



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 99811-0806

(907) 465-2550

Email: BigGameCommercialServicesBoard@Alaska.Gov

Website: ProfessionalLicense.Alaska.Gov/BigGameCommercialServicesBoard

Application for Guide Use Area Registration (Master & Registered Guide-Outfitters Only)

Please read the instructions before completing the application. Any portion of the application that is not submitted will delay processing. Registration will become effective 30 days from the postmark date or the date the application is considered complete, whichever is later.

Guide Use Area (GUA) Registration Requirements (AS 08.54.750 and 12 AAC 75.230)

- 1) Guides must be registered in a GUA in a game management unit in which they are licensed to conduct hunts.
- 2) Guides must be certified in the game management unit for which they are applying.
- 3) Guides can only register for three GUAs at a time.
- 4) A GUA may be registered for 3 to 5 years at a time with a registration fee that is paid at the time of application.
 - a. The application (08-4231) must be complete. Submit one application per guide use area.
 - b. Application must be submitted to the Division of Corporations, Business and Professional Licensing via registered mail or delivered in person to either the Anchorage field office or the Juneau office (AS 08.54.750(a)).

Juneau Office:

State Office building
333 Willoughby Avenue, 9th Floor
Mon-Fri: 8 am – 4:30 pm

Anchorage Field Office:

Atwood Building
550 West 7th Avenue, Suite 1500
Mon-Fri: 8:30 am – 4:30 pm

- 5) Guides must submit current land use authorization from a public or private landowner for a minimum of 5,000 contiguous acres of uplands within the GUA.
 - a. The land use authorization may be submitted on the form included in the application packet (08-4231) or on the owner's letterhead or agency's official permit.
 - b. The sworn statement form (08-4719) should also be submitted if the land use authorization does not list your GUAs.

Guide Use Area (GUA) Registration Processing

- 1) Applications are processed in the order received.
- 2) Form 08-4719 is an affidavit to provide a sworn statement that the guide has land use authorization in the GUA(s) requested. This document is required if the land use authorization does not list your GUAs.
- 3) GUA registrations are effective 30 days after COMPLETED documents or application is submitted. The 30-day clock does not start until all the necessary forms are complete.
- 4) Incomplete applications will delay effective dates of GUA registration.

A registration expires on December 31 of the last year for which it is issued. To re-register, the Registered Guide-Outfitter must again submit a complete application. A registration for multiple calendar years may be withdrawn or changed annually, with the withdrawal or change to take effect on or after January 1 of the next calendar year.

State and Federal Land Managers Land Use Authorization Contact Information

The Division does not claim that this is a complete list of State and Federal land managers.

Department of Natural Resources: Division of Mining, Land and Water

Internet Address: www.dnr.alaska.gov/mlw/index.htm

Southcentral Region
(907) 269-8569/269-8552

Southeast Region
(907) 465-3400

Northern Region
(907) 451-2740

Department of Natural Resources: Division of Parks and Outdoor Recreation

Internet Address: www.dnr.alaska.gov/parks/index.htm

Northern Area Office
Fairbanks to Delta Jct. & Tok
(907) 451-2695

Mat-Su/Copper Basin Area Office
Talkeetna to Palmer/Wasilla to Glennallen
(907) 745-3975

Chugach Area Office
Anchorage
(907) 345-5014

Kenai/PWS Area Office
Kenai Peninsula, Prince William Sound & Valdez
(907) 262-5581

