

**OUTFITTER AND DESIGNATED AGENT
LICENSE RENEWAL PACKETS
FOR 2010 LICENSE YEAR**



STATE OF IDAHO

OUTFITTERS & GUIDES



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******* IMPORTANT *******

PLEASE REVIEW UPDATED INFORMATION IN THIS DOCUMENT

TABLE OF CONTENTS

INSTRUCTIONS FOR 2010 LICENSE YEAR	5
Introduction.....	5
LICENSING – GENERAL INFORMATION	7
Instructions	7
Guidance Letter.....	7
Duplicate Licenses	7
Federal Tax ID Number	7
Bond.....	7
Liability Insurance	7
Faxing Applications.....	8
Processing Time	8
Communicating With IOGLB	8
Non-Use Waiver Request	8
ON-LINE LICENSE / RENEWAL	9
Instructions	9
Payment.....	9
Use Reports.....	9
OFF-LINE LICENSE / RENEWAL	11
Outfitter Renewal Application Forms.....	11
Designated Agent(s) Renewal Application Forms.....	11
Use Reports.....	11
Payment.....	11
USE REPORTS	12
Instructions	12
Actual River And Lake Boating Activity For Calendar Year 2010.....	12
Actual Recreation Activity For Calendar Year 2010	13
Actual Bird Hunting Activity For Calendar Year 2010.....	13
Actual Hunting Activity For Calendar Year 2010	13
Tags.....	13
Hunters	13
Total Hunter Numbers For Calendar Year 2010	13
Controlled Hunt Activity In Licensed Area For Calendar Year 2010	13
One-Time Controlled Hunts (Outside Of Operating Area) For Calendar Year 2010..	13
Harvest Report For Calendar Year 2010	14
2010 FEES	15
Re-Submittal Fees.....	15
Special Processing Fees	15
Penalty Fee	16
AMENDMENTS	17
Outfitter Amendments	17
Major Amendments.....	17
Minor Amendments.....	17
Guide Amendments.....	17
On-line	17
Off-line.....	17
GUIDE LICENSE APPLICATION FORMS	18
Instructions	18

Certification Procedures	18
Training Forms	18
TRAINING	19
Instructions	19
Outfitter/Guide River Boating Training Requirements (OG-5)	19
500 Mile River Log of Commercial Float Experience (OG-18)	19
Training Log (OG-11)	19
Certified Hunting Guide Training Form (OG-15)	19
Certified Snowmobile Guide Training (OG-16).....	19
Ski Guide/Field Supervisor Application Coversheet (OG-19)	19
Ski Outfitter Application Coversheet (OG-20).....	20
Technical Mountaineering	20
FORMS	21
Training Log (OG-11)	21
Forms	21
Pamphlets	21

INSTRUCTIONS FOR 2010 LICENSE YEAR

Introduction

Outfitters and Designated Agents: enclosed is your license renewal application packet for the 2010/2011-license year. To submit your license renewal application, please complete your preprinted outfitter and designated agent(s) license renewal application forms, preprinted use report forms, and any other additional information as necessary and submit ALL information.

You may also submit renewal applications and fees on-line; however, you must submit all other information required (i.e., use reports and other items on submission checklist) via mail or fax. Remember: This is a renewal of your **current** outfitter license. If you are making changes to the Designated Agent(s) or doing business as (dba) portions of the business, you will need to submit a separate amendment. Please refer to the *User Manual for Outfitter Amendments* at IOGLB's website www.oglb.idaho.gov.

All applications must be on the most current application form. Applications not on the current form will be returned. This packet includes one (1) copy of a current guide license application form. Please make copies of the guide license application form, as needed, for your use. The most current forms will always be available at IOGLB's website at www.oglb.idaho.gov. **IOGLB will not accept any application forms that are not current.**

Complete (which means all forms, use reports, and dollars are correct) outfitters and designated agent(s) license renewal applications must be received by **January 31, 2010** per Rule 015.01b, or a special processing fee will be charged. The January 31st date was implemented to accommodate guide licensing which peaks between March 1st and June 15th. Guides cannot be licensed until the outfitter(s) they work for are licensed.

