



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)

## APPLICATION FOR REGISTERED GUIDE-OUTFITTER EXAMINATION

---

**PLEASE READ THE INSTRUCTIONS BEFORE COMPLETING THE APPLICATION. ANY PORTION OF THE APPLICATION THAT IS NOT SUBMITTED OR COMPLETED WILL DELAY PROCESSING.**

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

- is 21 years of age;
- has been licensed as and performed the services of a Class-A Assistant Guide or Assistant Guide, or a Class-A Assistant Guide-Outfitter or Assistant Guide-Outfitter in Alaska for a part of each of three years for a total of 125 days “in field” guiding experience;
- has legally hunted big game in Alaska for a part of any five years in a manner directly contributing to the person’s experience and competency as a guide;
- has been favorably recommended in writing by eight big game hunters, including at least two favorable recommendations for each year of any three years during which the person was a Class-A Assistant Guide or Assistant Guide;
- meets the eligibility requirements set out in AS 08.54.605 (page 3);

**Items 1-5 below must be postmarked at least 120 days before the date of the next scheduled Registered Guide-Outfitter qualification examination. Failure to have items 1-5 submitted by the examination deadline date will result in you not being considered for scheduling of the Registered Guide-Outfitter qualification examination. NO EXCEPTIONS.**

1. A check or money order payable to the State of Alaska as follows:
  - \$100.00 application fee (nonrefundable).
  - \$50.00 Registered Guide-Outfitter qualification examination fee.
  - \$200.00 (per unit, maximum 3 units) Game Management Unit Certification examination fee.
2. \$450.00 resident license fee (not required until after applicant has passed examination).
3. \$950.00 non-resident license fee (not required until after applicant has passed examination).
4. Complete, notarized or postmaster stamped application.
5. Complete “Authorization and Release” form.
6. A list of hunters for whom you have provided big game hunting services in compliance with Alaska Statute 08.54.610(a)(8).
7. Class-A Assistant/Assistant Guide Evaluation 08-4013c.

**Items 8-10 below must be postmarked at least 45 days before the date of the next scheduled Registered Guide-Outfitter qualification examination. Failure to have items 6-8 submitted by the 45 day examination deadline date will result in you not being considered for scheduling of the Registered Guide-Outfitter qualification examination. NO EXCEPTIONS.**

8. Each applicant is to submit a complete report of criminal justice information under AS 12.62 for Alaska, to include fish and wildlife violations. The Alaska report can be obtained by contacting the Department of Public Safety, Alaska Wildlife Troopers at any of the following locations on page 5 and 6.

In addition to the Alaska reports, if a state other than Alaska is your primary state of residence you must submit an equivalent report, to include fish and wildlife violations from your state of residency. Nonresident applicants will need to contact your state troopers’ office to obtain a complete report of criminal justice information.

9. 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.
10. Affidavit of Flying Experience. If you personally pilot an aircraft to transport clients during the provisions of the big game commercial hunting services, you must show proof of a current commercial pilot's license or 500 hours of flying time in Alaska (AS 08.54.680(b)).

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

### **EXAMINATIONS**

The Registered Guide-Outfitter qualification examination are given twice a year and Game Management Unit Certification examinations are given quarterly. A score of 75 percent or higher is passing.

**An applicant will not be scheduled to sit for the guide examinations until the requirements of 1 through 8 have been submitted and the Division of Corporations, Business and Professional Licensing has received the required recommendations stated in 6 of page 1.**

Information concerning examination dates, deadlines, and study material are available on the Board's webpage at: [www.commerce.alaska.gov/occ/pgui.htm](http://www.commerce.alaska.gov/occ/pgui.htm)

**Registered Guide-Outfitter Qualification examination** consists of a written examination and includes a practical examination covering:

- ❖ trophy judging of actual antlers and horns using the Boone and Crockett or Safari Club International scoring process;
- ❖ aging of animals;
- ❖ sexing of mountain goats and bears; and
- ❖ caping a big game animal; for this portion of the examination the applicant must provide a visual recording of the applicant caping a big game animal. Note: The applicant's hands and face must be seen at all times. Visual Recording Instructions can be obtained on-line at [www.commerce.alaska.gov/occ/pgui.htm](http://www.commerce.alaska.gov/occ/pgui.htm) under the "Examinations" link.
- ❖ Visual recording must be submitted no later than the examination date for which you are scheduled.

