



## Online Instructions

### Initial Application for Assistant Guide License

PLEASE READ the application instructions, statutes, and regulations before completing your application. Please retain this information for future reference. **YOU MUST HOLD A PERMANENT LICENSE TO PRACTICE AS AN ASSISTANT GUIDE IN ALASKA.**

***The following documents must be on file to be considered for licensure:***

#### **1. APPLICATION**

A completed, signed application.

#### **2. FEES**

Fees required in accordance with 12 AAC 02.230.

- Resident License Fee: \$510.00 (\$200.00 Nonrefundable application fee and \$310.00 License Fee).
- Nonresident License Fee: \$820.00 (\$200.00 Nonrefundable application fee and \$620.00 License Fee).

#### **3. CRIMINAL JUSTICE INFORMATION/FISH AND WILDLIFE VIOLATIONS REPORTS**

One 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 3 and 4. You will need to purchase a criminal history report and make a point of asking for the fish & wildlife violation.

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

#### **4. VERIFICATION OF LICENSE**

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**

Copy of valid first aid (basic first aid) card issued by the American Red Cross or similar organization.

#### **6. LETTER OF RECOMMENDATION**

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

#### **7. JURISPRUDENCE QUESTIONNAIRE**

A completed Jurisprudence Questionnaire (#08-4006).

#### **LICENSE STATUS:**

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. One renewal notice will be mailed at least 30 days before license expiration to the last known address of record.

**“YES” RESPONSES:**

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 both charging and closing court documentation.

**PUBLIC INFORMATION:**

Please be aware that all information on the application form will be available to the public, unless required to be kept confidential by state or federal law. Information about current licensees, including mailing addresses, is available on the Division’s website at *ProfessionalLicense.Alaska.gov* under License Search.

**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.

**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, you will be sent a letter and required to submit copies of documentation and proof that you satisfied the continuing competency requirements as you stated on this renewal form. Please note that 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.

**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 Exception from Social Security Number Requirement form located at *ProfessionalLicense.Alaska.gov* or contact the Division for a copy of the form.

**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 program you want to be updated on to:

**REGULATIONS SPECIALIST**

Email: *RegulationsAndPublicComment@Alaska.Gov*

Department of Commerce, Community, and Economic Development

Division of Corporations, Business and Professional Licensing

P.O. Box 110806

Juneau, Alaska 99811-0806



**Big Game Commercial Services Board**

PO Box 110806, Juneau, AK 99811

Phone: (907) 465-2550

Email: [BigGameCommercialServicesBoard@Alaska.Gov](mailto:BigGameCommercialServicesBoard@Alaska.Gov)

Website: [ProfessionalLicense.Alaska.Gov/BigGameCommercialServicesBoard](http://ProfessionalLicense.Alaska.Gov/BigGameCommercialServicesBoard)

## Authorization for Release of Records

I hereby authorize the Alaska Division of Corporations, Business, and Professional Licensing and its investigators to examine my employment, educational records, and 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 Alaska Division of Corporations, Business, and Professional Licensing 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.

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 is given expressly in connection with the application (initial, renewal, reactivation) for issuance of an Assistant Guide License.

I hereby release you, your organization, the Alaska Department of Commerce, Community, and Economic Development, Division of Corporations, Business, and Professional Licensing and its investigators, and all others directly and/or indirectly involved in this matter from any liability or damage which may result from furnishing the information requested.

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

<b>Name:</b>	First	Middle	Last
<b>Full Address:</b>	P.O. Box or Street	City	State Zip
<b>Phone:</b>			<b>Date of Birth:</b>
<b>Email:</b>			
<b>Signature:</b>			<b>Date Signed:</b>



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](mailto:BigGameCommercialServicesBoard@Alaska.Gov)

Website: [ProfessionalLicense.Alaska.Gov/BigGameCommercialServicesBoard](http://ProfessionalLicense.Alaska.Gov/BigGameCommercialServicesBoard)

## Letter of Recommendation

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

<b>Applicant Name:</b>	
------------------------	--



### 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.

<b>Master or Registered Guide-Outfitter Name:</b>		<b>License Number:</b>	
<b>Relationship with Applicant:</b>			
<b>Associated with Applicant From Date:</b>		<b>Associated with Applicant To Date:</b>	

1. Do you intend to employ the applicant as an assistant guide?  Yes  No

## Notarized Signature

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

- has knowledge and experience in the safe operation of firearms;
- has knowledge of guide statutes and regulations and game regulations;
- has knowledge in trophy judging, capping, skinning, butchering, and meat and trophy care;
- has directly participated in the spotting, stalking, and subsequent harvesting of at least three big game animals in this state;
- 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 not threats, promises, form of duress have been used to induce me to make this recommendation. I certify the above information is true and correct.