Kodiak Area Office
Kodiak Islands
(907) 486-6339

Southeast Area Office
Haines to Ketchikan
(907) 465-4563

Wood-Tikchik Area Office
Dillingham, Southwest Alaska
(907) 269-8698

Statewide Office
Alaska State Park
(907) 269-8702

US Fish and Wildlife Service

Internet Address: alaska.fws.gov

Arctic National Wildlife Refuge
(907) 465-0519 or (800) 362-4546

Innoko National Wildlife Refuge
(888) 601-7970

Kanuti National Wildlife Refuge
(907) 543-3151

Kenai National Wildlife Refuge
(907) 262-7021

Kodiak National Wildlife Refuge
(907) 487-2600 or (999) 408-3514

Koyukuk/Nowtina National Wildlife Refuge
(800) 656-1231

Selawik National Wildlife Refuge
(800) 492-8848

Tetlin National Wildlife Refuge
(907) 883-5312

Togiak National Wildlife Refuge
(907) 842-1063

US Forest Service

Internet Address: www.fs.fed.us/r10/

Chugach National Forest
(907) 743-9500

Tongass National Forest
(907) 586-8806

US National Park Service

Internet Address: www.nps.gov/adso

Aniakchak, Katmai, Lake Clark, Alagnak
(907) 271-6230 or 246-3301

Denali National Park & Preserve
(907) 683-9554

Gates of the Arctic National Park & Preserve
(907) 692-6103

Glacier Bay National Park & Preserve
(907) 697-2624/697-2670

Kenai Fjords National Park
(907) 224-2135

Noatak National Preserve
(907) 442-8311

Wrangell-St. Elias National Park & Preserve
(907) 822-7210

Yukon-Charley Rivers National Preserve
(907) 547-4202

BE ADVISED:

The Board will seek maximum penalties of big game commercial services license holders who are found to be in violation of any state hunting, guiding, outfitting, or transportation services statute and/or regulation.

! Applicable Regulations

Sec. 08.54.750. USE AREA REGISTRATION. (a) At least 30 days before conducting big game hunting services within a guide use area, a registered guide-outfitter shall inform the department, in person or by registered mail on a registration form provided by the department, that the guide-outfitter will be conducting big game hunting services in the use area. A registered guide-outfitter may not withdraw or amend a guide use area registration during the calendar year in which the registration was submitted to the department.

(b) A registered guide-outfitter may not register for, or conduct big game hunting services in,

(1) more than three guide use areas during a calendar year; or

(2) a guide use area that is outside of a game management unit for which the registered guide-outfitter is certified under AS 08.54.600.

(c) Notwithstanding (a) and (b) of this section, a registered guide-outfitter may register to conduct big game hunting services within a guide use area at any time before beginning operations in the guide use area and may conduct big game hunting services in a guide use area, or for a big game species in a guide use area, that is not one of the three guide use areas for which the registered guide-outfitter has registered under (b) of this section if the Department of Fish and Game has determined by regulation that it is in the public interest to suspend the registration requirements for that guide use area or for all guide use areas in a game management unit or game management subunit for a big game species within those guide use areas.

(d) Notwithstanding (b) of this section, a registered guide-outfitter who is registered in three guide use areas may also register for and conduct big game hunting services in a portion of one additional guide use area on federal land adjacent to a guide use area in which the registered guide-outfitter is already registered if the board finds that the portion of the adjacent guide use area for which the registered guide-outfitter is seeking to be registered would otherwise remain unused by a registered guide-outfitter because the boundaries of guide use areas do not coincide with boundaries of federal big game guide concession or permit areas.

(e) Notwithstanding (b) of this section, a registered guide-outfitter who is registered in three guide use areas may also register for and conduct big game hunting services for wolf, black bear, brown bear, or grizzly bear in guide use areas within a game management unit or portion of a game management unit where the Board of Game has identified predation by wolf, black bear, brown bear, or grizzly bear as a cause of the depletion of a big game prey population or a reduction of the productivity of a big game prey population that is the basis for the establishment of an intensive management program in the game management unit or portion of the game management unit or for the declaration of the biological emergency in the game management unit or portion of the game management unit. A registered guide-outfitter may only conduct hunts in a guide use area under this subsection for the big game species identified by the Board of Game as the cause of the depletion or reduction of productivity of a big game prey population.

(f) At least 60 days before providing transportation services to, from, or in an area as may be determined by the board, a transporter shall inform the department, in person or by registered mail on a registration form provided by the department, that the transporter will be providing transportation services to, from, or in the use area. The board may establish transporter use areas and adopt regulations to implement this subsection as the board considers necessary.

(g) In this section, "guide use area" means a geographic area of the state identified as a guide-outfitter use area by the former Big Game Commercial Services Board established under former AS 08.54.300 and described on a set of maps titled Guide-Outfitter Use Area Maps, dated June 22, 1994, as amended by the board as the board considers necessary.