**Game Management Unit Certification examination** will test the applicant's knowledge on terrain, game, geography, transportation, logistics, and land ownership.

### **BE ADVISED**

The Big Game Commercial Services Board will seek maximum penalties of big game commercial services license holders who are found to have violated a hunting, guiding, outfitting, and/or transportation services statute and/or regulation.

## **ELIGIBILITY FOR LICENSES** (AS 08.54.605)

- (a) A person may not receive a registered guide-outfitter license if
- (1) the person has been convicted of
    - (A) a violation of a state or federal hunting, guiding, or transportation services statute or regulation for which
      - (i) the person was imprisoned for more than five days within the previous five years;
      - (ii) an unsuspended fine of more than \$2,000 was imposed in the previous 12 months;
      - (iii) an unsuspended fine of more than \$3,000 was imposed in the previous 36 months;
      - (iv) or an unsuspended fine of more than \$5,000 was imposed in the previous 60 months;
    - (B) a felony within the last five years; or
    - (C) a felony offense against the person under AS 11.41 within the last 10 years; or
  - (2) 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.

## **DEFINITIONS**

**Natural Person**, means a living, breathing human, as opposed to a legal entity such as a corporation.

**Resident**, According to AS 16.05.940(27), “**resident**” means a person who for the 12 consecutive months immediately preceding the time when the assertion of residence is made has maintained the person's domicile in the state and who is neither claiming residency in another state, territory, or country nor obtaining benefits under a claim of residency in another state, territory, or country; a partnership, association, joint stock company, trust, or corporation that has its main office or headquarters in the state; a natural person who does not otherwise qualify as a resident under this paragraph may not qualify as a resident by virtue of an interest in a partnership, association, joint stock company, trust, or corporation; a member of the military service, or United States Coast Guard, who has been stationed in the state for the 12 consecutive months immediately preceding the time when the assertion of residence is made; a person who is the dependent of a resident member of the military service, or the United States Coast Guard, and who has lived in the state for the 12 consecutive months immediately preceding the time when the assertion of residence is made; or an alien who for the 12 consecutive months immediately preceding the time when the assertion of residence is made has maintained the person's domicile in the state and who is neither claiming residency in another state, territory, or country nor obtaining benefits under a claim of residency in another state, territory, or country.

### **Responsibility of Violations**

A registered guide-outfitter who contracts to guide or outfit a big game hunt is equally responsible for violations of a state or federal wildlife game, guiding, or transportation services' statutes or regulations committed by a person while in the course of the person's employment for the registered guide-outfitter (AS 08.54.740).

### **Law Enforcement Officers**

If you are a fish and game law enforcement officer for the State of Alaska, United States Department of the Interior or the United States Department of Agriculture, you may not hold or earn experience credits to apply for a Registered Guide-Outfitter license while you are a law enforcement officer and for three months after termination status as a law enforcement officer (AS 08.54.640 (a)).

### **Game Biologists**

A person who holds any class of guide license and who is employed by the Department of Fish and Game or a federal wildlife management agency may not, while employed by the department or agency as a game or wildlife biologist and for 12 months after leaving employment with the department or agency as a game management or wildlife biologist, engage in providing big game hunting services in a game management unit in which the person conducted game or wildlife management or research activities for the department of 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 or obtain from the Division webpage at: [www.commerce.alaska.gov/occ](http://www.commerce.alaska.gov/occ). If you qualify for a license without a social security number, you will be required at each renewal to complete the form and mail it with your renewal application. Contact the Division at the address noted on this application.

### **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.

### **Americans with Disabilities Act**

Programs under the jurisdiction of the Division of Corporations, Business and Professional Licensing are administered in accordance with the Americans with Disabilities Act. If you require a special accommodation when taking the licensing examination, you must submit a complete **Request for Accommodation** form which is available upon request or may be obtained at: [www.commerce.alaska.gov/occ/](http://www.commerce.alaska.gov/occ/). Requests for special accommodations must be received on or before the stated application deadline.

### **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.

### **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.

### **Business Licenses**

For information about business licenses, call (907) 465-2550, or use Internet address: [www.commerce.alaska.gov/occ/buslic.htm](http://www.commerce.alaska.gov/occ/buslic.htm).

