



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

CLASS-A ASSISTANT GUIDE BIENNIAL LICENSE RENEWAL
January 1, 2012 – December 31, 2013

IT IS TIME TO RENEW YOUR CLASS-A ASSISTANT GUIDE LICENSE

Your license to practice as a Class-A Assistant Guide 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.

Name: Last First Middle

Street or P.O. Box City State ZIP Code

Email 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)

Guide License Number: Daytime Telephone Number (optional):

NAME CHANGE: If you have had a legal name change since your last Class-A Assistant Guide license was issued, please enclose a certified true copy of the legal document (marriage certificate, divorce decree, etc.) for proof of your name change.

CHECK APPROPRIATE LICENSE STATUS BOX
Class-A Assistant Guide License Number 1 through 797
[] Resident License \$250.00 (See page 2 for definition of "resident.")
[] Nonresident License \$500.00
Class-A Assistant Guide License Number 798 and above
[] Resident License \$125.00 (See page 2 for definition of "resident.")
[] Nonresident License \$250.00

PROCESSING TIME - The processing time for correct and completed renewal applications can be three to four weeks after receipt. Plan accordingly and submit your renewal 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 LICENSE WAS ISSUED:

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 you aware of any investigations against you, in any state, jurisdiction or in Canada?.....

HAVE YOU:

3. 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?.....
4. been convicted of violating a state or federal hunting, guiding, or transportation services statute or regulation?.....
5. 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?.....
6. 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?.....
7. 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?.....
8. provided big game commercial services illegally?.....
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 big game commercial services after becoming unfit due to professional incompetence?
12. 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: _____

HAVE YOU:

YES NO

13. 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

14. been or are you currently addicted to, excessively used, or misused alcohol, narcotics, barbiturates or other habit forming drugs?
15. 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?
16. 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 (1-13), 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 14 – 16 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

17. Did you personally pilot an aircraft and/or watercraft to transport clients in 2010?
18. Did you personally pilot an aircraft and/or watercraft to transport clients in 2011?
19. Will you personally pilot an aircraft to transport clients in 2012 and/or 2013?
20. If "yes" to question 17, 18, and/or 19, do you have at least 500 hours of flying time in Alaska or a valid commercial pilot's license?
- 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: _____

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 Class-A Assistant Guide by fraud or deceit. The person may also be subject to criminal charges for unsworn falsification. (AS 11.56.210).

I certify that the information in this application is true and correct.

SIGN HERE 

 Applicant's 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



State of Alaska
 Department of Commerce, Community, and Economic Development
 Division of Corporations, Business and Professional Licensing
 PO Box 110806, Juneau, Alaska 99811-0806
 Phone: (907) 465-2550
 Fax: (907) 465-2974

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.