! Applicable Regulations Continued

12 AAC 75.230. GUIDE USE AREA REGISTRATION. (a) The department will register an applicant in a guide use area if the applicant meets the requirements of AS 08.54.750 and this section. For each guide use area for which a registered guide-outfitter is registering, the registered guide-outfitter shall submit the following information on a form provided by the department:

- (1) the applicant's registered guide-outfitter license number;
- (2) the guide use area for which the registered guide-outfitter is registering;
- (3) certification in the game management unit in which the registered guide-outfitter is applying;
- (4) a sworn statement by the applicant attesting to the required land use authorization;
- (5) a sworn statement by the applicant attesting to the ability to provide services on at least 5,000 contiguous acres of uplands in the guide use area requested;
- (6) whether registration is for a single calendar year or multiple calendar years.

(b) Unless it is issued for multiple calendar years, a guide use area registration issued under AS 08.54.750 and this section expires on December 31 of each year. A registration for multiple calendar years expires on December 31 of the last year for which it is issued. To re-register, the registered guide-outfitter must again submit a complete application under (a) of this section.

(c) A registered guide-outfitter may register for a maximum of five calendar years ending on December 31, including the calendar year in which the registration becomes effective. A registration for multiple calendar years may be withdrawn or changed annually, with the withdrawal or change to take effect on or after January 1 of the next calendar year.

(d) In accordance with AS 08.54.750, a registration will be considered effective 30 days after the date the registration is submitted to the department, or 30 days after the date the application is considered complete, whichever is later.

(e) A registered guide-outfitter who is registered in three guide use areas may register for and conduct big game hunting services in a portion of one additional guide use area on federal land adjacent to a guide use area for which the registered guide-outfitter is already registered if the registered guide-outfitter meets the requirements of (a)(1) – (5) and (f) of this section, and submits

- (1) the guide use area map that identifies the portion of the additional guide use area that is located on federal land and is adjacent to a guide use area for which the registered guide-outfitter is currently registered; and
- (2) a letter from the federal landholder that states that the area would otherwise remain unused by a registered guide-outfitter because the boundaries do not coincide with boundaries of a federal big game guide concession or permit area.

(f) A registered guide-outfitter may not register for, or provide services within, a guide use area unless the applicant has written authorization by the landowner or appropriate representative in the form of a permit, registration or letter to provide big game hunting services on at least 5,000 contiguous acres of uplands in the guide use area.

(g) A registered guide-outfitter or master guide-outfitter who was unable to hunt a brown bear in game management unit 9 in the spring 2020 season may register for the 2021 spring brown bear season in game management unit 9, if

- (1) the registered guide-outfitter or master guide-outfitter registers on a form provided by the department;
- (2) the registered guide-outfitter or master guide-outfitter provides either

(A) a current registration, valid as of April 10, 2020, for the same guide use area for which the registration is submitted; or

(B) copies of completed, signed, and dated hunt contracts for the 2020 spring bear season in game management unit 9 indicating that the registered guide-outfitter or master guide-outfitter had booked clients who were unable to complete the hunt and an attestation that the registered guide-outfitter or master guide-outfitter would have registered before the April 10, 2020 deadline, and

- (3) the clients for whom the registered guide-outfitter or master guide-outfitter will provide services have not hunted brown bear in a guide use area with game management unit 9 since May 10, 2020

(h) A registered guide-outfitter or master guide-outfitter must register for a minimum of three years in a guide use area at the time of registration.



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Guide Use Area Registration

To be filled out by applicant (Guide)

PART I Payment of Fees

Registration Term:	<input type="checkbox"/> 3-Year (\$300)	<input type="checkbox"/> 4-Year (\$400)	<input type="checkbox"/> 5-Year (\$500)
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PART II Personal Information

Guide-Outfitter Name:	Guide-Outfitter License Number:
Mailing Address:	
Contact Phone:	

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:	<input type="checkbox"/> Send my Correspondence by Email <input type="checkbox"/> Send my Correspondence by US Mail
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PART III Guide Use Are Specification

This application is to ADD or RENEW a Guide Use Area (GUA).

Per 12 AAC 75.230(d), registration will become effective 30 days after the date the registration is submitted to the department, or 30 days after the date the application is considered complete, whichever is later.

Add GUA or
Renew: -

This application is to withdraw or change guide use areas (GUAs) on a multi-year registration.

Per 12 AAC 75.230(c), a registration for multiple calendar years may be withdrawn or changed annually, with the withdrawal or change to take effect on or after January 1 of the next calendar year.