Notary Stamp	<b>Applicant Printed Name:</b>			
	<b>Applicant Signature:</b>			
	<b>Notary Public for State of:</b>		<b>Subscribed and Sworn to Before me on this Day:</b>	
	<b>Notary Signature:</b>		<b>My Commission Expires:</b>	



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](mailto:BigGameCommercialServicesBoard@Alaska.Gov)

Website: [ProfessionalLicense.Alaska.Gov/BigGameCommercialServicesBoard](http://ProfessionalLicense.Alaska.Gov/BigGameCommercialServicesBoard)

## 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 and present this form with the copy to the Notary Public or postmaster.

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.			
Notary Stamp	<b>Printed Name:</b>		
	<b>Signature:</b>		
	<b>Notary Public for State of:</b>		<b>Subscribed and Sworn to Before me on this Day:</b>
	<b>Notary Signature:</b>		<b>My Commission Expires:</b>

→ **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.

<b>List the number of hours you have personally flown (piloted) in Alaska:</b>			
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.			
Notary Stamp	<b>Printed Name:</b>		
	<b>Signature:</b>		
	<b>Notary Public for State of:</b>		<b>Subscribed and Sworn to Before me on this Day:</b>
	<b>Notary Signature:</b>		<b>My Commission Expires:</b>



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](mailto:BigGameCommercialServicesBoard@Alaska.Gov)

Website: [ProfessionalLicense.Alaska.Gov/BigGameCommercialServicesBoard](http://ProfessionalLicense.Alaska.Gov/BigGameCommercialServicesBoard)

## Authorization for Interstate Exchange of Examination and Licensure Information

Please complete the identifying information below and forward a copy of this form to all 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).

→ **Applicant:**

<b>Applicant Name:</b>			
<b>Mailing Address:</b>	P.O. Box or Street	City	State Zip
<b>License Number:</b>		<b>Date of Birth:</b>	
<input type="checkbox"/> I authorize the below agency to provide any and all pertinent information requested in this form to the Alaska Big Game Commercial Services Board to complete an application for an Assistant Guide license.			

→ **Licensing Agency or State Board:**

Please complete this bottom part for the applicant identified above and return the form directly to the Big Game Commercial Services Board at the letterhead address.

<b>Licensee Name:</b> (As Shown in Your Records)		<b>State / Agency:</b>	
<b>License Type:</b>			
<b>License Number:</b>		<b>Issue Date:</b>	
<b>Expiration Date:</b>		<b>License Status:</b> (Current, Lapsed)	

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

<b>Date of Exam:</b>			
	<b>Subjects</b>	<b>Grades</b>	<b>Practical / Oral / Written</b>
<b>License Number:</b>			<b>Issue Date:</b>
<b>License Status:</b> (Current, Lapsed)			<b>Expiration Date:</b>

1. Has the applicant's license ever been suspended or revoked? If yes, for what reason?  Yes  No

2. Has the applicant been subject to any other disciplinary action(s) (e.g., letter of warning, fine, probation, stipulation)? If "yes," please provide a copy of the official action taken.  Yes  No

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

4. Additional Comments:

## Signature

Board Seal	<b>Printed Name:</b>		<b>Title:</b>	
	<b>Signature:</b>		<b>Date Signed:</b>	
	<b>State Board/Agency:</b>			



**Big Game Commercial Services Board**  
PO Box 110806, Juneau, AK 99811-0806  
(907) 465-2550

Email: [BigGameCommercialServicesBoard@Alaska.Gov](mailto:BigGameCommercialServicesBoard@Alaska.Gov)

Website: [ProfessionalLicense.Alaska.Gov/BigGameCommercialServicesBoard](http://ProfessionalLicense.Alaska.Gov/BigGameCommercialServicesBoard)

## Assistant Guide and Class-A Assistant Guide Jurisprudence Questionnaire

This jurisprudence questionnaire must be completed with a minimum score of 70% before your license can be issued, in accordance with 12 AAC 75.120(b)(8) and 12 AAC 75.130(a)(9). All answers may be found in the Big Game Commercial Services Board Statute and Regulation booklet posted on the program website.

