



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: (907) 465-2550 * E-mail: license@alaska.gov
Website: www.commerce.alaska.gov/occ/pgui.htm

For Division Use Only

TRANSPORTER BIENNIAL LICENSE RENEWAL
January 1, 2012 – December 31, 2013

IT IS TIME TO RENEW YOUR TRANSPORTER LICENSE

Your license to practice as a Transporter in the State of Alaska expires on December 31, 2011. It is illegal for you to practice if your license has expired. There is no grace period. To renew your license for the period from January 1, 2012 through December 31, 2013, return this completed, signed application to the above address with a check or money order payable to the State of Alaska, or use the attached credit card payment form. Incomplete applications or insufficient fees will result in your renewal being rejected.

YOU MAY ALSO RENEW ON-LINE AT OUR WEBSITE: www.commerce.alaska.gov/occ/pgui.htm
ON-LINE RENEWAL WILL NOT BE AVAILABLE AFTER JANUARY 31, 2012.

NOTE: To renew online, you will need a PIN number. If you do not know your PIN number, contact the Division at (907) 465-2550

Name: Last First Middle

Street or P.O. Box City State ZIP Code

E-mail Address (optional):

Please send correspondence via: [] Email [] US Mail

Social Security Number: Date of Birth:
(Mandatory on every renewal – see explanation under "Social Security Numbers" on page 2 of this application)

Transporter License Number: Daytime Telephone Number:

NAME CHANGE: If you have had a legal name change since your transporter license was issued, please enclose a certified true copy of the legal document (marriage certificate, divorce decree, etc.) for proof of your name change. (This applies to sole proprietors and partnerships only)

Table with 2 columns: CHECK APPROPRIATE LICENSE STATUS BOX and License options (Transporter License Number 1 through 1005 and 1006 and above) with checkboxes for Resident and Nonresident licenses and fees.

PROCESSING TIME - The processing time for correct and completed renewal applications can be three to four weeks after receipt. Plan accordingly and submit your form as soon as possible, to ensure processing by the expiration date of December 31, 2011.

MAILED RENEWAL FORMS - If you received this renewal application in the mail with a barcode in the upper right hand corner of the first page, do not duplicate this form for another professional's use. The barcode is specific to your name and license number. Forms without the barcode are available on our website at http://commerce.alaska.gov/occ/pgui.htm

EXPIRED LICENSES - There is no "inactive" license status. Licenses which have expired more than four years cannot be renewed.

EFFECTIVE DATE OF RENEWED LICENSE - The effective date of a renewed license will be the date a complete renewal application is filed with the division as determined by 12 AAC 02.920 (12 AAC 02.940).

SOCIAL SECURITY NUMBERS - Alaska Statute 08.01.060(b) requires an applicant for a professional license to provide a United States Social Security Number. Applicants who do not have a social security number must complete the "Request for Requirement" (Form 08-4372) located on the Division's website at: www.commerce.alaska.gov/occ or contact the Division for the form.

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 - Renewal applications for business licenses are processed separately. For more information about business licenses, call (907) 465-2550 or use Internet address: www.commerce.alaska.gov/occ/home_bus_licensing.htm

ABANDONMENT. Under 12 AAC 02.190, 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.

DEFINITION OF 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.

The following questions must be answered.

SINCE YOUR LAST TRANSPORTER LICENSE WAS ISSUED: **YES** **NO**

Has there been a change of ownership?.....

If "yes" you are not eligible for renewal, you must completely reapply.

Change of Ownership Examples:

- Sole Proprietorship to either partnership or corporation.
- Changing from one sole proprietor to a different proprietor.
- Partnership to either sole proprietor or corporation.
- Adding, deleting, or replacing (change partners).

BUSINESS NAME CHANGE: If the name of your business has changed, please write the new business name below.

Business Name: _____

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

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.
2. Are there any unsatisfied judgments against you resulting from your transportation services?.....
3. Are you aware of any investigations against you, in any state, jurisdiction or in Canada?.....

HAVE YOU:

YES NO

- 4. 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?.....
- 5. been convicted of violating a state or federal hunting, guiding, or transportation services statute or regulation?.....
- 6. 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?.....
- 7. 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?.....
- 8. 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?.....