WITHDRAW ONLY Withdraw GUA: -

CHANGE Withdraw GUA: - AND Add GUA: -

PART IV Land Use Authorization

Business name used to obtain the land-use authorization:

Business Name: _____

Select **ONLY ONE** of the following methods of registration:

- AS 08.54.750(a)(b)** — Regular registration (maximum under this subsection is three per year). In accordance with AS 08.54.750 you may not change or withdraw or amend a guide use area registration during the calendar year in which the registration was submitted.
- AS 08.54.750(d)** — Portion of an additional guide use area. When applying under this subsection, you must be registered in three guide use areas (AS 08.54.750(b)) and submit the following to the Department: **(Your guide use area registration application will not be processed until all requested items are received.)**
1. Guide use area map showing the boundary lines of the guide use area, for which you are currently registered reflecting that the guide use area is adjacent to the guide use area you are requesting, which is on federal land.
 2. Letter from federal landholder stating the area would otherwise remain unused by a registered guide-outfitter because the boundaries of the State of Alaska Guide Use Areas do not coincide with the boundaries of federal big game guide concession or permit area. AS 08.54.750(d)
- AS 08.54.750(e)** — Predator implementation control as defined by the Board of Game, under 5 AAC 92. When applying under this subsection you must be currently registered in three guide use areas (AS 08.54.750(b)).
- 12 AAC 75.230 (g)** — Spring 2021 GMU 9 Brown Bear Season – registered or master guide who was unable to hunt brown bear in the spring 2020 season. **To register for this type of registration you must contact the division to verify how you are eligible.**



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Signature Page

Applicant Name:	
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PART V Agreement

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

I understand that any falsification or misrepresentation of any item or response in this application, or any attachment hereto, or falsification or misrepresentation of documents to support this application, is sufficient grounds for denying, revoking, or otherwise disciplining a license, certificate, or permit to practice in the state of Alaska.

I further understand that it is a Class A misdemeanor under Alaska Statute 11.56.210 to falsify an application and commit the crime of unsworn falsification.

Applicant's Signature:		Date:	
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Authorization to Provide Big Game Hunting Services

This form must be filled out by a landowner or land manager who can verify authority of a registered guide to provide big game hunting services on at least 5,000 contiguous acres of uplands in a guide use area (GUA).

A copy of your land use authorization may be substituted in place of this form.

THIS FORM MUST BE FILLED OUT BY A LANDOWNER OR A LAND MANAGER ONLY			
Guide Name:	_____		
Mailing Address:	_____		
Contact Phone:	_____	Birthdate:	_____
Authorized Game Management Unit or GUA:	12 AAC 75.230(4)		
GUA: _____	LAS, Permit, Authorization, or Registration Number: _____		
GUA: _____	LAS, Permit, Authorization, or Registration Number: _____		
GUA: _____	LAS, Permit, Authorization, or Registration Number: _____		
Landowner or land manager:	_____		
Species (if known):	_____		
Location or description of area:	_____		
Operating season(s) or calendar year(s):	_____		
<input type="checkbox"/>	Initial Issue Date (mm/dd/yyyy): _____		
	Expiration Date (mm/dd/yyyy): _____		
— or —	<input type="checkbox"/>		
I am a landowner or land manager and confirm it is the intent of our agency to authorize a permit for the above-named applicant for the purpose of conducting big game services.			
Expected permit issuance date (mm/dd/yyyy):	_____		
Signature of Landowner or Land Manager:	_____		Date: _____



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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: _____

Program Type: _____ 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 (name change, wall certificate, fine, duplicate license, exam, etc.):

1. _____

2. _____

TOTAL: _____

Name (as shown on credit card): _____

Mailing Address: _____

Phone Number: _____ Email (optional): _____

Signature of Credit Card Holder: _____

08-4438

Rev 12/26/18

Credit Card Payment Form (all major cards accepted)

CREDIT CARD INFO: Your payment cannot be processed unless all fields are completed!	
<p>1. Credit Card Number: _____</p> <p>2. Expiration Date: _____</p> <p>3. Security Code: _____</p>	<p>All 3 fields MUST be completed!</p> <p>This section will be destroyed after the payment is processed.</p>