<b>Applicant Name:</b>	
------------------------	--

1. **Sec. 08.54.605. ELIGIBILITY FOR LICENSES.** A person may not receive, hold, or renew a registered guide-outfitter license, master guide-outfitter license, class-A assistant guide license, assistant guide license, or transporter license if
  - A. The person has been convicted of a violation of a state or federal hunting, guiding, or transportation services statute or regulation for an unsuspended fine of more than \$2,000 was imposed in the previous 12 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;
  - D. 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.
  - E. All of the Above
  
2. **Sec. 08.54.630. ASSISTANT GUIDE LICENSE.** An assistant guide \_\_\_\_\_ contract to guide or outfit a big game hunt.
  - A. May
  - B. May not
  
3. **Sec. 08.54.630. ASSISTANT GUIDE LICENSE.** An assistant guide \_\_\_\_\_ take charge of a camp or provide guide services 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.
  - A. May
  - B. May not
  
4. **Sec. 08.54.635. DELEGATION OF SERVICES; TRAINING.** A registered guide-outfitter who contracts to guide a big game hunt may delegate to a person not licensed under this chapter the services of \_\_\_\_\_.
  - A. Conducting the hunt
  - B. Transporting the client up the river to glass for game
  - C. Packing or salvaging meat, antlers and gear

5. **Sec. 08.54.635. DELEGATION OF SERVICES; TRAINING.** An unlicensed person may only assist in providing a guide service under this subsection if a licensed registered guide-outfitter, class-A assistant guide, or assistant guide is \_\_\_\_\_ and the class-A assistant guide or assistant guide is employed by and under the supervision of the registered guide-outfitter who contracted for the big game hunt.
- A. in the same guide use area
  - B. in the same game management area
  - C. in the state
  - D. physically present
6. **Sec. 08.54.670. FAILURE TO RENEW.** The department may not issue a license to a person who held a registered guide-outfitter, class-A assistant guide, or assistant guide license and who has failed to renew the license under this chapter for \_\_\_\_\_ consecutive years unless the person again meets the qualifications for initial issuance of the license.
- A. Two
  - B. Three
  - C. Four
  - D. Five
7. **Sec. 08.54.710. DISCIPLINE OF GUIDES AND TRANSPORTERS.** The board may impose a disciplinary sanction in a timely manner if the board finds that a licensee
- A. Is convicted of a violation of any state or federal statute or regulation relating to hunting or to provision of big game hunting services or transportation services;
  - B. Has failed to file records or reports required under this chapter;
  - C. Has negligently misrepresented or omitted a material fact on an application for any class of guide license or a transporter license;
  - D. All of the above
8. **Sec. 08.54.720. UNLAWFUL ACTS.** It is unlawful for a person who is licensed under this chapter to intentionally obstruct or hinder or attempt to obstruct or hinder lawful hunting engaged in by a person who is not a client of the person.
- A. True
  - B. False
9. **Sec. 08.54.720. UNLAWFUL ACTS.** It is unlawful for a class-A assistant guide or an assistant guide to knowingly Guide a big game hunt except; while employed and supervised by a registered guide-outfitter.
- A. True
  - B. False

10. **Sec. 08.54.720. UNLAWFUL ACTS.** It is unlawful for person who holds any class of guide license or transporter license to knowingly enter or remain on private, state, or federal land without prior authorization during the course of providing big game hunting services or transportation services.
- A. True
  - B. False
11. **Sec. 08.54.720. UNLAWFUL ACTS.** It is unlawful for a person to knowingly guide without having a current registered guide-outfitter, class-A assistant guide, or assistant guide license and a
- A. valid Alaska hunting license in actual possession;
  - B. valid CPR card in possession
  - C. valid Drivers License in possession
  - D. All of the above
12. **Sec. 08.54.720. UNLAWFUL ACTS.** It is unlawful for person who is licensed under this chapter to knowingly commit or aid in the commission of a violation of this chapter, a regulation adopted under this chapter, or a state or federal wildlife or game statute or regulation; or permit the commission of a violation of this chapter, a regulation adopted under this chapter, or a state or federal wildlife or game statute or regulation that the person knows or reasonably believes is being or will be committed without
- A. attempting to prevent it, short of using force
  - B. reporting the violation
  - C. Both A and B
13. **Sec. 08.54.720. UNLAWFUL ACTS.** It is unlawful for a person licensed under this chapter to knowingly violate a state statute or regulation prohibiting waste of a wild food animal or hunting on the same day airborne.
- A. True
  - B. False
14. **Sec. 08.54.720. UNLAWFUL ACTS.** It is unlawful for person who is licensed as a registered guide-outfitter, a class-A assistant guide, or an assistant guide, except in the defense of life or property, to knowingly personally take big game while a client of the registered guide-outfitter by whom the person is employed is in the field unless the person is not participating in, supporting, or otherwise assisting in providing big game hunting services to a client of the registered guide-outfitter by whom the person is employed.
- A. True
  - B. False
15. In addition to penalties and sanctions for a conviction under Unlawful Acts, all guns, fishing tackle, boats, aircraft, automobiles, or other vehicles, camping gear, and other equipment and paraphernalia used in, or in aid of, a violation of (a) of this section may be seized by persons authorized to enforce this chapter and may be forfeited to the state as provided under AS 16.05.195.
- A. True
  - B. False