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."**

### **NOTICE OF PROPOSED REGULATION CHANGES**

If you would like to receive notice of all proposed Big Game Commercial Services Board regulation changes, please send a written request adding your name to the Big Game Commercial Services Board Interested Parties List to:

**REGULATIONS SPECIALIST**  
**Department of Commerce, Community, and Economic Development**  
**Division of Corporations, Business and Professional Licensing**  
**P.O. Box 110806**  
**Juneau, AK 99811-0806**

The Department of Public Safety, Criminal Records and Identification (R & I) Bureau maintains Alaska Criminal Justice Information.

Alaska Criminal Justice Information may be obtained by submitting a request based on name search, there is a fee for an Alaska Criminal Justice Information search, please contact the Alaska State Troopers for the fee.

**BACKGROUND CHECK**

An application for Alaska Criminal Justice Information search can be obtained on-line at:  
<http://www.dps.alaska.gov/statewide/background/index.asp> or a request can be made in person at one of the below offices.

When you appear in person, you must present two pieces of identification, one of which must be valid picture identification issued by a government unit (example: driver's license or identification card, a passport or visa).

**LOCATIONS**

Anchorage DPS – R & I 5700 E. Tudor Road Anchorage, AK 99507 907-269-5767	Monday - Friday 8:15 am – 4:00 pm	Fairbanks DPS 1979 Peger Road Fairbanks, AK 99709 907-451-5100	Monday - Friday 8:00 am – 4:00 pm
Aniak ABWE Post PO Box 167 Aniak, AK 99557 800-675-4398	Monday - Friday 8:00 am – 12:00 pm	Fairbanks PD (Volunteers only) 911 Cushman Street Fairbanks, AK 99701 907-459-6500	Monday - Friday 10:00 am – 6:00 pm
Bethel DPS Braun Building 3200 State Highway Bethel, AK 99559 907-543-2294	Monday - Friday 8:00 am – 4:00 pm	Galena DPS Old Galena Air Force Base Galena, AK 99741 907-656-1233	By Appointment Only
Bristol Bay PD Building 150 Airforce Base King Salmon, AK 99613 907-246-4222	Monday - Friday 8:00 am – 4:00 pm	Girdwood DPS Girdwood Tesoro Mall Suite 8 Girdwood, AK 99587 907-783-0972	Monday - Friday 9:00 am – 2:30 pm
Cordova DPS 711 First Cordova, AK 99574 907-424-3184	Monday - Friday 8:00 am – 12:00 pm Closed for Lunch 12:30 pm – 4:00 pm	Haines DPS 159 Main Street Haines, AK 99827 907-766-2552	By Appointment Only
Delta Junction DPS 1420 Alaska Hwy Jarvis Bldg. Delta Junction, AK 99737 907-895-4800	Monday - Friday 8:00 am – 4:00 pm	Homer DPS 34115 Sterling Hwy Anchor Point, AK 99556 907-235-8239	Monday - Friday 8:30 am – 4:00 pm
Dillingham DPS 536 Kenny Wren Road Dillingham, AK 99576 907-842-5641	Monday - Friday 8:00 am – 4:00 pm	Juneau DPS 2760 Sherwood Lane Juneau, AK 99801 907-465-4000	Monday - Friday 8:00 am – 12:00 pm Closed for Lunch 1:00 pm – 4:00 pm

