



State of Alaska  
Department of Commerce, Community and Economic Development  
Division of Corporations, Business and Professional Licensing  
**BIG GAME COMMERCIAL SERVICES BOARD**  
State Office Building, 333 Willoughby Avenue, 9<sup>th</sup> Floor  
PO Box 110806, Juneau, AK 99811-0806  
Phone: A – K (907) 465-2543 L – Z (907) 465-2691 ★ Fax: (907) 465-2974  
E-mail: [license@alaska.gov](mailto:license@alaska.gov)  
Website: [www.commerce.alaska.gov/occ/pgui.htm](http://www.commerce.alaska.gov/occ/pgui.htm)

## MASTER GUIDE-OUTFITTER LICENSE APPLICATION

**PLEASE READ THE INSTRUCTIONS BEFORE COMPLETING THE APPLICATION. ANY PORTION OF THE APPLICATION THAT IS NOT SUBMITTED OR COMPLETED WILL DELAY THE ISSUANCE OF YOUR LICENSE. ALL LICENSES ARE RENEWED BIENNIALLY ON DECEMBER 31 OF ODD-NUMBERED YEARS.**

### Qualifications for a Master Guide-Outfitter License

A natural person is entitled to a master guide-outfitter license if the person:

1. is at the time of application for master guide-outfitter license, licensed as a registered guide-outfitter under AS 08.54.610;
2. has been licensed in the State of Alaska as a registered guide or guide-outfitter for at least 12 of the last 15 years, including the year immediately preceding the year in which the person applies for a master guide-outfitter license; and
3. has been favorably recommended in writing by at least 10 big game hunters (clients) for whom you have personally guided or outfitted.

### The following must be submitted to the above address:

1. A check or money order payable to the State of Alaska as follows:
  - ◆ Resident license fee: \$550.00 (\$100.00 application fee (nonrefundable) and \$450.00 license fee)
  - ◆ Nonresident license fee: \$1000.00 (\$100.00 application fee (nonrefundable) and \$900.00 license fee)
2. Completed, notarized or postmaster-stamped application.
3. Alaska Hunting Affidavit (08-4010b).
4. Affidavit of Financial Responsibility (form 08-4010c).
5. List at least 25 clients for whom you personally provided guiding or outfitting services. (Applications for master guide-outfitter licensure will be considered upon receipt of ten favorable recommendations.)

### 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)**, 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.

**It is unlawful for a person to guide without having a current valid guide license and Alaska hunting license in actual possession.**

### 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 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 Biologist**

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**

### **Social Security Numbers**

Alaska Statutes (AS) 08.01.060(b) and 08.01.100(e) require an applicant for an occupational license to provide a United States Social Security Number. However, if you do not have a social security number issued to you, you may qualify for an exception. Contact the division and request a "Request for Exception from Social Security Number Requirement" (Form 08-4372) to be mailed to you.

### **Renewal**

Renewal notices are mailed at least 30 days prior to the license expiration. It is the licensee's responsibility to ensure renewal of the license. Please contact the division if you have a change of address. Failure to receive a renewal notice does not excuse nonrenewal.

### **Business Licenses**

For information about business licenses, call (907) 465-2550, or use Internet address:  
[http://www.alaska.gov/occ/home\\_bus\\_licensing.html](http://www.alaska.gov/occ/home_bus_licensing.html).

### **Payment of Child Support and Student Loans**

If the Alaska Child Support Enforcement Division has determined that you are in arrears on child support, or if the Alaska Commission on Post-Secondary Education has determined you are in loan default, you may be issued a nonrenewable temporary license valid for 150 days. Contact Child Support Services at (907) 269-6900 or the Post-Secondary Education office at (907) 465-2962 or 1-800-441-2962 to resolve payment issues.

### **Abandonment**

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 and the application fee is forfeited.

Please be aware that all information on this form will be available to the public unless required to be kept confidential by state or federal law. In addition, current licensee information is available on the division's website at: [www.commerce.alaska.gov/occ](http://www.commerce.alaska.gov/occ) under "License Search."



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MASTER GUIDE-OUTFITTER LICENSE APPLICATION

This application must be completed in full. Type or print all information legibly in ink.

Submit a complete, notarized or postmaster stamped application and a check or money order payable to the State of Alaska to the above address:

- Resident: \$550.00 (\$100.00 application fee (nonrefundable) and \$450.00 biennial license fee)
Nonresident: \$1000.00 (\$100.00 application fee (nonrefundable) and \$900.00 biennial license fee)

Name: Telephone:

Mailing Address:

City: State: Zip Code:

Date of Birth: Social Security No.: Sex:

E-mail Address:

Please send correspondence via: Email US Mail

Registered Guide License No.: Certified Unit(s) in which you are licensed to guide:

RESIDENCY STATUS

YES NO

According to the definition of "resident" on the coversheet of this application are you a resident of the State of Alaska?