HAVE YOU:

YES NO

- 9. secured or attempted to secure a license through deceit, fraud, or intentional misrepresentation?.....
- 10. failed to comply with a board order?.....
- 11. continued or attempted to provide services after becoming unfit due to professional incompetence?.....
- 12. provided transportation services illegally?.....
- 13. 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: _____
- 14. 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): _____

PERSONAL HISTORY QUESTIONS

Within the last five years have you:

YES NO

- 15. been or are you currently addicted to, excessively used, or misused alcohol, narcotics, barbiturates or other habit forming drugs?.....
- 16. been or are you currently being treated for bipolar disorder, schizophrenia, paranoia, a psychotic disorder, substance abuse, depression (except situational or reactive depression) or any other mental or emotional illness?.....
- 17. 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 (1-14), 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 questions 15 – 17 you MUST also submit documentation from your health care provider stating their relationship to the issue of concern and attesting to your ability to provide guide-outfitter, guiding or transporter services.

TRANSPORTATION

YES **NO**

- 18. Did you personally pilot an aircraft and/or watercraft to transport clients in 2010?.....
- 19. Did you personally pilot an aircraft and/or watercraft to transport clients in 2011?.....
- 20. Will you personally pilot an aircraft to transport clients in 2012 and/or 2013?.....

FAA Air Carrier Certificate # (part 135): _____

- 21. Do you plan to operate a motorized vessel in Navigable Waters?.....

If "yes", U.S. Coast Guard Operator's License #: _____ Expiration Date: _____

NOTE: In accordance with 12 AAC 75.400, all activity reports for 2011 must be submitted on or before February 1, 2012.

PROOF OF FINANCIAL RESPONSIBILITY

YOU MUST SUBMIT PROOF OF RESPONSIBILITY TO THIS OFFICE EVERY LICENSING PERIOD

Check applicable box: Insurance Bond Assets

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 and Type of Coverage Supplied by the Insurance or Bond

If you are providing assets as proof of financial responsibility, you must attach a signed, dated, itemized, statement to include the following:

- 1. The current market value if the assets were sold/withdrawn and converted to cash immediately.
- 2. Identification of any lien on the asset (mortgage, etc.) or penalty for early withdrawal of the account.
- 3. The current market value of the assets minus any liens or penalties equals or exceeds \$100,000.
- 4. The assets are available for payment of a legal judgment against you.

WARNING: The Board may deny, suspend, or revoke the license of a person who has obtained or attempted to obtain a license to practice as a Transporter by fraud or deceit. The person may also be subject to criminal charges for unsworn falsification. (AS 11.56.210).

I certify that I will maintain, during the licensing period, assets, general liability insurance, or a bond totaling at least a minimum of \$100,000 that will be available for payment of a judgement against the business resulting from our transportation service (AS 08.54.680 and 12 AAC 75.240), and that the information in this application is true and correct. I will notify the department within 10 days of any change to the information provided (12 AAC 75.420 (c)).

SIGN HERE 

Owner or Corporate Owner Signature

Date: _____

NOTICE OF PROPOSED REGULATIONS 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, Alaska 99811-0806

TRANSPORTER

Sec. 08.54.680. FINANCIAL RESPONSIBILITY AND OTHER REQUIREMENTS FOR GUIDES AND TRANSPORTERS. (a) The department may require a registered guide-outfitter, who contracts to guide or outfit a big game hunt, or a transporter to provide proof of financial responsibility up to the amount of \$100,000. A registered guide or transporter may demonstrate financial responsibility by assets, insurance, or a bond in the requisite amount.

(b) If a registered guide-outfitter, class-A assistant guide, or assistant guide personally pilots an aircraft to transport clients during the provision of big game hunting services, the registered guide-outfitter, class-A assistant guide, or assistant guide shall have a commercial pilot's rating or a minimum of 500 hours of flying time in the state.