DATES TO REMEMBER

January 31, 2010.....	Outfitter and designated agent(s) license renewals must be received
February 1, 2010.....	Special Processing Fees Apply*
March 31, 2010.....	End of license year
April 1, 2010.....	Special Processing Fees and Penalty Fee apply*
June 30, 2010	If a complete (all forms and dollars are correct) outfitter and designated agent(s) renewal application is not received by IOGLB by close of business on this date, the license(s) will be relinquished per Rule 015.03. The license(s) will be lapsed and therefore void and vacated.

*See 2010 Fees

NOTE: On the outfitter renewal form is the Certificate of Liability expiration date that is on file with IOGLB. Please check this date to ensure your liability coverage is current with IOGLB.

Listed below are the license renewal application instructions. Please read these instructions carefully and review all pertinent data to be sure the license renewal applications are accurate and complete before submission.

Incorrect, incomplete, or illegible application forms will be returned to the outfitter for correction. In the past, the accumulative time IOGLB has allowed for follow up phone calls to correct simple application form errors has caused delays in issuing licenses. It is the

outfitter/designated agent's responsibility to make sure that **complete, legible and current** license application forms are submitted.

If IOGLB finds it necessary to return an application, an "Attention" letter will be sent to the outfitter detailing correction(s) needed before IOGLB can accept the application. IOGLB may call first, if possible, to correct an application. Please refer to Re-Submittal Fees in this document.

Please submit the outfitter and designated agent(s) license renewal applications, and preprinted "use report" forms together. IOGLB cannot issue an outfitter license without all of the designated agent(s) application forms. If a sole proprietor or designated agent is currently licensed to guide, no guide application is needed and no guide license fee will be assessed; however a guide license will be printed (for the one fee).

Note: If the outfitter or designated agent is not a licensed guide, then a qualified guide application must also be submitted with the outfitter and designated agent(s) license renewal applications.

LICENSING – GENERAL INFORMATION

Instructions

Enclosed is an Outfitter License Renewal Submission Checklist.

Guidance Letter

Letter of Guidance-Clarification of: Third Party Arrangements, Booking Agents, Employment Relationships, Leasing/Use of Employee's Equipment, & Advertising. (See enclosed letter of Guidance).

Duplicate Licenses

IOGLB assesses a special processing fee of \$25.00 for duplicate licenses.

Federal Tax ID Number

Please remember to fill in your Federal Tax ID Number on your Outfitter License Renewal Application if you have employees.

Bond

Rule 029 - Outfitter License Cancellation: "The cancellation of an outfitter license bond by the insurer automatically cancels the outfitter's license."

If your license bond is continuous, the license bond does not need to be submitted annually.

Please coordinate any changes to a license bond with IOGLB prior to making any changes on the outfitter license bond.

It is the outfitter's responsibility to ensure that a current bond is on file with IOGLB, not the insurance company's.

Liability Insurance

Rule 069 – Insurance: "An outfitter shall maintain on file with IOGLB a current certificate or proof of liability insurance."

If the liability insurance is not current, a current certificate or proof of liability insurance must be submitted with the other license renewal application materials.

It is the outfitter's responsibility to ensure that current liability insurance is on file with IOGLB. It is not the insurance company's responsibility. On the outfitter license renewal is a box that is labeled "Liability". The date next to the box is the expiration date IOGLB has on file for the certificate or proof of liability insurance.

IOGLB will not contact your insurance provider for you and IOGLB cannot process your license renewal application until this information is current and received at IOGLB. Your renewal application will be deemed incomplete until the insurance information is received at IOGLB. And a late may be assessed due to the incomplete application.

