



Big Game Commercial Services Board

PO Box 110806, Juneau, AK 99811

Phone: (907) 465-2550

Email: BigGameCommercialServicesBoard@Alaska.Gov

Website: ProfessionalLicense.Alaska.Gov/BigGameCommercialServicesBoard

Registered Guide-Outfitter by Examination Application Instructions

Read the application instructions, statutes, and regulations before completing your application. Retain this information for future reference. **YOU MUST HOLD A PERMANENT LICENSE TO PRACTICE AS A REGISTERED GUIDE-OUTFITTER IN ALASKA.**

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

1. is 21 years of age;
2. 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;
3. 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;
4. 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;
5. meets the eligibility requirements set out in AS 08.54.605

The following must be postmarked at least 120 days before the date of the next scheduled RGO qualification examination:

1. APPLICATION

A signed, completed application (#08-4013, pages 1-5).

2. FEES

Fees made payable to "State of Alaska."

Nonrefundable Application Fee:	\$200.00
Registered Guide-Outfitter Qualification Exam Fee:	\$125.00
Game Management Unit Certification Exam Fee:	\$400.00 (<i>per unit, maximum 3 units</i>)
*Resident License Fee:	\$850.00
*Nonresident License Fee:	\$1700.00

***Note:** The license fee may be submitted after you have been notified of passing the examination.

3. RECOMMENDATIONS

A list of hunters (form #08-4013b) for whom you have provided big game hunting services in compliance with AS 08.54.610(a)(8).

4. EVALUATION

Completed Class-A Assistant/Assistant Guide Evaluation Form (#08-4013c)

5. 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 trooper's office to obtain the report of criminal justice information and fish and wildlife violations report.

6. 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.

7. FLYING EXPERIENCE

Verification of Commercial Pilot's License or Affidavit of Flying Experience Form (#08-4013e)

8. REFERENCE

Submit a blank letter of reference (Form #08-4013f) to each hunter on your list. Eight favorable letters must be received by the division before your license can be issued.

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.

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

Exam Information

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 all requirements have been met.

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 for big game commercial services license holders who are found to have violated a hunting, guiding and/or transportation services statute or regulation.

General Information

APPLICATION PROCESSING:

The average processing time varies by program. When the application is complete and correct, all supporting documents have been received and all fees have been paid, the license may 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:

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 which are issued to the next biennial 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 relieve a licensee from the responsibility of renewing a license on time.

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, submit an explanation with the charging and closing court documentation (e.g. court records, fitness letters, etc.).

DENIAL OF APPLICATION:

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.

ADDRESS OR NAME CHANGE:

In accordance with 12 AAC 02.900, it is the applicant'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. 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 requires a U.S. Social Security Number be on file with the division before a professional license is issued. If you do not have a U.S. Social Security Number, complete the Request for Exemption from Social Security Number Requirement form located at ProfessionalLicense.Alaska.Gov.

PUBLIC INFORMATION:

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*. To receive notification of all proposed regulation changes, send a request with your name, preferred contact method (mail or email), and the program you want to be updated on to the regulation specialist at the following email: *RegulationsAndPublicComment@Alaska.Gov*.



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Registered Guide-Outfitter License by Examination Application

PART I Payment of Fees

Required Fees:	<input type="checkbox"/> Application and Qualification Exam Fee (\$200 is Non-Refundable)	\$325.00
	<input type="checkbox"/> Game Management Unit Certification Exam Fee (Maximum 3 units)	\$400.00 per unit
	<input type="checkbox"/> Resident License Fee	\$850.00*
	- OR -	
	<input type="checkbox"/> Non-Resident License Fee	\$1700.00*

**The license fee may be submitted after you have been notified of passing the exam.*

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?

Yes 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).

Not Applicable

Other Names Used: _____

AK Assistant Guide License Number:

AK Class-A Assistant Guide License Number:

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:

- Send my Correspondence Electronically
- 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 Game Management Unit(s)

Game Management Unit(s) Requested:

I understand I must complete and submit form #08-2459b or #08-2459c. The forms can be found on the division website.

Are you applying for authorization to provide big game hunting services?

Yes

No

If yes, indicate at least one of the following species:

Brown Bear

Moose

Mt. Goat

Sheep

PART V Professional License(s)

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

Check here if none.

State or Jurisdiction	License Type	License Number	Issue Date	Expiration Date

PART VI Experience

Hunting Experience

Provide experience with legally hunting Big Game in the State of Alaska in each of the following five (5) calendar years that directly contributes to your competency as a guide.