## LOCATIONS CONTINUED

Juneau R & I 450 Whitter Street Juneau, AK 99811 907-465-4343	Monday - Friday 8:00 am - 12:00 pm Closed for Lunch 1:00 pm – 4:00 pm	Seward DPS City Hall 5 <sup>th</sup> Adams Streets Seward, AK 99664 907-224-3346	Monday – Friday 8:00 am – 12:00 pm Closed for Lunch 1:00 pm – 4:30 pm
Ketchikan DPS Dispatch Center 5150 N. Tongass Hwy Ketchikan, AK 99901 907-225-5118	24 hours a day, seven (7) days a week	Sitka Training Academy 877 Sawmill Creek Hwy. Sitka, AK 99835 907-747-6611	Monday – Friday 8:00 am – 4:30 pm
Ketchikan JS Ketchikan State Office Building 415 Main Street Room 309 Ketchikan, AK 99901	Monday - Friday 8:00 am – 12:00 pm Closed for Lunch 12:30 pm – 4:30 pm	Soldotna DPS 46333 Kalifornsky Beach Rd Soldotna, AK 99669 907-260-2700	Monday - Friday 8:30 am – 4:00 pm
Klawock DPS 6729 Klawock-Hollis Hwy Klawock, AK 99925 907-755-2918	By Appointment Only	Talkeetna DPS Talkeetna Alaskan Lodge 12.5 Mile Talkeetna Spur Rd Talkeetna, AK 99676 907-733-2256	Monday - Friday 8:00 am – 4:00 pm
Kodiak DPS 211 Bartel Avenue Kodiak, AK 99615 907-486-4121	Mon 8:00 – 11:00 am Tues 8:00 – 1:00 pm Wed 8:00 – 11:00 am Thurs 8:00 – 11:00 am Fri 8:00 am – 12:00 pm	Tok DPS 1314.5 Alaska Hwy Tok, AK 99780 907-883-4471	Monday – Friday 8:00 am – 4:00 pm
Kotzebue DPS 240 5 <sup>th</sup> Avenue Kotzebue, AK 99752 907-442-3222	Monday - Friday 8:00 am – 4:30 pm	Unalaska PD 29 Safety Way Unalaska, AK 99685 907-581-1233	24 Hours a day, seven (7) day a week
Nome DPS 245 Front Street Nome, AK 99762 907-443-2835	Monday - Friday 8:00 am – 12:00 pm Closed for Lunch 1:00 pm – 4:30 pm	Valdez DPS 115 Meals Avenue Valdez, AK 907-835-4307	Sunday - Thursday 9:00 am – 5:00 pm
North Slope Borough PD 1068 Kiogak Barrow, AK 99723 907-852-6111	Monday – Friday 8:30 am – 4:30 pm	Wrangell DPS 215 Front Street Wrangell, AK 99929 907-874-3215	Sat - Wed 10:00 am – 6:00 pm by appointment only; Leave a message at 874-3215
Palmer DPS 453 S. Valley Road Palmer, AK 99645 907-745-2131	Wed 8:00 am – 4:00 pm Fri 8:00 am – 4:00 pm	Wrangell PD 431 Zimovia Hwy Wrangell, AK 99929 907-874-3304	Monday - Friday 8:00 am – 4:00 pm



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, 9th 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
Website: www.commerce.alaska.gov/occ/pgui.htm

For Division Use Only

APPLICATION FOR REGISTERED GUIDE-OUTFITTER EXAMINATION

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

Submit a complete "notarized or postmaster stamped" application form, and all supporting documents to the above address with a check or money order payable to the State of Alaska as follows:

- \$100.00 application fee (nonrefundable)
\$50.00 Registered Guide-Outfitter Qualification examination fee
\$200.00 Game Management Unit Certification examination fee (\$200.00 per unit. Maximum three units)
\$450.00 resident license fee (not required until applicant has passed examination)
\$950.00 non-resident license fee (not required until applicant has passed examination)

Name: Telephone: (Optional)

Mailing Address:

City: State: ZIP Code:

Date of Birth: Social Security No.: Gender:

E-mail: Address (Optional):

Please send correspondence via: Email US Mail

Alaska Assistant Guide License No.: Dates of Licensure:

Alaska Class-A Assistant Guide License No.: Dates of Licensure:

RESIDENCY STATUS YES NO
According to the definition of "resident" in AS 16.05.940(27) (on page 3 of the coversheet of this application) are you a resident of the State of Alaska?

GAME MANAGEMENT UNIT - I am applying for certification in the following game management unit(s):

(Three units per test date maximum). Complete form 08-2459b or 08-2459c.

SPECIES SPECIFIC - Indicate below if you are applying for authorization to provide big game hunting services for one of the following species.

- Brown Bear Caribou Moose Mt. Goat Sheep

OTHER STATE OR PROVINCE LICENSES

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

Table with 5 columns: State/Province, License Type, License No., Date of Issuance, Expiration Date

**DISCIPLINARY / INVESTIGATION / PROFESSION QUESTIONS**

**YES NO**

- 1. Have you been convicted of a crime or are you currently charged with committing a crime? For purposes of this question, "crime" includes a misdemeanor, felony, or a military offense, including, but not limited to, 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. ....
- 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:**

- 5. ever been arrested? .....
- 6. 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? .....
- 7. 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? .....
- 8. 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? .....
- 9. 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? .....
- 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:**

**YES NO**

- 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 previous 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 previous 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.**

**PERSONAL HISTORY QUESTIONS CONTINUED**

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

**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. Will you personally pilot an aircraft to transport clients?    
If "yes" complete form 08-4013e.