Proof of liability insurance must identify:

- **Name of Insured,**
- **Policy period including an expiration date;**
- **Limits of liability coverage provided,**
- **Policy Number**

Faxing Applications

If you are faxing an application, please do not mail the original to IOGLB. IOGLB processes complete applications as soon as they are received. If IOGLB receives a fax, and it is complete, IOGLB will process the faxed application.

Processing Time

Please allow IOGLB seven (7) business days to process all complete outfitter, designated agent and guide license applications.

Communicating With IOGLB

All communication concerning outfitter business must be done by the outfitter/designated agent, including guide relicensing application inquiries.

Non-Use Waiver Request:

Outfitters who want to request a "non-use" waiver must submit a written request prior to March 31, 2010 to be considered for "non-use" upon approval of non use from OGLB beginning April 1st. for the upcoming license year, April 1, 2010 thru March 31, 2011).

ONLINE LICENSES/SERVICES

Instructions

Please go to our website at www.oglb.idaho.gov to retrieve the on-line instruction manual for submitting outfitter and designated agent(s) license renewals and relicensing of guides on-line.

Getting started is as easy as...

- Go to www.oglb.idaho.gov and select the "Online Licenses" link.
- See On-line License Services Manual for (Outfitter's/DA's or Guides) at our website.

Important points to remember

- Outfitter and designated agent(s) license renewals can be initiated on-line.
- Outfitters must maintain their guide roster in the on-line system in order for their guides to renew on-line.
- Outfitters renewing on-line must submit a copy of the on-line renewal receipt (see example on next page) with their use reports.
- Guides that are licensed on-line receive a 20-day temporary authorization (printed on the receipt), that is required to be carried by the guide while guiding. The 20-day temporary will be printed on the receipt when training forms are completed online.
- **Access Idaho manages the on-line system so if there are any problems with logon, username, or password, please contact Access Idaho at the e-mail provided or at (208) 332-0102.**

Other IOGLB on-line services under development

- Outfitter Use Reporting

Payment

Access Idaho will accept Discover, Visa, and Master Card for the payment. On-line guide licensing may be paid with guides personal credit card or the outfitter may pay for the guide license. Payment through Access Idaho will not allow IOGLB access to the credit card information.

Access Idaho provides the on-line web service to the outfitters and guides industry; there is an on-line convenience fee for the use of this service. This fee is set by the total dollar amount of the on-line transaction.

Use Reports

Preprinted "use reports" are not on-line at this time and must be submitted separately along with a copy of the on-line outfitter renewal receipt (see example on next page). (Please see "Use Reports" section.) **NOTE:** Use reports must be received by **January 31** in order to avoid the special processing fee.

Renewal Receipt *(The application automatically emails a receipt to you as well.)*



[\[Return to Menu \]](#)

Renewal Receipt

Save or print a copy of this receipt for your records.

Notice!

Notice! Before the Outfitter license renewal can be processed, you must mail the Outfitters and Guides Licensing Board:

- Proof of current liability insurance
- Use reports for the previous year
- Proof of bond, if it is not continuous

You should include a copy of this receipt in your mailing. If you do not have a printer, include a note stating:

- The date you completed this renewal on-line (11/03/2005)
- The license number of the license being renewed (1-C)
- The Access Idaho transaction number (3862)

Mail all documentation to:

Idaho Outfitters and Guides Licensing Board
1365 North Orchard, Room 172
Boise, ID 83706

License Renewal for 1-C

Transaction ID	3862
Date Created	Thu 11/03/2005 12:18:48 PM MST
Description	OGLB: Renewal for 1-C
1-C : GLEN ABC 2005 Renewal	\$300.00
10-D : SMITH ANDERSON 2005 Renewal	\$120.00
1-G : GLEN ABC 2005 Renewal	\$0.00
10-G : SMITH ANDERSON 2005 Renewal	\$0.00
DA Special Handling Fee	\$75.00
OT Special Handling Fee	\$100.00
Online Convenience Fee	\$17.00
Cost	\$612.00

Demonstration only: Business entities never have Guide licenses associated with them.

