



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

Website: ProfessionalLicense.Alaska.Gov/BigGameCommercialServicesBoard

Assistant Guide License Application Instructions

Qualifications for an Assistant Guide License. A natural person is entitled to an Assistant Guide license if the person

- (1) is 18 years of age or older.
- (2) has legally hunted big game in the State of Alaska for at least 60 days during two or more calendar years. At least 30 of the 60 must be spent working in a guide camp or supervised by a licensed guide while performing guide-related duties. Documented completion of a board approved assistant guide training course may count for 10 days.
- (3) possesses a valid first aid card (basic first aid) issued by the American Red Cross or similar organization
- (4) submits a written recommendation from a Registered Guide-Outfitter who intends to employ the applicant as an Assistant Guide; and
- (5) meets the eligibility requirements set out in AS 08.54.605.

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

1. APPLICATION

A signed, completed application (#08-4009, pages 1-5).

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. 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.

4. 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.

5. VALID FIRST AID CARD

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

6. LETTER OF RECOMMENDATION

A letter of recommendation form (#08-4009b) from a Registered Guide-Outfitter who intends to employ you as an Assistant Guide.

7. JURISPRUDENCE QUESTIONNAIRE

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

ELIGIBILITY FOR LICENSURE – AS 08.54.605

(a) A person may not receive an assistant guide 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.

Assistant Guides:

1. may not contract to guide or outfit a big game hunt;
2. shall be employed by a Registered Guide-Outfitter and under the supervision of a Registered Guide-Outfitter or Class-A Assistant Guide while the Assistant Guide is in the field on guided hunts; and
3. may not take charge of a camp or provide guide activities unless the contracting Registered Guide-Outfitter is in the field and participating in the contracted hunt or a Registered Guide-Outfitter or Class-A Assistant Guide employed by the contracting guide is physically present and supervising the hunt.

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

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 as a public record, unless required to be kept confidential by state or federal law.

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*



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Assistant Guide License Application

PART I Payment of Fees

| | | |
|----------------------------------|--|-----------------|
| Required Fees: (Resident) | <input type="checkbox"/> Application and License Fee (\$200 is Non-Refundable) | \$510.00 |
| Required Fees: (Non-Resident) | <input type="checkbox"/> Application and License Fee (\$200 is Non-Refundable) | \$820.00 |

PART II Residency Status

| | |
|---|--|
| According to the definition of "resident" in AS 16.05.940(27) is the applicant a resident of the State of Alaska? | <input type="checkbox"/> Yes <input type="checkbox"/> 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). | | | |
| <input type="checkbox"/> Not Applicable | | | |
| <input type="checkbox"/> 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: | <input type="checkbox"/> Send my Correspondence Electronically <input type="checkbox"/> 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 Professional License(s)

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

☐ Check here if none.

| State or Jurisdiction | License Type | License Number | Issue Date | Expiration Date |
|-----------------------|--------------|----------------|------------|-----------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

PART V 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, unless required to be kept confidential by state or federal law.

When in doubt, disclose and explain.

- 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
- 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
- Are there any unsatisfied judgments against you resulting from your big game services?

☐ Yes
☐ No
- Are you aware of any investigations against you, in any state, jurisdiction or in Canada?

☐ Yes
☐ No
- 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

PART V Professional Fitness Questions (continued)

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

"Yes" Answers

If you answered "yes" to any of the above questions, you must submit signed and dated documentation explaining the specific circumstance(s) of the incident(s).

PART VI Additional Questions

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

| | |
|-----------------------------|--|
| Date of Termination: | |
|-----------------------------|--|

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

| | | | |
|---------------------------------|--|--------------------------|--|
| Game Management Unit(s): | | | |
| Hire Date: | | Termination Date: | |

3. Will you personally pilot an aircraft to transport clients? If yes, complete form #08-4009c. ☐ Yes ☐ No

PART VII Affidavit of Alaska Hunting Experience

I attest, that I have legally hunted big game in the State of Alaska for at least 60 days during two or more calendar years. At least 30 of the 60 days must be in a guide camp or supervised by a licensed guide while performing guide-related duties. Documented completion of a board approved assistant guide training course may count for 10 days. **Identify Calendar Years below.** (Years do not have to be consecutive.)

Hunted in Alaska:

PART VIII Alaska Law

☐ I hereby certify I have reviewed, understand and will abide by the statutes and regulations applicable to my profession (AS 08.54 and 12 AAC 75).



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Signature Page

| | | |
|--|--|--|
| Applicant Name: | | |
| Alaska License Number (if known): | | <input type="checkbox"/> <i>Application in Process</i> |

PART IX 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 Signature: | | Date Signed: | |
|-----------------------------|--|---------------------|--|



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Letter of Recommendation

This form is to be completed by a Master or Registered Guide-Outfitter.

Applicant Name:



**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.

| | | | |
|--|--|---|--|
| Master or Registered Guide-Outfitter Name: | | License Number: | |
| Relationship with Applicant: | | | |
| Associated with Applicant From Date: | | Associated with Applicant To Date: | |
| 1. Do you intend to employ the applicant as an assistant guide? | | | <input type="checkbox"/> Yes <input type="checkbox"/> No |

Signature

I attest that the applicant meets each of the following criteria:

1. has knowledge and experience in the safe operation of firearms;
2. has knowledge of guide statutes and regulations and game regulations;
3. has knowledge in trophy judging, caping, skinning, butchering, and meat and trophy care;
4. has directly participated in the spotting, stalking, and subsequent harvesting of at least three big game animals in this state;
5. has knowledge and experience concerning general safety and emergency protocol.

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 make the following voluntary recommendation and no threats, promises, or any form of duress have been used to induce me to make this recommendation. I certify the above information is true and correct.

**Registered Guide-Outfitter
Printed Name:**

**Registered Guide-Outfitter
Signature:**

Date Signed:



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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.

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.

**Applicant Printed
Name:**

Applicant Signature:

Date Signed:

→ **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.

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

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.

**Applicant Printed
Name:**

Applicant Signature:

Date Signed:



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Professional Licensing

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Phone: (907) 465-2550

Email: License@Alaska.Gov

Website: ProfessionalLicense.Alaska.Gov

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 generally considered public records, unless required to be kept confidential by state or federal law.



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

| | | | |
|---|--|--------------------------|--|
| Location of Incident: | | Date of Incident: | |
| Explanation of Incident: 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.

| | | | |
|-------------------|--|---------------------|--|
| Full Name: | | Program: | |
| Signature: | | Date Signed: | |



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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 |
| <input type="checkbox"/> | Application Fee: | | |
| <input type="checkbox"/> | License or Renewal Fee: | | |
| <input type="checkbox"/> | Other (fine, exam, etc.): | | |
| 1. | | | |
| 2. | | | |
| TOTAL: | | | |

| | | | |
|----------------------------------|--|-------------------|--|
| Name (as shown on credit card): | | | |
| Mailing Address: | | | |
| Phone Number: | | Email (Optional): | |
| Signature of Credit Card Holder: | | | |

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

| | | |
|------------------------|--|--|
| 1. Credit Card Number: | | All 3 fields MUST be completed. This section will be destroyed after the payment is processed. |
| 2. Expiration Date: | | |
| 3. Security Code: | | |