



THE STATE  
of

**ALASKA**

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

**Big Game Commercial Services Board**

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## Instructions - Requesting and Completing Hunt Records via myAlaska/MY LICENSE

Step-by-Step Guide for users with access to their MY LICENSE self-service portal.

### Introduction

Adding a professional license to your MY LICENSE self-service portal (via your myAlaska account) is simple and allows you to manage contact information, renew your license, and request and submit hunt records. Follow these steps to log into myAlaska and view your license record.

Utilize the links below to navigate to that section of the instructions:

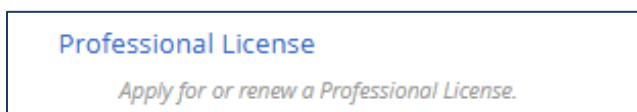
1. [Log Into myAlaska](#)
2. [Access License Details](#)
3. [Request Hunt Records](#)
4. [Print Blank Hunt Records](#)
5. [Complete Hunt Records in MY LICENSE](#)

### Step 1: Log Into myAlaska

- Visit the myAlaska website at [my.alaska.gov/](http://my.alaska.gov/)
- Enter your username and password to log in to your myAlaska account. If you do not have an account, you will need to create one by following the registration instructions on the site.
- Click on services



- Scroll to the bottom of the list and click on Professional license.



- If your license is "linked" you will see a "View Details" button. Click "View Details" to gain access to your My License record.
- If your license is not linked you will need to contact the division for a Web Authorization Code. 907-465-2550 or [BigGameCommercialServicesBoard@Alaska.Gov](mailto:BigGameCommercialServicesBoard@Alaska.Gov)

## Step 2: Access License Details

- If your license is “linked” you will see a “View Details” button. Click “View Details” to gain access to your My License record.

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### MY LICENSE

#### Professional Licenses

	License #	Program/License Type	Status	Expiration	Owner(s)	DBA
<a href="#">View Details</a>	242214	Big Game Guides and Transporters Registered Guide-Outfitter	Active	12/30/2025	Dan Boone	

#### Additional Actions

- ▶ Apply for a New License
- ▶ Add Pending or Existing License

## Step 3: Request Hunt Records

- In the blue actions box click “Request Hunt Records”

### Actions

- Edit Contact Information
- Request Hunt Records

### Resources

- Big Game Guides and Transporters Website
- CBPL Website
- Obtain License Verification

- Enter the number of electronic forms desired and click submit

### Request New Forms

Request Type: ☒ Electronic ☐ Hard Copy via mail

Number of Forms:

\*Please note that you can follow the same process by requesting “Hard Copy via mail” forms, which will allow you to upload copies of hunt records in the same manner as electronic copies.

## Step 4: Print Blank Hunt Records


- Go to the events section and locate the new Hunt/Transport Electronic Record.
- Click on Print/Enter Hunt/Transporter info


**Events**

Event Event Date ▼ All

▼ Hunt/Transport Electronic Record 7/17/2025

Hunt Record(s): HR50 - HR64

 **Print/Enter Hunt/Transporter Info**

Status	Item	Amount Owed	Message from Examiner	Documents	Received
 Incomplete	Hunt Records		Please enter your hunt form information using the "Enter Hunt/Transporter Info" button above. Doing so will allow you to enter and submit your information for your hunt forms. During each submission you must provide an upload of your filled out Registered Guide/Outfitter Hunt Record.		

- Select desired Hunt Record/Activity report and click print.

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### HUNT RECORDS

	Form #	Status	Date Sent
 Enter Info <b>Print</b>	HR50	 Sent	07/17/2025
Enter Info <b>Print</b>	HR51	 Sent	07/17/2025
Enter Info <b>Print</b>	HR52	 Sent	07/17/2025
Enter Info <b>Print</b>	HR53	 Sent	07/17/2025

- This will generate the unique sequentially numbered hunt record for you to print.

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P.O. Box 110806, Juneau, Alaska 99811-0806  
Telephone: (907) 465-2550

**REGISTERED GUIDE-OUTFITTER HUNT RECORD** **HR50**  
(This form Must be submitted to the department within 60 days after hunt is completed)

**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:** ☐ GUIDED ☐ TRANSPORTED ONLY ☐ OUTFITTER ONLY

Client Name: \_\_\_\_\_ Hunting License Number: \_\_\_\_\_

\*Please ensure that you meticulously track your hunt records. These records must not be used for more than one hunt or transport.

## Step 5: Go on your hunt and follow up by completing your Hunt Record following 12 AAC 75.120

## Step 6: After the hunt is complete return to MY LICENSE

- Locate the event with the corresponding hunt record.
- Click on Print/Enter Hunt/Transporter Info

**Events**

Event

Event Date ▼ All

▼ Hunt/Transport Electronic Record



7/17/2025

 Hunt Record(s): HR50 - HR64

 Print/Enter Hunt/Transporter Info

- Click on Enter info

**HUNT RECORDS**

	Form #	Status	Date Sent
<div><div>Enter Info</div><div>Print</div></div>	HR50	 Sent	07/17/2025
<div><div>Enter Info</div><div>Print</div></div>	HR51	 Sent	07/17/2025

- Complete the data entry.

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**REGISTERED GUIDE/OUTFITTER HUNT RECORD**

License Details

Owner Name: Dan Boone

License #: 242214

You must choose one:

(Not Selected) ▼

**Client Info**

First Name:

Middle Name:

Last Name:

Hunting License #:

Address:

City:

State:

▼

Zip:

☒ AK Resident ☐ Non-Resident

Country:

Phone #:

Date of Client Signature:

**Assistant Info**

Add Info for ANY Registered Guide-Outfitter, Class-A, or Assistant Guide in the Field.

 Add Assistant

## Dates client was in the field

From:

To:

## Date hunt was complete

Date:

## Transportation

Transportation Used:

## Species Hunted

Species:

Harvest:

GMU: (Not Selected)

GUA:

Notes:

 Remove Species


 Add Species

Date complied with requirement in 12 AAC   
75.240:

Date Signed:

## Supplemental Info

Optional Supplemental Information Only


 Add Supplemental Info

- Upload image from a computer, phone or tablet after taking a picture of your Hunt Record. Make sure the image is high quality.

## Upload

You must provide an upload of your filled out hunt form.

 Upload Hunt Form

 Back to License

Submit