When to Expect Your License

Your license will be issued and mailed to you once the Board has received the additional information requested and verified your renewal requirements.

Please contact the Idaho Outfitters and Guides Licensing Board if you have any problems or questions regarding this license renewal and refer to your license number (1-C) as well as the Access Idaho transaction number (3862).

[\[Return to Menu \]](#)

OFF-LINE LICENSE/RENEWAL

Outfitter License Renewal Application Forms

The enclosed computer-generated outfitter license renewal application form is required to be submitted for renewal. **Every** question on the license renewal application form must be **fully answered**.

Designated Agent(s) License Renewal Application Forms

Designated Agent(s) must answer every question on their license renewal form. Multiple or single Designated Agent License renewals must be submitted with the outfitter license renewal.

Use Reports

Preprinted "use reports" are not available on-line at this time and must be submitted with the outfitter and designated agent(s) license renewal application forms. (Please see Use Reports section.)

Payment (off-line)

The outfitter/designated agent credit card "on file" system is the preferred off-line payment option. Off-line credit card payment with Visa or Mastercard is available for outfitters and designated agent license renewals, guide licensing fees that are paid by the outfitter, and for amendment fees submitted to IOGLB by mail or by fax.

An Outfitter Credit Card Authorization form is available on IOGLB's website at www.oglb.idaho.gov. This form must be completed and submitted before you can use a credit card "on file".

If you have your credit card information "on file" with IOGLB, you must personally authorize the use of the "on-file" credit card by completing the credit card information box on the license application form, including dollar amount authorized. If the credit card "on file" has expired, updated information will need to be provided on a Credit Card "On File" Authorization form. The credit card "on-file" form is strictly used to maintain the outfitter's credit card number in a secured location. This method allows applications to be processed without having a credit card number on them in case the application is lost or stolen.

An authorization on a previously submitted application using a credit card with IOGLB or Access Idaho is not sufficient documentation to establish a credit card "on file".

IOGLB will also accept outfitter's checks, money orders, or cashier's checks made payable to IOGLB. **IOGLB cannot accept cash from anyone; and IOGLB cannot accept personal checks or credit cards from guides.**

Guides wanting to pay for their guide license application with a credit card may license on-line through Access Idaho.

Please refer to Online License Services Manual for Guides.

USE REPORTS

Instructions

An outfitter license is a publicly issued license enabling the holder to provide outfitted and guided services to the public. Since many outfitters operate on public lands and waters, natural resource accountability is required. Accountability is accomplished by determining whether the outfitter is providing, or attempting to provide, the public service intended. To this end, outfitters are provided pre-printed "use report" forms that must be completed and submitted annually. **"Use reports" are based on a January 1st to December 31st calendar year.**

It is important that these "use report" forms are completed accurately. "Use report" forms must be submitted with an outfitter's off-line license renewal form or with the receipt generated from an on-line license renewal.

Please be sure that all the pre-numbered pages of your "use reports", **even the ones without use**, are included with the submittal of your license renewal application. Spaces left blank will be recorded as zero (0) use for the year. It is a felony criminal violation to knowingly submit false information to an agency of the State of Idaho.

The following information provides instructions on completing these forms. The forms include:

- Actual River and Lake Boating Activity for Calendar Year 2009
- Actual Recreation Activity for Calendar Year 2009
- Actual Bird Hunting Activity for Calendar Year 2009
- Actual Hunting Activity for Calendar Year 2009
- Total Hunter Numbers for Calendar Year 2009
- Controlled Hunt Activity in Licensed Area for Calendar Year 2009
- One-time Controlled Hunts (Outside of Operating Area) for Calendar Year 2009
- Harvest Report for Calendar Year 2009

Actual River And Lake Boating Activity For Calendar Year 2009

Only outfitters licensed for boating activities must submit this form. This form requests the total number of **"user days"** participating in a **boating related activity** such as float boat or power boat tours, general fishing, salmon or steelhead fishing.