(c) On or after January 1, 2006, a registered guide-outfitter may not provide big game hunting services and a transporter may not provide transportation services unless the registered guide-outfitter or transporter has entered into a written contract with the client for the provision of those services. A contract to provide big game hunting services must include at least the following information: the name and guide license number of the registered guide-outfitter, the name of the client, a listing of the big game to be hunted, the approximate time and dates that the client will be in the field, a statement as to what transportation is provided by the registered guide-outfitter, a statement as to whether accommodations and meals in the field are provided by the registered guide-outfitter, and a statement of the amount to be paid for the big game hunting services provided. A contract to provide transportation services must include at least the following information: the name and transporter license number of the transporter, the name of the client, a listing of the big game to be hunted, the approximate time and dates that the client will be in the field, and a statement of the amount to be paid for the transportation services provided. A registered guide-outfitter or transporter shall provide a copy of contracts to provide big game hunting services or transportation service, as appropriate, to the department upon the request of the department. Except as necessary for disciplinary proceedings conducted by the board and as necessary for law enforcement purposes by the Department of Public Safety and the Department of Law, a copy of a contract provided to the department is confidential. The department may provide a copy of contracts in the possession of the department to the Department of Fish and Game or the Department of Natural Resources upon the request of that department if the department receiving the copy agrees to maintain the confidentiality of the contracts.

12 AAC 75.400. TRANSPORTER ACTIVITY REPORT. (a) Each activity report required by AS 08.54.650 must be on a form provided by the department. On or before February 1 of each year, a transporter shall submit to the department completed activity reports for each client transported during the previous calendar year.

(b) On the day a client is transported, a transporter shall complete the portions of the transporter activity report that provide the

- (1) name, address, and license number of the transporter;
- (2) client's name, address, and hunting license number;
- (3) date the client was transported into the field;
- (4) specific location to which the client was transported and the game management unit, and subunit if applicable, of each location; and
- (5) method of transportation used.

(c) Immediately after transporting the client out of the field, the transporter shall complete the applicable remaining portions of the transporter activity report including

- (1) the date the client was transported out of the field;
- (2) the specific location from which the client was transported out of the field, including the game management unit, and subunit if applicable;
- (3) for each animal taken, the sex and estimated pounds of meat transported out of the field; and
- (4) the signature and printed name of the person who transported the client to and from the field, attesting to the accuracy of the information supplied on the transporter activity report.

(d) The transporter shall send the original activity report to the department in accordance with (a) of this section. The transporter shall furnish one copy of the activity report to the client and retain one copy for four years at the transporter's regular place of business.

(e) The transporter shall make the transporter activity report available for inspection upon request by an agent of the board or department or any state or federal enforcement agent authorized to enforce guiding, game, or game management statutes or regulations.

12 AAC 75.420. PROOF OF TRANSPORTER'S FINANCIAL RESPONSIBILITY. (a) At the time of application for initial licensure or license renewal, an applicant for a transporter license shall complete the financial responsibility section of the application form.

(b) The applicant shall

(1) certify that the applicant has and will maintain during the licensing period, assets, general liability insurance, or a bond totaling at least a minimum of \$100,000 that will be available for payment of a judgment against the applicant resulting from the applicant's transportation services; and

(2) list the assets, insurance, or bond, including, if applicable,

(A) a description of the assets, their fair market value less any liens, identification of any liens against the assets, and the location of the assets; and

(B) the name of the company issuing the insurance or bond, the policy or bond number, and the amount and type of coverage supplied by the insurance or bond.

(c) A transporter shall notify the department within 10 days of any change to the information reported under (b) of this section.

(d) The department may require additional documentation to substantiate



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OFFICE USE ONLY

CREDIT CARD PAYMENT

For security purposes, please **do not email or fax** credit card information. Mail this form with the completed renewal to the Division. Completion of this form is not proof of payment until the division processes the information contained herein. If any information on this form is illegible, the form will be rejected. Please print.

Name of Applicant or Licensee: _____
Corporate or Individual (first, middle, last)

License Number (if applicable): _____

Type of License: _____

I wish to make payment by credit card for the following (check all that apply):

	Amount
<input type="checkbox"/> Application fee	_____
<input type="checkbox"/> License (or renewal) fee	_____
<input type="checkbox"/> Fine	_____
<input type="checkbox"/> Other (specify): _____	_____
Total:	_____

Print Name on Credit Card: _____

Complete Mailing Address: _____

Telephone Number: _____

Email Address (optional): _____

Credit Card Type (check one): VISA MASTERCARD

Signature of Credit Card Holder: _____

Card Number: _____ **Expiration Date:** _____

The bottom section of this form will be destroyed upon processing of the payment.