DISCIPLINARY / INVESTIGATION / PROFESSION QUESTIONS

YES NO

- 1. Have you been convicted of a crime or are you currently charged with committing a crime?
2. Are there any unsatisfied judgments against you resulting from your big game services?
3. Are you aware of any investigations against you, in any state, jurisdiction or in Canada?
4. Have you ever 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, Canada, and including that of any military authorities or is any such action pending?

**HAVE YOU:**

**YES NO**

- 5. ever been arrested? .....
- 6. been convicted within the last five years, of a violation of state or federal hunting, guiding, or transportation services statute or regulation for, which you were imprisoned for more than five days? .....
- 7. been convicted of a violation of 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? .....
- 8. been convicted of a violation of 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? .....
- 9. been convicted of a violation of 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? .....
- 10. secured or attempted to secure a license through deceit, fraud, or intentional misrepresentation? .....
- 11. failed to comply with a Board order? .....
- 12. continued or attempted to provide big game commercial services after becoming unfit due to professional incompetence? .....

**PERSONAL HISTORY QUESTIONS**

**Within the last five years have you:**

- 13. been or are you currently being treated for bipolar disorder, schizophrenia, paranoia, psychotic disorder, substance abuse, depression (except for situational or reactive depression) or any other mental or emotional illness? .....
- 14. been or are you addicted to, excessively used, or misused alcohol, narcotics, barbiturates or habit-forming drugs? .....
- 15. had or do you have a physical disability or physical illness which may impair or interfere with your ability to provide big game commercial services? .....

A "Yes" answer may not prejudice your application, failure to report honestly may.

**If you answered "yes" to any of the above questions (1 - 12), you MUST submit a full explanation of the circumstances of the event(s) in your own words on a separate piece of paper. Also, you MUST submit any/all supporting documents that are applicable (court records including charging documents, judgments, certificate of completion, board actions, investigation notices, etc.)**

**If you answered "yes" to any of the above questions (13 – 15), you MUST also submit a statement from your health care provider stating their relationship to the issue of concern and attesting to your ability to provide guide-outfitter, guiding, or transporting services.**

**YES NO**

- 16. been a state or federal law enforcement officer engaged in fish and wildlife protection in the past three months? .....    
If "yes," state the date of your termination: \_\_\_\_\_
- 17. been employed by the Department of Fish and Game or a federal wildlife management agency as a game or wildlife biologist within the last 12 months? .....    
If "yes," state your date of employment and the unit(s) you were employed in:  
Hire date: \_\_\_\_\_ Termination date: \_\_\_\_\_ Game Management Unit(s): \_\_\_\_\_
- 18. personally piloted an aircraft to transport clients? .....    
If "yes" complete form 08-4010d.

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 that 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 that I will notify the department within 10 days of any change to the above (12 AAC 75.220(d)).

**CONFIDENTIALITY**

The contents of licensing files are generally considered public records. If you believe that the additional information you are attaching to explain a "yes" answer should be considered confidential, state that in the attachment. A request for confidentiality may or may not be granted.

**WARNING: 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 a Master Guide-Outfitter by fraud or deceit. The person may also be subject to criminal charges for perjury (AS 11.56.200).**

I certify that the statements on this application are true and correct.

**SIGN HERE** 

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Printed Name

Date \_\_\_\_\_

SUBSCRIBED AND SWORN TO before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

SEAL



\_\_\_\_\_  
Notary Public

**(or postmaster stamp if notary is not available)**

State of \_\_\_\_\_

My Commission Expires: \_\_\_\_\_



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**CLIENT LIST**

**Please type or print legibly in ink.**

**Applicant Name:** \_\_\_\_\_

Provide the following information for at least 25 hunters for which you have personally provided guiding or outfitting services. Applicants must be favorably recommended by at least ten hunters within the last 15 years. Please type or print legibly.

CLIENT'S NAME	COMPLETE MAILING ADDRESS	YEAR OF HUNTS
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		

CLIENT'S NAME	COMPLETE MAILING ADDRESS	YEAR OF HUNTS
14.		
15.		
16.		
17.		
18.		
19.		
20.		
21.		
22.		
23.		
24.		
25.		



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AFFIDAVIT OF ALASKA HUNTING EXPERIENCE

Type or print all information legibly in ink.

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.