Activity:

Non-fishing = a whitewater excursion or powerboat tour without any fishing activity.

General fishing = any fishing excursion except salmon or steelhead fishing.

Salmon or steelhead fishing = a salmon/steelhead fishing excursion.

Please provide the total number of **salmon or steelhead that are harvested** (kept in possession).

User Day:

A "user day" implies total use. For example if you have 2 (two) clients (guests) and they fish with you 3 (three) days each, this is 6 (six) total "user days".

If you have any use during a day, it is considered a "use" day.

Chukar hunting provided as part of a boating excursion must be recorded under Actual Bird Hunting Activity for Calendar Year 2009 form as discussed below.

The same client/hunter can participate in more than one activity however **“use” should be recorded only** as the primary activity.

Actual Recreation Activity For Calendar Year 2009

This form requests the total number of **clients** participating in land activities, i.e. snowmobiling, skiing, trail rides, backpacking, day hikes, photography trips, technical mountaineering, etc.

Actual Bird Hunting Activity For Calendar Year 2009

This form requests the total number of clients participating in bird hunting.

Actual Hunting Activity For Calendar Year 2009

This form requests the total number of hunters and tags by IDFG unit.

Tags:

The form requests the total number of resident and nonresident tags that the outfitter has outfitted during the licensing year; what species each tag holder had tags for; and in what IDFG unit they hunted. The same client/hunter can participate in more than one activity, hunt more than one species, and be in multiple units depending on the tags that the hunter holds and should be reported for each.

Hunters:

The total number of all hunters in the unit is also recorded. This may not be the same number as the tag amount.

Total Hunter Numbers For Calendar Year 2009

This form identifies the total hunter numbers for Elk, Deer, Bear and Cougar.

Elk and Deer Hunters are broken down by IDFG unit and by the weeks for the months of September, October, November and December.

Bear Hunters are broken down by IDFG unit and by the months of August, September, October, April, May and June.

Cougar are broken down by IDFG unit and by the months of September, October, November, December, January, February and March.

Controlled Hunt Activity In Licensed Area For Calendar Year 2009

This form requests the total number of controlled hunt tags used by resident and nonresident male and female hunters in the outfitter's licensed area. The total number of controlled tag hunters in the unit is also requested

Must have the Controlled Hunt number in the Controlled Hunt # column.

One-Time Controlled Hunts (Outside Of Operating Area) For Calendar Year 2009

This form requests the total number of controlled hunt tags used by resident and nonresident male and female hunters that were outfitted outside of the outfitter's licensed area. The Fish and Game Unit number needs to be supplied. The total number of controlled tag hunters in the unit is also requested.

Must have the Controlled Hunt number in the Controlled Hunt # column.

Harvest Report For Calendar Year 2009

This form requests total harvest numbers of elk, deer, bear and cougar by IDFG unit and by month. Please identify the controlled hunt number when the harvest was during a controlled hunt. If the harvest was during a general hunt please print, "GEN" in the box in the controlled hunt column.

2010 FEES

	Outfitter	Designated Agent	Guide
Off-line License Renewal 1 Year	\$450.00	\$160.00	\$115.00
On-line License Renewal 1 Year	\$400.00	\$140.00	\$105.00
Major Amendment	\$200.00	N/A	N/A
Minor Amendment	\$35.00	\$20.00	\$20.00
Penalty Fee	\$150.00	N/A	N/A
Processing fees for returned checks or unprocessable credit cards	\$20.00	\$20.00	N/A
Application/Amendment Re-submittal Fee	\$100.00	\$75.00	\$50.00
Special Processing Fees	\$100.00	\$75.00	\$50.00
Expedited/Pull Forward Processing Fee	\$150.00	\$75.00	\$50.00
Duplicate License Fee	\$25.00	\$25.00	\$25.00
Allocation Cost Recovery	\$5.00 per voucher	N/A	N/A
One-time Application Fee	\$400.00	\$50.00	\$20.00

Re-Submittal Fees

The first time IOGLB sends an application back for correction (Attention Letter), no re-submittal fee will be assessed.