19. Will you contract to provide big game commercial services during this licensing period? (if yes, provide financial responsibility is required prior to licensure)

**AFFIDAVIT OF ALASKA HUNTING EXPERIENCE**

**I attest, that I have legally hunted Big Game in the State of Alaska in each of the following five calendar years in a manner directly contributing to my experience and competency as a guide.**

List five years and the Big Game Species hunted.

**Identification of Years Hunted in Alaska:**

\_\_\_\_\_

**Big Game Hunted:** \_\_\_\_\_

**Big Game Taken:** \_\_\_\_\_

**PRACTICAL FIELD EXPERIENCE**

**Check the appropriate box.**

I certify that I have experience in:

I do not have experience in at least one of the following categories. (STOP. You do not meet the requirements of 12 AAC 75.100(a)(4) and therefore are not eligible to apply for the Registered Guide-Outfitter qualification examination.)

Backpacking, stalking, pursuing, tracking and killing of big game, field preparation of trophies, field preparation of meat, aging and sexing of big game; I am familiar with first aid, firearm use and safety, emergency protocol, ethics, logistics, land ownership, the statutes and regulations for the Big Game Commercial Services Board and Alaska Fish and Game; I am capable of performing all of the essential duties associated with guiding as defined in 12 AAC 75.990 and as set out in 12 AAC 75.100 and .110.

Being first duly sworn upon his/her oath, deposes and says:

I, \_\_\_\_\_, make the following voluntary statement and no  
(Applicant Name)

threats, promises, or any form of duress have been used to induce me to make this statement.

By my signature below, I declare that all facts, statements, and answers contained in this application are true and correct; I am not omitting any information that might be of value to the Big Game Commercial Services Board in determining my qualifications and character, whether it is called for or not; and I agree that any falsification, omission, or withholding of information or facts concerning my qualifications as an applicant shall be sufficient to bar issuance of a license to me by the Big Game Commercial Service Board and such falsification, omissions, or withholding shall serve as sufficient grounds for the suspension, cancellation, or revocation of my Registered Guide-Outfitter license even though it is not discovered until after issuance.

**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 as such in the attachment. A request for confidentiality may or may not be granted.

All information supplied with this application is considered public record unless required to be kept confidential by state or federal law.

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

I certify that the above statements are true and correct.

SIGN HERE 

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

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

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

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

SEAL 

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

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

(or postmaster stamp if notary public is not available)

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



State of Alaska  
Department of Commerce, Community and Economic Development  
Division of Corporations, Business and Professional Licensing  
**Big Game Commercial Services Board**  
P.O. Box 110806  
Juneau, Alaska 99811-0806  
Phone: A - K (907) 465-2543 L - Z (907) 465-2691  
Fax: (907) 465-2974 ★ E-mail: license@alaska.gov  
Website: www.commerce.alaska.gov/occ/pgui.htm

## AUTHORIZATION FOR RELEASE OF RECORDS

**THIS FORM MUST BE COMPLETED AND RETURNED WITH THE APPLICATION**

TO WHOM IT MAY CONCERN:

I, \_\_\_\_\_, residing at  
Applicant Name (Please print full name)  
\_\_\_\_\_, hereby authorize the  
(Please print full address)

Division of Corporations, Business and Professional Licensing (Division) and its investigators to examine my medical, employment records including all training which pertains to my involvement in the guiding, outfitting and transportation services industry, and any 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 Division 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.

This release also applies to any documents or records which contain information pertaining to psychiatric, psychological, drug, or alcohol evaluation, counseling, diagnosis or treatment received by me, which were prepared or made in conjunction with, or under the authority or guidance of any local, state, or federal law, which relates to psychiatric, drug or alcohol evaluation, diagnosis or treatment, including all information previously identified, collected, or stored under the authority of any state or federal law.

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Home telephone Number

\_\_\_\_\_  
Work Telephone Number

NOTE: A photocopy reproduction of this request shall be, for all intents and purposes, as valid as the original.