I, \_\_\_\_\_, have legally hunted and have been licensed as a
(Applicant's Name)

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 12 of the last 15 years, including the year immediately preceding the date of application.

List twelve years: \_\_\_\_\_
\_\_\_\_\_

WARNING: 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 a Master Guide-Outfitter 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.

SIGN HERE [arrow]

Signature of Applicant

Printed Name

Date

SUBSCRIBED AND SWORN TO before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

SEAL [arrow]

Notary Public

State of \_\_\_\_\_

OR

My Commission Expires: \_\_\_\_\_

(Postmaster Stamp of Notary Public is not available.)



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AFFIDAVIT OF FINANCIAL RESPONSIBILITY

Type or print all information legibly in ink.

Will you be contracting to guide or outfit big game hunts or provide transportation services for this licensing period?

- Yes - You must complete one of the two sections below, sign and date this form.
No - Sign and date this form.

Insurance/Bond If you are providing insurance or a bond as proof of financial responsibility, you must provide the following information:

Name of Company Issuing Insurance or Bond

Insurance Policy or Bond Number

Amount of Coverage and Type Supplied by the Insurance or Bond

ASSETS

Complete reverse side only if you are providing assets as proof of financial responsibility.

I certify that 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 that I will notify the department within ten days of any change to the above. (12 AAC 75.220(d) and 12 AAC 75.420(c))

I certify that the above is true and correct and I understand that in accordance with AS 11.56.200, any person knowingly or intentionally furnishing false or fraudulent information when completing this affidavit may be subject to criminal charges for perjury.

SIGN HERE with arrow pointing right

Signature of Applicant

Printed Name

Date

SUBSCRIBED AND SWORN TO before me this \_\_\_ day of \_\_\_, 20\_\_.

SEAL with arrow pointing right

Notary Public

(Or postmaster stamp if Notary Public is not available.)

State of \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

## AFFIDAVIT OF FINANCIAL RESPONSIBILITY BY MEANS OF ASSETS

- Complete this page only if you intend to use assets as your proof of financial responsibility.
- Any columns left blank will delay the issuance of your license.

Asset(s) Description	Physical Location of Assets	Current Market Value (If assets were sold or withdrawn and converted into cash)	Identification of Liens (If no liens, you must state so)	Current Market Value Minus any Liens
<b>TOTAL – Total should equal or exceed \$100,000.00. </b>				

I certify that I will notify the department within ten days of any change to the above information (12 AAC 75.220).

I certify that the above is true and correct and I understand that in accordance with AS 11.56.200, any person knowingly or intentionally furnishing false or fraudulent information when completing this affidavit may be subject to criminal charges for perjury.

I certify that the above assets are available for payment of a legal judgment against me resulting from my services.

**WARNING: The Board may deny issuance, suspend, or revoke of a license of a person/business who has obtained a license to provide transportation services to big game hunters by fraud or deceit. The person may also be subject to criminal charges for perjury. (AS 11.56.200)**

**SIGN HERE**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Print Name

Date: \_\_\_\_\_

**CHECK ONE**

Owner       Partner       Corporate Officer

SUBSCRIBED AND SWORN TO before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

NOTARY SEAL



\_\_\_\_\_  
Notary Public

for the State of \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

**(Or Postmaster Stamp if Notary Public is not available.)**



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VERIFICATION OF COMMERCIAL PILOT'S LICENSE
OR
AFFIDAVIT OF FLYING EXPERIENCE
AS 08.54.680(b)

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.

Type or print all information legibly in ink.



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.

COMMERCIAL PILOT'S RATING CERTIFICATION

Attach a photocopy of your current commercial pilot's license to this form and present this form with the photocopy to the Notary Public or postmaster.

I, (Applicant Name), hereby swear (or affirm) that the attached reproduction of the my current commercial pilot's license is a true, correct, and complete photocopy of the commercial pilot's license in my possession.



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.

AFFIDAVIT OF FLYING EXPERIENCE

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.

I, (Applicant Name), have personally flown (piloted) at least 500 hours in Alaska .

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

WARNING: The Board may deny issuance, suspend, or revoke the license of a person who has obtained or attempted to obtain a license to practice as an Assistant Guide by fraud or deceit. The person may also be subject to criminal charges for perjury (AS 11.56.200).

I certify that the above information is true and correct.

Applicant Signature

Applicant Printed Name

Date

SUBSCRIBED AND SWORN to before me, a Notary Public, in and for the State of \_\_\_\_\_

this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Seal

Notary Public Signature

(or Postmaster Stamp if Notary Public is Not Available)

My Commission Expires: \_\_\_\_\_