If an application is returned incomplete for the same reasons that the first attention letter was sent, IOGLB will attempt to contact the outfitter directly by telephone to rectify the unresolved issues. Before this application will be considered complete, a re-submittal fee will be required.

Special Processing Fees

In accordance with Rule 015.08 outfitter(s) and designated agent(s) renewals submitted after January 31st will be assessed a special processing fee. If an incomplete outfitter or designated agent(s) application is received before January 31st, **all discrepancies must be satisfied prior to the deadline to avoid payment of the special processing fee and possible assessment of the penalty fee (see next section).**

Other examples of when a special processing fee may be applicable are as follows:

(This list is not all-inclusive)

- Non-use Waiver Requests
- Amendment processing during outfitter license renewal
- Outfitter business purchase cancelled at seller request
- Administrative noncompliance issues
- Incomplete/inaccurate training logs/forms
- Research requests
- Review of violations

Penalty Fee

In accordance with provisions of Idaho Code 36-2108.2(d)4, payment of a \$150.00 penalty fee **is required** when an outfitter or designated agent(s) license renewal application is complete but received after **March 31st, 2010**. This penalty fee is **in addition to** the special processing fee assessed after January 31st for incomplete license applications.

INCORRECT OR INCOMPLETE LICENSE APPLICATIONS WILL BE RETURNED TO THE OUTFITTER FOR CORRECTION. If an incomplete license application is received prior to March 31st but after January 31st, all discrepancies must be satisfied prior to March 31st, to avoid payment of a penalty fee in addition to the special processing fee; **however, the special processing fee will still be assessed. By Rule 064.01.a, fees cannot be waived.**

AMENDMENTS

Outfitter

Major Amendments:

Please recognize that IOGLB processes outfitter and designated agent license renewal applications separately from major amendment requests in order to expedite the re-issuance of renewal licenses. Major amendment requests must be submitted separately from the annual license renewal application forms

Minor Amendments:

When possible, IOGLB will try to process minor amendment requests with the outfitter and designated agent(s) license renewal applications. However, an additional special processing fee may be incurred.

Guide

Amendments submitted with a license application will be processed with no additional charge.

Amendments submitted after licensing must be completed as follows:

On-Line:

The outfitter must complete and pay for guide amendments.

Off-Line:

Reinstated in 2009 the OG-9.1 form Guide Amendment Request.

The outfitter must submit (1) An OG-9.1 Guide Amendment Request for Employment listing the specific activities for the guide, (2) the appropriate training forms and (3) a \$20.00 amendment fee.

The OG-9.1 Guide Amendment Request is a form signed by the outfitter/designated agent stating that he is employing a guide for specific activities. The letter of intent for employment is no longer acceptable please use the OG-9.1 form.

GUIDE LICENSE APPLICATION FORMS

Instructions

This packet includes one (1) copy of a current guide license application form identified as: OG-4 (09/07). Please make copies for your use, as needed. The most current OG-4 form will always be available on IOGLB's website, www.oglb.idaho.gov. The Board has directed staff to only accept the most current version of the OG-4 (09/07).

Guides may renew at any time after the outfitter(s) have renewed their license. **It is Important to remember that a guide cannot be licensed until the employing outfitter has renewed.**

It is the outfitter/designated agent's responsibility to ensure guide license application forms are properly completed. **Incorrect or incomplete guide license application forms will be returned to the outfitter for correction.** Please refer to the re-submittal policy.

Certification Procedures

The outfitter/designated agent must sign the outfitter certification box on the guide license application form certifying:

- The activities the guide will be guiding,
- The guide will have a valid first aid card before guiding,
- The application is complete, and
- To the best of their knowledge, the information provided is accurate.

