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GUIDE BUSINESS ADMINISTRATION

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Know your Statutes and Regulations

- Roadmap for your business and field procedures
- Illustrate what you can and can't do
 - *KNOW STATUTE 08.54.720 UNLAWFUL ACTS*
- Highlight Administrative responsibilities
- Pre thru Post hunt deadlines
- [Statutes and Regulations Handbook on BGCSB website](#)

Business Preparation

- Guide License Renewal-Due January 1, even number years
- Hunting License
- Photo ID
- Business License
- Coast Guard or FAA license
- First Aid/CPR
- Boat registration
- Aircraft administration
- Liability Insurance
 - *Acknowledgment of risk and waiver of liability*
- Worker's Compensation

Dept of Commerce BGCS Licensing Division

- Guide License Renewal-Due January 1, odd number years
- Business License
- Land Use Authorization
- Guide Use Area Registration
- [License search on BGCSB website](#)
- [Excel Spreadsheet of GUA registrants on BGCSB website](#)
- Annual Filing Fee
- Blank Hunt Records
- Unique Verification Code (as required)

Before Providing Services

Statute 08.54.790 Definitions

(3) “big game hunting service” means a service for which the provider of the service must obtain a registered guide-outfitter, class-A assistant guide, or assistant guide license; “big game hunting service” includes guiding services and outfitting services;

(9) “guide” means to provide, for compensation or with the intent or with an agreement to receive compensation, services, equipment, or facilities to a big game hunter in the field by a person who accompanies or is present with the big game hunter in the field either personally or through an assistant; in this paragraph, “services” includes (A) contracting to guide or outfit big game hunts;

Before Providing Services (continued)

- Guide Client contract for draw entry
- Hunt Contract (financial agreement)
 - Statute 08.54.670 and Regulation 12 AAC 75.260.
- [Sample Contract on BGCSB website](#)
- Additionally, you may want “Governing Law Provisions” in your contract
- Example;
 - *“It is agreed that any dispute or claim relating to or arising out of this agreement and/or this safari shall be governed by the laws of the State of Alaska and venue and jurisdiction for any action taken with respect to such dispute or claim shall lie in Alaska State Court, Third Judicial District at Kodiak Alaska.”*
- Common mistakes found on Hunt Contracts
 - Missing guide or client signatures.
 - Services provided are not the same as written and agreed on in the contract.
- Questions concerning statutory requirements of a contract can be sent to BGCSB staff.

Hunt Record



State of Alaska Big Game Commercial Services Board
 Department of Commerce, Community, and Economic Development
 P.O. Box 110806, Juneau, Alaska 99811-0806
 Telephone: (907) 465-2550

REGISTERED GUIDE/OUTFITTER HUNT RECORD

(This form must be submitted to the department within 60 days after hunt is completed)

54723

GUIDE/CLIENT INFORMATION TO BE COMPLETED PRIOR TO HUNT			
(Please Print) *Incomplete Form Will Be Returned for Completion*			
1 Name of Contracting Registered Guide-Outfitter: _____		Guide License # _____	
YOU MUST CHECK ONE: <input type="checkbox"/> GUIDED <input type="checkbox"/> TRANSPORTED ONLY <input type="checkbox"/> OUTFITTED ONLY			
2 Client Name: _____		Hunting License Number: _____	
Address: _____		City: _____	State: _____ ZIP: _____
Resident <input type="checkbox"/> Non Resident <input type="checkbox"/>		Country: _____ Telephone No: () _____	
I hereby certify that all the information provided on this form that pertains to my activities are true and correct. (WARNING: A person may also be subject to criminal charges for unsworn falsification under AS 11.56.210)			
CLIENT SIGNATURE _____		DATE _____	
SUPPLEMENTAL INFORMATION TO BE COMPLETED AFTER HUNT			
Name and License of ANY Registered Guide-Outfitter, Class-A, Assistant Guide or Packer Accompanying Client in the Field:			
3 Name: _____	Lic. # _____	Name: _____	Lic. # _____
Name: _____	Lic. # _____	Name: _____	Lic. # _____
Name: _____	Lic. # _____	Name: _____	Lic. # _____
Name: _____	Lic. # _____	Name: _____	Lic. # _____
4 FROM: _____		DATE HUNT WAS COMPLETE TO: _____	
5 TRANSPORTATION USED		SPECIES HUNTED	HARVEST
BOAT <input type="checkbox"/>		*If Bear, specify Brown or Black Bear.	Y / N
AIRCRAFT <input type="checkbox"/>		_____	Y / N
OTHER _____		_____	Y / N
		_____	Y / N
		_____	Y / N
GUIDE USE AREA			

