

STATE OF IDAHO
OUTFITTERS AND GUIDES LICENSING BOARD
1365 North Orchard – Room 172 – Boise, Idaho 83706
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licensing@oglb.idaho.gov - www.oglb.idaho.gov

For Board Use Only

Amount paid / date

Remitter

Check No. / Type

OUTFITTER LICENSE APPLICATION
For a Sole Proprietor

PLEASE TYPE OR PRINT ALL INFORMATION

Resident Statement: I am a [ ] Resident, [ ] Non-Resident of the State of Idaho.

[ ] I intend to guide and have signed the affidavit/certification within this application.

[ ] I will not be guiding but will hire qualified guides.

A license fee will be required (upon approval of application) before license will be issued.

License Fees: Submit fees in the form of a money order, cashier's check, certified check, or a check from an Idaho Outfitter/DA applicant made payable to the Idaho Outfitters and Guides Licensing Board (IOGLB), OR you may agree to pay your fees using your credit card. You may either use the card you have on file or submit new card information.

All first time applications must be accompanied by a processing fee.

A processing fee will be assessed on all returned checks or unprocessable credit cards.

Current fees can be found at IOGLB's website at www.oglb.idaho.gov

WE CANNOT ACCEPT CASH AT ANY TIME.

Authorization to use "Credit Card on File" form. This form must be completed and sent before first time use. Amount \$

Outfitter/DA Signature Outfitter/DA Printed Name
Outfitter License #

Outfitter/DA Credit Card Authorization (Outfitters/DAs who want to use a card that is not on file) Amount \$

Print cardholder name # on Card

Cardholder Signature Exp. Date

Outfitter/DA Signature Outfitter/DA Printed Name

Outfitter License #

(A) Personal Data (Please Print)

Legal Name Maiden Name Other Known Name
(Last Name, First and Middle)

Permanent Address City/State Zip Code

Gender Hair Ht. Wt. Eye Color:

Social Security # Green Card # Birth date

Birthdate Phone Number Drivers License #

E-mail: Web address:

\* An assumed business name is any name "other than the true and real name, or names, of the persons or persons, conducting or transacting such business," Idaho Code 53-501. However, words describing the business, together with the person's last name (e.g. Smith Outfitter), generally do not constitute an assumed business name. No person is to conduct business using an assumed business name unless that name is filed with the county recorder where the business is being conducted. Operating a business without filing the assumed business name is a misdemeanor, Idaho Code 53-507, and the business cannot initiate a lawsuit, Idaho Code 53-508. The Board cannot indicate an assumed business name on a license unless a copy of the assumed business name certificate is filed with this application.

**(B) Activities** (check appropriate activities below)

**HUNTING**

- Antelope\*
- Deer\*
- Elk\*
- Goat\*
- Sheep\*
- Moose\*
- Bear\*
- Cougar\*
- Predators\*
- Birds (specify)
  - Forest Grouse
  - Chukar
  - Other:  
\_\_\_\_\_  
\_\_\_\_\_

**BOATING**

- River (attach Form OG-5)
  - Power\*
  - Float\*
- Lake(s) (specify)  
\_\_\_\_\_  
\_\_\_\_\_
- Reservoir(s) (specify)  
\_\_\_\_\_  
\_\_\_\_\_
- FISHING** (specify)
  - Anadromous (Salmon, Steelhead)
  - Fly Fishing
  - Power Boat Fishing
  - Float Boat Fishing
  - Walk and Wade Fishing
  - Incidental Fishing
    - Other Species \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**RECREATION**

- Trailrides
- Backpacking
- Snowmobiling\*
- Technical Mountaineering/Rock Climbing\*
- Level I Skiing\*
- Level II Skiing\*
- Mountain Bike Touring
- Photography Trips
- Survival Course
- Llama Packing

Other (please specify) \_\_\_\_\_

\* Training forms, or guide license showing apprentice status, will be issued for those activities for which applicant does not have training credentials on file with the employing outfitter.

**(C) References**

1. List five (5) references with complete address and phone #, not related, who have known you for at least five (5) years, three (3) of whom have knowledge of your qualifications to be licensed as an outfitter. Two (2) should be bank or credit references.