NOTE: To add a First Aid class not currently on the OGLB list (found at www.oglb.idaho.gov), the following information must be provided:

- Class curriculum of the course; and
- Instructor's name and phone number or other contact information.

Training Forms

The following training forms are available. The appropriate training form must be completed and submitted prior to licensing or an additional amendment fee will be required to add any activity that requires training after the license has been issued.

- Certified Snowmobile Guide (OG-16 dated 04/06)
- Ski Guide/Field Supervisor Checklist (OG-19 dated 10/07)
- Technical Mountaineering (Resume)

During the January through March 31st time period, please be aware that on-line you can renew the guide for a license that expires on March 31, 2010 OR renew a guide for a license that begins on April 1, 2010.

TRAINING

Instructions

All training forms are available on IOGLB website at www.oglb.idaho.gov.

Outfitter/Guide River Boating Application Training Requirements (explains OG-11 Training Log) (OG-5)

Please refer to the OG-5 Outfitters/Guide River Boating Training Requirements for instructions. The OG-5 is an informational form on the OG-11 Training Log. The OG-5 provides the information on rivers and how OGLB breaks down the river sections. This information is for guide's or outfitter's use and does not need to be sent to IOGLB.

Certified Snowmobile Guide Training (OG-16)

Complete the OG-16 Snowmobile Guide Training form for snowmobile guides being licensed for the first time in the outfitters operating area.

Please review the Certified Snowmobile Guide Training Forms (OG-16) for snowmobile qualifications.

Ski Guide/Field Supervisor Application Coversheet (OG-19)

The OG-19 Ski Guide/Field Supervisor Application Coversheet provides the ski guide/field supervisor qualifications and must accompany the submittal of all first time or amendments for ski guide/field supervisor license applications.

Ski Outfitter Application Coversheet (OG-20)

The OG-20 Ski Outfitter Application Coversheet provides the ski outfitter qualifications and must accompany the submittal of all first time or amendment of outfitter license applications for skiing activities.

Technical Mountaineering

A resume of experience and first aid certification must accompany the guide license application.

FORMS

Instructions

The following forms are available at IOGLB's website at www.oglb.idaho.gov or contact IOGLB directly to request these forms:

Monitor IOGLB's website for any updates.

Forms with latest revision date

OG-1	10/07	Outfitters License Application, Sole Proprietor
OG-2	10/07	Outfitters License Application, Corporation, Firm or Partnership
OG-3	04/06	Designated Agent License Application
OG-4	10/09	Guide License Application
OG-5	04/06	Outfitter/Guide River Boating Application
OG-6	10/03	Land Manager's Sign-Off Sheet
OG-7	12/02	Outfitter's Operating Plan
OG-8	04/06	Financial Statement
OG-9	01/04	Outfitter's Amendment Request
OG-9.1	10/09	Guide Amendment Request
OG-10	04/06	Private Land Manager's Statement
OG-11	08/03	Boat Training Log *
OG-12	04/06	Performance Bond
OG-13	06/04	Relinquishment Form
OG-14	04/06	Document Release Authorization
OG-15	04/06	Certified Hunting Guide Training Form *
OG-16	04/06	Certified Snowmobile Guide Training Form
OG-17	01/06	Request for Boater's Validated Training Form
OG-18	06/06	500-Mile Log
OG-19	10/07	Ski Guide/Field Supervisor Application Coversheet
OG-20	10/07	Ski Outfitter Application Coversheet

* The OG-11 and OG-15 forms no longer need to be submitted to IOGLB, but must be kept on file by the outfitter should IOGLB request the forms.

Pamphlets

10/07	Online License Services Manual for Outfitters/DA's
10/07	Online License Service Manual for Guides
04/04	User Manual for New Outfitter Application
04/04	User Manual for Outfitter Amendments Major, Minor & One Time Controlled Hunts Outside of Operating Areas
02/09	Buy/Sell Manual
08/08	Allocation Manual