, omission, or withholding of information or facts concerning my qualifications as an applicant shall be sufficient to bar issuance of a license to me by the Big Game Commercial Service Board and such falsification, omissions, or withholding shall serve as sufficient grounds for the suspension, cancellation, or revocation of my Registered Guide-Outfitter license even though it is not discovered until after issuance.

CONFIDENTIALITY

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 as such in the attachment. A request for confidentiality may or may not be granted.

All information supplied with this application is considered public record unless required to be kept confidential by state or federal law.

WARNING: 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 charges for perjury (AS 11.56.200).

I certify that the above statements are true and correct.

SIGN HERE 

Applicant Signature

Printed Name

Date: _____

SUBSCRIBED AND SWORN TO before me this _____ day of _____, 20_____.

SEAL



Notary Public

for the State of _____

(or postmaster stamp if notary public is not available)

My Commission Expires: _____



State of Alaska
Department of Commerce, Community and Economic Development
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AUTHORIZATION FOR RELEASE OF RECORDS

THIS FORM MUST BE COMPLETED AND RETURNED WITH THE APPLICATION

TO WHOM IT MAY CONCERN:

I, _____, residing at
Applicant Name (Please print full name)

_____, hereby authorize the
(Please print full address)

Division of Corporations, Business and Professional Licensing (Division) and its investigators to examine my medical, employment records including all training which pertains to my involvement in the guiding, outfitting and transportation services industry, and any 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 Division 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.

This release also applies to any documents or records which contain information pertaining to psychiatric, psychological, drug, or alcohol evaluation, counseling, diagnosis or treatment received by me, which were prepared or made in conjunction with, or under the authority or guidance of any local, state, or federal law, which relates to psychiatric, drug or alcohol evaluation, diagnosis or treatment, including all information previously identified, collected, or stored under the authority of any state or federal law.

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

Applicant Signature

Date

Home telephone Number

Work Telephone Number

NOTE: A photocopy reproduction of this request shall be, for all intents and purposes, as valid as the original.



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For Division Use Only

CLIENT LIST
Favorable Recommendations
Species Specific Licensing
125 Days In-Field Guide Experience

Please type or print legibly in ink.

Applicant Name _____

This form serves three purposes, which is to provide the Division with a list of big game hunters

- who you have personally guided while licensed as an Assistant Guide and/or Class-A Assistant Guide. The Division is looking to receive on your behalf eight favorable recommendations including at least two for each of any three years;
- confirm your species experience that you have identified on your application; and
- confirm that you have a total of 125 days of participation in contracted big game hunts as required under 12 AAC 75.100(d)(1).

Note: Provide the names and address of all big game hunters you have personally guided whether or not the big game hunter harvested an animal. Hunt records on file with the Division will be reviewed to confirm the above information.

Send form 08-4751 (included in this packet) to each name on this list.

CLIENT NAME & ADDRESS	YEAR OF HUNT(S)	NAME OF CONTRACTING REGISTERED GUIDE-OUTFITTER
1.		
2.		
3.		
4.		

APPLICANT NAME: _____

CLIENT NAME & ADDRESS	YEAR OF HUNT(S)	NAME OF CONTRACTING REGISTERED GUIDE-OUTFITTER
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		



FOR DIVISION USE ONLY

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Phone: (907) 465-2550 • Fax: (907) 465-2974
Email: *BigGameCommercialServicesBoard@Alaska.Gov*
ProfessionalLicense.Alaska.Gov/BigGameCommercialServicesBoard

Registered Guide Reference

Applicant's Name:	
Applicant's Signature:	

Dear Reference:

I am applying for licensure as a Registered Guide-Outfitter. The licensing process requires an applicant for a Registered Guide-Outfitter license to pass a Registered Guide-Outfitter Qualification examination. However, before I can be scheduled to sit for the qualification examination the Board must receive on my behalf eight favorable recommendations from big game hunters that I have personally guided.

Your response to this questionnaire is critical to the application process. PLEASE RESPOND.

You can email, fax or mail this completed form back to the Division (see contact information above).

Thank you for your time and assistance.

What year(s) did you hunt with the above-named Registered Guide-Outfitter?	
What big game animal(s) were you hunting?	
Did you harvest any big game animal(s)?	<input type="checkbox"/> No (unsuccessful harvest will not disqualify applicant) <input type="checkbox"/> Yes (identify species): _____
Check the type of guide duties the applicant performed in the field while on the hunt:	
<input type="checkbox"/> Stalking, pursuing, and tracking of big game (includes use of a spotting scope) <input type="checkbox"/> Packing, salving, or caring of harvested big game <input type="checkbox"/> Field preparation of big game trophy, including skinning and capping <input type="checkbox"/> Camp activities (setting up camp, camp organization, cooking, cleaning, removal of garbage and human waste) <input type="checkbox"/> In communication with contracting Registered Guide-Outfitter, supervising Registered Guide-Outfitter or Class-A Assistant Guide	

Did the applicant demonstrate knowledge of:

The terrain where the hunt occurred? Yes
 No

Alaska game and guiding laws? Yes
 No

Safety (firearm, weather conditions)? Yes
 No

Guide ethics (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
 No

If the applicant were to become a licensed Registered Guide-Outfitter, would you contract a guided hunt with him/her? Yes
 No

Personal comments:

Reference's Name:	
Mailing Address:	
Contact Phone:	
Email Address:	
Signature: _____	Date: _____



State of Alaska
Department of Commerce, Community and Economic Development
Division of Corporations, Business and Professional Licensing
BIG GAME COMMERCIAL SERVICES BOARD
State Office Building, 333 Willoughby Avenue, 9th Floor
PO Box 110806, Juneau, AK 99811-0806
Phone: (907) 465-2550 ★ Fax: (907) 465-2974
E-mail: BigGameCommercialServicesBoard@Alaska.Gov
ProfessionalLicense.Alaska.Gov/BigGameCommercialServicesBoard

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CLASS-A ASSISTANT & ASSISTANT GUIDE EVALUATION FORM

Type or print all information legibly in ink.

