



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

Master Guide Outfitter License 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 MASTER GUIDE OUTFITTER IN ALASKA.**

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

1. APPLICATION

A signed, completed application (#08-4010, pages 1-4).

2. FEES

Fees made payable to "State of Alaska."

Nonrefundable Application Fee: \$200.00

Resident License Fee: \$850.00

Nonresident License Fee: \$1700.00

3. CLIENT LIST

Completed Client List (form #08-4010a).

4. PROFESSIONAL REFERENCES

Provide a minimum of 30 favorable recommendations from big game hunters you have personally guided, using Professional Reference form (#08-4010b). Make additional copies of the Professional Reference form as needed.

5. AFFIDAVIT OF ALASKA HUNTING EXPERIENCE

Completed Alaska Hunting Affidavit (form #08-4010c). Verifying a license in the State of Alaska as a registered guide or guide-outfitter for at least 15 of the last 20 years, including the year immediately preceding the year in which the applicant applies for a master guide-outfitter license.

6. AFFIDAVIT OF FINANCIAL RESPONSIBILITY

Completed Affidavit of Financial Responsibility (form #08-4010d).

7. VERIFICATION OF COMMERCIAL PILOT'S LICENSE

Completed Verification of Commercial Pilot's License (form #08-4010e).

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 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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Master Guide Outfitter License Application

PART I Payment of Fees

Required Fees:
(Resident)

☐ Application and License Fee (\$200 is Non-Refundable)

\$1,050.00

- OR -

Required Fees:
(Non-Resident)

☐ Application and License Fee (\$200 is Non-Refundable)

\$1,900.00

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?

☐

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: _____

Registered Guide License Number:

Certified Units Licensed to Guide:

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 Financial Responsibility

Will you contract to guide or outfit big game hunts or provide transportation services during the licensing period?

- ☐ **Yes**, I will be contracting to guide or outfit big game hunts or provide transportation services during the licensing period. I certify I will possess and maintain, during the licensing period, assets, general liability insurance, or a bond up to the amount of \$100,000 that will be available for payment of a judgment against me resulting from my big game hunting service. (AS 08.54.680 and 12 AAC 75.220) – *Complete form #08-4010c.*
- ☐ **No**, if this should change during the licensing period, I certify I will notify the department within 10 days of any change to the above (12 AAC 75.220(d)).

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.

- | | |
|---|---|
| 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, 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 one day or received an unsuspended fine of more than \$1,500? | ☐ Yes
☐ No |

PART V 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 12 months, for which you received an unsuspended fine of more than \$2,000? ☐ Yes ☐ No
8. 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
9. 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
10. Have you secured or attempted to secure a license through deceit, fraud, or intentional misrepresentation? ☐ Yes ☐ No
11. Have you failed to comply with a board order? ☐ Yes ☐ No
12. 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

State of Termination:

Termination
Date:

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 #08-4010d.* ☐ Yes ☐ No

4. Will you be employing Class-A Assistant Guides or Assistant Guides?
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. ☐ Yes ☐ No

PART VII 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):		☐ <i>Application in Process</i>

PART VIII 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

Provide the names and addresses for at least 45 hunters for which you have personally provided guiding or outfitting services. Hunt records on file with the division will be reviewed to confirm the below information. Applicants must be favorably recommended by at least 30 hunters within the past 15 years.

Applicant Name:

Send form #08-4010b to each name on this list. Print additional pages if needed.

Client Name	Client Address	Year of Hunt(s)
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		

Client Name	Client Address	Year of Hunt(s)
19.		
20.		
21.		
22.		
23.		
24.		
25.		
26.		
27.		
28.		
29.		
30.		
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44.		
45.		



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Professional Reference

→ **Applicant:**

Complete the identifying information below and forward a copy of this form to your references. Thirty (30) favorable recommendations are required. *Make additional copies of this form, as needed.*

Applicant's Name:	
--------------------------	--

→ **Reference:**

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

Years Associated with Applicant:	
Types of Big Animal(s) Hunted:	
Did you harvest any big game animal(s)?	☐ Yes ☐ No
<i>If yes</i> , identify the species:	
Did the applicant personally guide you?	☐ Yes ☐ No
<i>If no</i> , was the applicant in communication with the supervising Registered Guide-Outfitter or Class-A Assistant Guide?	☐ Yes ☐ No
<i>If yes</i> , did the applicant demonstrate knowledge of:	
1. The terrain where the hunt occurred?	☐ Yes ☐ No
2. Alaska game and guiding laws?	☐ Yes ☐ No
3. Safety (firearm, weather conditions)?	☐ Yes ☐ 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)?	☐ Yes ☐ No
Check the type of guide duties the applicant performed in the field while on the hunt:	
☐ Stalking, pursuing, and tracking of big game (includes use of a spotting scope)	
☐ Packing, salving, or caring of harvested big game	
☐ Field preparation of big game trophy, including skinning and caping	
☐ Camp activities (setting up camp, camp organization, cooking, cleaning, removal of garbage and human waste)	

5. If the applicant were to become a licensed Master Guide, would you book your next hunt with them?	☐ Yes ☐ No
6. Additional Comments:	

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:			
Reference Signature:		Date Signed:	



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Affidavit of Alaska Hunting Experience

Applicant's Name:	
☐ I hereby certify I have legally hunted and have been licensed as a registered guide-outfitter in the State of Alaska in a manner directly contributing to my experience and competency as a master guide-outfitter. I have been licensed as a registered guide or guide-outfitter for at least 15 of the last 20 years, including the year immediately preceding the date of application.	

List at least 15 years of Alaska hunting experience.	
1.	2.
3.	4.
5.	6.
7.	8.
9.	10.
11.	12.
13.	14.
15.	

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.			
Applicant Printed Name:			
Applicant Signature:		Date Signed:	



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Affidavit of Financial Responsibility

Applicant's Name:			
Will you be contracting to guide or outfit big game hunts or provide transportation services for this licensing period?	☐ Yes	☐ No	
<i>If yes</i> , you must complete one of the two sections below, sign and date this form. <i>If no</i> , sign and date this form.			

☐ **Option 1 - Insurance/Bond** – Complete only if you intend to use insurance/bond as your proof of financial responsibility.

Name of Company Issuing Insurance or Bond:	
Insurance Policy or Bond Number:	
Amount of Coverage/Type Supplied:	

Signature

I certify if I contract to guide or outfit big game hunts or provide transportation services, I will comply with the proof of financial responsibility requirements in AS 08.54.680, 12 AAC 75.220, and 12 AAC 75.420. If this should change during the licensing period, I certify I will notify the department within ten days of any change to the above in accordance with 12 AAC 75.220(d) and 12 AAC 75.420(c)).

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.

Applicant's Signature:		Date Signed:	
Applicant's Printed Name:		License Number:	

☐ **Option 2 - Assets** – Complete only if you intend to use assets as your proof of financial responsibility.

Asset(s) Description	Physical Location of Asset(s)	Current Market Value*	Identification of Liens**	Current Market Value Minus any Liens
Total should equal or exceed \$100,000. TOTAL:				

**If assets were sold/withdrawn and converted into cash.*

***If no liens, you must state so.*

Signature

I certify the above assets are available for payment of a legal judgment against me resulting from my services. I certify I will notify the department within ten days of any change to the above information in accordance with 12 AAC 75.220.

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.

Applicant's Signature:		Date Signed:	
Applicant's Printed Name:		License Number:	



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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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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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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
☐	Application Fee:		
☐	License or Renewal Fee:		
☐	Other (fine, exam, etc.):		
1.			
2.			
TOTAL:			0

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

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:		