MUST BE SIGNED BY THE CONTRACTING REGISTERED GUIDE-OUTFITTER AFTER HUNT IS COMPLETE			
I certify that I am approved to conduct guiding or outfitting activities in the guide use areas listed and I have complied with the communication requirement in 12 AAC 75.240 on (date) _____. WARNING: Making a false statement or omitting a material fact is subject to disciplinary action under AS 08.54.710 and 12 AAC 75.210. I understand that it is a Class A Misdemeanor under AS 11.56.210 to falsify and commit the crime of unsworn falsification.		DATE _____	
CONTRACTING REGISTERED GUIDE-OUTFITTER SIGNATURE _____		DATE _____	
OPTIONAL SUPPLEMENTAL INFORMATION ONLY (NOT REQUIRED NOR SWORN TO)			
6 HARVEST TICKET/PERMIT NUMBER		BIG GAME TAG NUMBER	
_____		_____	
_____		_____	
_____		_____	

ORIGINAL: MAIL TO ADDRESS ABOVE PINK: POST HUNT CLIENT COPY YELLOW: CLIENT FIELD COPY GREEN: POST HUNT GUIDE COPY

State Draw Entry: Guide/Client Contract

- From the hunt supplement
- Regulation

AS 16.05.407

AS 08.54.680

AS 08.54.790

12AAC 75.260

Guide-Client Contracts required for nonresident hunts

All nonresidents hunting big game species that require an Alaska-licensed guide must have a signed guide-client contract before or at the time of application. These hunts are identified with the "handshake" symbol shown here.



To get started, select an Alaska-licensed registered or master guide who is currently registered for all or a portion of the Guide Use Area (GUA) where you wish to hunt and for the year the permit is valid. You can find this information by contacting:

Big Game Commercial Services Board:

PO Box 110806

Juneau, Alaska 99811-0806

Phone (907) 465-2543

Email: biggamecommercialservicesboard@alaska.gov

Website: [https://www.commerce.alaska.gov/web/cbpl/ProfessionalLicensing/](https://www.commerce.alaska.gov/web/cbpl/ProfessionalLicensing/BigGameCommercialServicesBoard.aspx)

[BigGameCommercialServicesBoard.aspx](https://www.commerce.alaska.gov/web/cbpl/ProfessionalLicensing/BigGameCommercialServicesBoard.aspx)

Once you decide on a guide, finalize the guide-client contract. This guide-client contract should allow the guide to submit your draw application and provide hunting services.

Guides: when applying for your client, be sure to select Registered Guide and enter your Unique Verification Code (UVC).

Nonresidents hunting with a resident relative 19 years of age or older, within the second-degree of kindred*, do not need an Alaska-licensed guide, but must select the appropriate option on the application.

In the Field Paperwork

- Hunt Record; Client “Field Copy”
- Guide license
- Hunting license (guide and client)
- Permit
- Locking tag
- For some land authorizers; Copy of CPR/First Aid

After the Hunt Paperwork

- Hunt Records
 - *Hunt record numbers are designated to each individual contracting guide*
 - *60 days to turn in*
 - *Optional Block 6 provides for ADFG numbers even though not required.*
- Sport hunt reports
- Land use reports

Public Meetings that Affect your Business

- BGCSB
- BOG
- Advisory Committee meetings
- Regional Advisory Council meetings
- APHA
- Conservation Organization conventions
- Refuge, Park Service and Forest Service planning meetings
- Legislative actions

Helpful Tips

- Set up a “to do” schedule
- Act on notices immediately
- File and apply early
- Guard against being spread too thin
- Become Involved in the processes that affect your business
- Continue to Learn
- Communicate with other Guides
- Interact with local Troopers, Land Owners and Area Biologist