- a. \_\_\_\_\_  
\_\_\_\_\_
- b. \_\_\_\_\_  
\_\_\_\_\_
- c. \_\_\_\_\_  
\_\_\_\_\_
- d. \_\_\_\_\_  
\_\_\_\_\_
- e. \_\_\_\_\_  
\_\_\_\_\_

2. Give names, addresses and phone # of your two (2) most recent employers, and dates of employment with each.

- a. \_\_\_\_\_  
\_\_\_\_\_
- b. \_\_\_\_\_  
\_\_\_\_\_

**D. Worded Operating Area Boundary Description and Map(s)** - The following information must accompany the application. **(1)A Location Map** - A map provided to show where the operating areas involved in a transaction are specifically located in the State of the Idaho. Acceptable maps include state highway maps, or maps provided by the USFS, BLM, and Idaho Department of Lands, that are of sufficient scale and detail to show where area(s) in this transaction are located. **(2)Written Operating Area Description** – A worded area description must be included with each operating included in the application. The worded area description will outline using natural boundaries (i.e.; rivers, creeks, ridges) from a starting point and continuing back to point of beginning. Including the Section, Township, and Range of the beginning point of said area(s)(Specify Fish and Game Unit(s)).

**(E) Attachments**

I, \_\_\_\_\_, being first fully sworn on oath, state I have completed the foregoing application and verify the truth of the information provided and in accordance with the user manual applicable to this application, that I have obtained and reviewed the current Idaho Outfitters & Guides Act and Board Rules within the last six (6) months. I certify that the following documents included with this application are true and correct:

- Operating Plan (Form OG-7 Master and OG-7.1 Land Supplemental or OG-7.1 Boating Supplemental)
- Training Credentials (if guiding these credential will need to kept in the outfitter's records)
- Financial Statement (Form OG-8)
- Public Land Manager's Statement (Form OG-6) (if applicable)
- Private Land Manager's Statement (Form OG-10) (if applicable)
- Copy of lease agreement (if applicable)
- Copy of certificate for business entity filed with the Secretary State of Idaho (if applicable)
- Copy of certificate for assumed business name\* (dba) filed with the Secretary State of Idaho (if applicable)
- Copy of executed Sales Agreement including list of assets being transferred and release of interest from seller (if applicable)
- Document Release Authorization (Form OG-14)

**(F) Affidavit/Certification**

**IMPORTANT – READ THOROUGHLY, COMPLETE AND SIGN**

Pursuant to I.C. 36-2113; I certify that I:

- \*HAVE \_\_\_ HAVE NEVER \_\_\_ \*\*been convicted of or received a withheld judgment for a felony or misdemeanor in any state
- \*HAVE \_\_\_ HAVE NEVER \_\_\_ \*\*paid two (2) or more forfeitures of any deposits of money or collateral with a court or administrative agency for a conviction for violation of regulations of the United States Forest Service or the Bureau of Land Management;
- \*HAVE \_\_\_ HAVE NEVER \_\_\_ \*\*been convicted of any violation, forfeited bail or collateral deposited to secure appearance, or paid any funds to a court with respect to a citation of the State of Idaho or any state or federal fish and game laws or outfitting and guiding laws of ANY state;
- \*HAVE \_\_\_ HAVE NEVER \_\_\_ \*\*been found to have committed a violation of the Idaho Outfitters and Guides Act or Board Rules, or been denied an outfitter or guide license in any state.

\*If you marked **HAVE** on any of the above, **you must attach an explanation** (court disposition and police report for felonies), including the year and location.

\*\*A **conviction** includes any forfeiture of bail, fine, bond or collateral, suspended sentence, probation or withheld judgment.

When a violation is reviewed by IOGLB Enforcement a special processing fee may be assessed.

Before guiding I will have a valid First Aid Card, comply with all OGLB training requirements and carry my guide license on or about my person while guiding.

**NOTICE:**

Pursuant to Idaho Code 36-2113(a)(1), every applicant/licensee shall be subject to denial, suspension, revocation, probation, or other restriction and subject to prosecution as a misdemeanor for supplying false information; for failure to provide information required to be furnished by the license application form or for other fraud or deception in procuring a license.

Signature of Outfitter Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTARY** (Required for all outfitter applications)

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

County of \_\_\_\_\_ ss:

On this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_, before me, the undersigned, a Notary Public in and for said state personally appeared \_\_\_\_\_, known to me to be the person whose name is subscribed to the above and foregoing instrument, and acknowledged to me that he/she executed the same.

IN WITNESS THEREOF, I have hereunto set my hand and affixed my official seal.

[SEAL]

\_\_\_\_\_  
Notary Public for the State of \_\_\_\_\_

Residing at \_\_\_\_\_

My commission expires \_\_\_\_\_