This form is to be completed by your employing Registered Guide-Outfitter(s) only. You may photocopy this form if necessary.

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.

_____ has been in my employment and has worked "in the field" on "guided hunts"
(Applicant Name)

as a Class-A Assistant Guide or Assistant Guide, or Class-A Assistant Guide-Outfitter or Assistant Guide-Outfitter in:

- Game Management Unit _____ for a total of _____ days
Game Management Unit _____ for a total of _____ days
Game Management Unit _____ for a total of _____ days

To follow is my evaluation of the applicant's performance, knowledge, and skill's while in my employment:
Please rate the applicant's knowledge and skills by checking the appropriate box for each of the items listed below:

P = Poor, F = Fair, G = Good, E = Excellent

Table with 14 rows and 4 columns (P, F, G, E) for rating various skills like Hunting regulations, Guiding regulations, Meat care, etc.

Please explain Poor and Fair responses: _____

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 or both.

I certify that the above information is true and correct, and I am in no way trying to prohibit the applicant from obtaining a Registered Guide-Outfitter License due to possible competition for business and land use.

Employing Registered Guide-Outfitter Signature Printed Name Date

Telephone Number (Optional)

SUBSCRIBED AND SWORN TO before me this _____ day of _____, 20_____.

SEAL

(or postmaster stamp if notary public is not available)

Notary Public
for the State of _____
My Commission Expires: _____



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**AUTHORIZATION FOR INTERSTATE EXCHANGE OF EXAMINATION
 AND LICENSURE INFORMATION**

If you hold, or have ever held a license to provide guiding, outfitting, transportation, or other hunting services in another state or in Canada, this form is essential to the application you are filing with the Big Game Commercial Services Board. Before your application can be considered for approval, the information requested below must be officially verified by the guide-outfitter board(s) in **all** states and Canada where you hold or have ever held a license. Please complete the information requested and forward it to the 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).

PART I - TO BE COMPLETED BY THE APPLICANT (Please type or print legibly):

 (Please Print Full Name) Maiden Name

Address _____
 Street or P.O. Box City State (Country) Zip Code

Date of Birth: _____ License No.: _____

I hereby request and authorize _____ to provide any and all pertinent information requested in this form to the Alaska Big Game Commercial Services Board to complete an application filed with that agency.

 Signature Date Signed

PART II – TO BE COMPLETED BY THE STATE OR TERRITORY REPRESENTATIVE

The above applicant is applying for licensure in this state. Please complete the following and **return directly to the Big Game Commercial Services Board.**

State/Agency: _____
 Name of Licensee: _____
 License No.: _____ Issued / Effective: _____
 License Type: _____
 License is current: _____ Lapsed: _____ Expiration date: _____

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

Date of exam: _____ The examination consisted of the following subjects:

SUBJECTS	GRADES	PRACTICAL/ORAL/WRITTEN

Has the applicant's license ever been suspended or revoked? YES NO If "yes," for what reason.

Has the applicant been subject to any other disciplinary action(s) (e.g., letter of warning, fine, probation, stipulation)?

YES NO If "yes," please provide a copy of the official action taken.

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

General Comments: _____

STATE BOARD
OR
AGENCY
SEAL

Signed: _____

Printed Name: _____

Title: _____

State Board/Agency: _____

Date: _____

Please return this form by email, mail, or fax directly to:

Department of Commerce, Community, and Economic Development
Division of Corporations, Business and Professional Licensing
Big Game Commercial Services Board
P.O. Box 110806, Juneau, AK 99811-0806
Fax: (907) 465-2974
Email: BigGameCommercialServicesBoard@Alaska.Gov



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 Department of Commerce, Community and Economic Development
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VERIFICATION OF COMMERCIAL PILOT'S LICENSE
OR
AFFIDAVIT OF FLYING EXPERIENCE
 AS 08.54.680(b)

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.


Type or print all information legibly in ink.

 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.

COMMERCIAL PILOT'S RATING CERTIFICATION

Attach a photocopy of your current commercial pilot's license to this form and present this form with the photocopy to the Notary Public or postmaster.

I, _____, hereby swear (or affirm) that the attached reproduction of the my current
(Applicant Name)
 commercial pilot's license is a true, correct, and complete photocopy of the commercial pilot's license in my possession.

 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.

AFFIDAVIT OF FLYING EXPERIENCE

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.

I, _____, have personally flown (piloted) at least 500 hours in Alaska .
(Applicant Name)

List the number of hours you have personally flown (piloted) in Alaska: _____

WARNING: 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.

 Applicant Signature

 Applicant Printed Name

 Date

SUBSCRIBED AND SWORN to before me, a Notary Public, in and for the State of _____
 this _____ day of _____, 20__.

Seal

 Notary Public Signature

(or Postmaster Stamp if Notary Public is Not Available)

My Commission Expires: _____