16. Sec 08.54.790 (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.
  - B. stalking, pursuing, tracking, killing, or attempting to kill big game.
  - C. packing, preparing, salvaging, or caring for meat, except that which is required to properly and safely load the meat on the mode of transportation being used by a transporter.
  - D. field preparation of trophies, including skinning and capping.
  - E. selling, leasing, or renting goods when the transaction occurs in the field.
  - F. using guiding or outfitting equipment, including spotting scopes and firearms, for the benefit of a hunter.
  - G. providing camping or hunting equipment or supplies that are already located in the field.
  - H. All of the Above
17. **12 AAC 75.210. HUNT RECORD.** A copy of the hunt record must be
- A. carried by the guide conducting the hunt.
  - B. with the client for the duration of the hunt.
  - C. produced for inspection upon request by an agent of the board or department or any state or federal enforcement agent authorized to enforce guiding, game, or game management statutes or regulations.
  - D. B and C
18. **12 AAC 75.340. PROFESSIONAL ETHICS STANDARDS FOR GUIDES.** "unethical activity" includes; failing to report to the board, within \_\_\_\_ days after the date of conviction, a conviction in this state, another state, or the United States for a violation of a state or federal statute or regulation related to hunting or guiding.
- A. 30
  - B. 40
  - C. 45
  - D. 60
19. **12 AAC 75.340. PROFESSIONAL ETHICS STANDARDS FOR GUIDES.** All classes of guides shall ensure that the proper hunting licenses, hunt record, game tags, and harvest reports for the big game species being hunted are in the client's possession before the hunt begins.
- A. True
  - B. False
20. **12 AAC 75.340. PROFESSIONAL ETHICS STANDARDS FOR GUIDES.** All classes of guides shall; barring unforeseen conditions, properly prepare according to generally accepted procedures, all antlers, horns, hides, and capes to be delivered to the taxidermist or to the client at the conclusion of a hunt in a satisfactory and unspoiled condition, unless the guide is providing only outfitting and transportation services for the client.
- A. True
  - B. False

21. **12 AAC 75.340. PROFESSIONAL ETHICS STANDARDS FOR GUIDES.** All classes of guides shall; avoid staging unused or unattended camps and gear to discourage other users from utilizing a location.
- A. True
- B. False
22. **12 AAC 75.340. PROFESSIONAL ETHICS STANDARDS FOR GUIDES.** All classes of guides shall; allow appropriate buffer areas between hunters and camps in order to avoid disrupting hunts and hunting experiences.
- A. True
- B. False
23. **12 AAC 75.340. PROFESSIONAL ETHICS STANDARDS FOR GUIDES.** All classes of guides shall; to avoid altering the hunting experience of other hunters, refrain from making multiple, consecutive approaches in any mechanical powered equipment, near any big game animal or group of big game animals during any open hunting season for that species.
- A. True
- B. False
24. **12 AAC 75.340. PROFESSIONAL ETHICS STANDARDS FOR GUIDES.** All classes of guides shall avoid utilizing global positioning system (GPS) or other electronic devices to locate and stalk a big game animal for the purpose of harvest.
- Is using a texting or other communication device lawful for use of locating game?
- A. Yes
- B. No

25. **APPLICATION FOR ASSISTANT OR CLASS A ASSISTANT GUIDE LICENSE. Disciplinary/Investigation/Profession Questions;** Questions 1 thru 3 request voluntary information of current and/or historical convictions. If the board finds the licensee has negligently misrepresented or omitted a material fact on an application the board has the authority to refuse or revoke the license.

Which Statute provides the board with this authority? \_\_\_\_\_

***(Please write down the specific statute that provides the authority - for example, AS 08.54.591(b)(1))***