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  
 E-mail: license@alaska.gov  
 Website: www.commerce.alaska.gov/occ/pgui.htm

For Division Use Only

**CLIENT LIST**  
**Favorable Recommendations**  
**Species Specific Licensing**  
**125 Days In-Field Guide Experience**

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

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

This form serves three purposes, which is to provide the Division with a list of big game hunters

- who you have personally guided while licensed as an Assistant Guide and/or Class-A Assistant Guide. The Division will use the list to solicit recommendations on your behalf. The Division is looking to receive on your behalf eight favorable recommendations including at least two for each of any three years;
- confirm your species experience that you have identified on your application; and
- confirm that you have a total of 125 days of participation in contracted big game hunts as required under 12 AAC 75.100(d)(1).

**Note:** Provide the names and address of all big game hunters you have personally guided whether or not the big game hunter harvested an animal. Hunt records on file with the Division will be reviewed to confirm the above information.

**The Division will not solicit recommendations to clients for which you have failed to provide a complete mailing address or your writing is not legible.** You may photocopy this form if necessary.

CLIENT NAME & ADDRESS	YEAR OF HUNT(S)	NAME OF CONTRACTING REGISTERED GUIDE-OUTFITTER
1.		
2.		
3.		
4.		

CLIENT NAME & ADDRESS	YEAR OF HUNT(S)	NAME OF CONTRACTING REGISTERED GUIDE-OUTFITTER
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		



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, 9th Floor
PO Box 110806, Juneau, AK 99811-0806
Phone: A - K (907) 465-2543 L - Z (907) 465-2691
E-mail: license@alaska.gov
Website: www.commerce.alaska.gov/occ/pgui.htm

For Division Use Only

CLASS-A ASSISTANT & ASSISTANT GUIDE EVALUATION FORM

Type or print all information legibly in ink.

This form is to be completed by your employing Registered Guide-Outfitter(s) only. You may photocopy this form if necessary.

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.

\_\_\_\_\_ has been in my employment and has worked "in the field" on "guided hunts"
(Applicant Name)

as a Class-A Assistant Guide or Assistant Guide, or Class-A Assistant Guide-Outfitter or Assistant Guide-Outfitter in:

- Game Management Unit \_\_\_\_\_ for a total of \_\_\_\_\_ days
Game Management Unit \_\_\_\_\_ for a total of \_\_\_\_\_ days
Game Management Unit \_\_\_\_\_ for a total of \_\_\_\_\_ days

To follow is my evaluation of the applicant's performance, knowledge, and skill's while in my employment:
Please rate the applicant's knowledge and skills by checking the appropriate box for each of the items listed below:

P = Poor, F = Fair, G = Good, E = Excellent

Table with 14 rows of evaluation items (Hunting regulations, Guiding regulations, Meat care and preservation, etc.) and 4 columns of rating boxes (P, F, G, E).

Please explain Poor and Fair responses: \_\_\_\_\_

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 or both.

I certify that the above information is true and correct, and I am in no way trying to prohibit the applicant from obtaining a Registered Guide-Outfitter License due to possible competition for business and land use.

Employing Registered Guide-Outfitter Signature Printed Name Date

Telephone Number (Optional)

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

SEAL

(or postmaster stamp if notary public is not available)

Notary Public
for the State of \_\_\_\_\_
My Commission Expires: \_\_\_\_\_



Date of exam: \_\_\_\_\_ The examination consisted of the following subjects:

SUBJECTS	GRADES	PRACTICAL/ORAL/WRITTEN

Has the applicant's license ever been suspended or revoked?  YES  NO If "yes," for what reason.

---

---

---

---

Has the applicant been subject to any other disciplinary action(s) (e.g., letter of warning, fine, probation, stipulation)?

YES  NO If "yes," please provide a copy of the official action taken.

---

---

---

---

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

---

---

---

---

General Comments: \_\_\_\_\_

---

---

---

Signed: \_\_\_\_\_

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

Title: \_\_\_\_\_

State Board/Agency: \_\_\_\_\_

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

STATE BOARD  
OR  
AGENCY  
SEAL

**Please return this form directly to:**

Department of Commerce, Community, and  
Economic Development  
Division of Corporations, Business and  
Professional Licensing  
Big Game Commercial Services Board  
P.O. Box 110806  
Juneau, AK 99811-0806



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  
 E-mail: license@alaska.gov  
 Website: www.commerce.alaska.gov/occ/pgui.htm

**GUI**

For Division Use Only

**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, \_\_\_\_\_, hereby swear (or affirm) that the attached reproduction of the my current  
(Applicant Name)  
 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, \_\_\_\_\_, have personally flown (piloted) at least 500 hours in Alaska .  
(Applicant Name)

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: \_\_\_\_\_