Years Hunted	Big Game Hunted	Big Game Taken

PART VI Experience (continued)

Practical Field Experience

I hereby certify I have completed practical field experience as required in AS 08.54.610(a)(2).*

List the area(s) of practical field experience:

**If you do not have experience in at least one of the categories in AS 08.54.610(a)(2), you do not meet the requirements of 12 AAC 75.100(a)(1)(D)(i) and therefore are not eligible to apply for the Registered Guide-Outfitter qualification examination.*

PART VII 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.

1. 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
2. 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
3. Are there any unsatisfied judgments against you resulting from your big game services? Yes
 No
4. Are you aware of any investigations against you, in any state, jurisdiction or in Canada? Yes
 No
5. 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
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

PART VII Professional Fitness Questions *(continued)*

- 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 VIII 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:	
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- 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 #08-4013e.* Yes
 No

- 4. Will you contract to provide big game commercial services during this licensing period? *If yes, financial responsibility is required prior to licensure.* Yes
 No

- 5. Will you be employing Class-A Assistant Guides or Assistant Guides? Yes
 No
Note: Assistant Guides are employees for workers' compensation purposes, and therefore workers' compensation insurance is required. Contact the Alaska Division of Workers' Compensation Special Investigations Unit with compliance questions.

PART IX 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 X Agreement

I hereby certify I am the person herein named and subscribing to this application. I further certify I have read the complete application, and I know the full content thereof. I declare all of the information contained herein, and evidence or other documents submitted herewith are true and correct.

I understand 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, registration, certificate, or permit to practice in the state of Alaska.

I further understand 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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Client List

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;
- who can confirm your species experience you have identified on your application; and
- who can confirm 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.

Applicant Name:	
------------------------	--

Send form #08-4013f to each name on this list. Print additional pages if needed.

Client Name	Client Address	Year of Hunt(s)	Name of Contracting Registered Guide-Outfitter
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			



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Class-A Assistant & Assistant Guide Evaluation

→ **Applicant:**

Complete the identifying information below and forward a copy of this form to your employing Registered Guide-Outfitter.
Make additional copies of this form, as needed.

Applicant's Name:	
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→ **Employer:**

Complete the bottom part for the applicant identified above and return the form directly to the division at the letterhead address.

<input type="checkbox"/>	I verify the applicant identified above has been in my employment and has worked "in the field" on "guided hunts" as a Class-A Assistant Guide or Assistant Guide.
Game Management Unit	Total Days

Rate the applicant's knowledge and skills, while employed, by checking the appropriate box for each of the items listed below:									
	Poor	Fair	Good	Excellent		Poor	Fair	Good	Excellent
1. Hunting Regulations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Logistics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Guiding Regulations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Stalking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Meat Care and Preservation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Safety Procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Cape and Trophy Care	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. First Aid	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Trophy Judging	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10. Emergency Protocol	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Photography	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12. Firearm Use and Safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Ethics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	14. Knowledge of Property Ownership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Explain any poor or fair responses:									

Signature

I understand, 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 certify the above information is true and correct.

Employer Printed Name:

Employer 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) 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 I have personally flown (piloted) at least 500 hours in Alaska.			
I understand 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, Class-A Assistant Guide or Registered Guide-Outfitter by fraud or deceit. The person may also be subject to criminal charges for perjury (AS 11.56.200).			
I certify the above information is true and correct.			
Applicant Printed Name:			
Applicant Signature:		Date Signed:	



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Registered Guide Reference

→ **Applicant:**

Complete the identifying information below and forward a copy of this form to your references. Eight (8) favorable recommendations are required including at least two for each of any 3 years during which the person was a class-A assistant guide or assistant guide, or a class-A assistant guide-outfitter or assistant guide-outfitter under former AS 08.54.300 - 08.54.590.

Make additional copies of this form, as needed.

Applicant's Name:	
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→ **Reference:**

Complete the bottom part for the applicant identified above and return the form directly to the division at the letterhead address.

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"/> Yes <input type="checkbox"/> No
If yes, identify the 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 caping <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:

1. The terrain where the hunt occurred?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Alaska game and guiding laws?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Safety (firearm, weather conditions)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. 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)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. If the applicant were to become a licensed Registered Guide-Outfitter, would you contract a guided hunt with them?	<input type="checkbox"/> Yes <input type="checkbox"/> No

6. Additional Comments:

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Signature

I understand, 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 certify the above information is true and correct.

Reference Printed Name:

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Reference Signature:

--

Date Signed:

--



Professional Licensing
PO Box 110806, Juneau, AK 99811
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:	



THE STATE
of **ALASKA**

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

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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:			
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:		