

**OUTFITTER AND DESIGNATED AGENT
LICENSE RENEWAL PACKETS
FOR 2017 LICENSE YEAR**



STATE OF IDAHO

OUTFITTERS & GUIDES



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

PLEASE REVIEW UPDATED INFORMATION IN THIS DOCUMENT

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INSTRUCTIONS FOR 2017 LICENSE YEAR

Introduction

Outfitters and Designated Agents (DAs): enclosed is your license renewal application packet for the 2017/2018 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 online; 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), business name change or doing business as (dba) portions of the business, you will need to submit a separate amendment at a time other than renewal. 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. 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 fees are correct) outfitters and designated agent(s) license renewal applications must be received by **January 31, 2017** per Rule 015.01b, after which 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, 2017.....	Outfitter and designated agent(s) license renewals must be received
February 1, 2017.....	Special Processing Fees Apply*
March 31, 2017.....	End of license year
April 1, 2017.....	Special Processing Fees and Penalty Fee apply*
June 30, 2017	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 2017 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 and fee must also be submitted off line 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.

Idaho Tax Commission Rules on Sales & Use Tax

The Idaho State Tax Commission has a list of rules on when outfitters should charge state tax. It is on the IOGLB website in the Statutes and Rules section.

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 penalty fee may be assessed due to the application being incomplete.

Proof of liability insurance must identify:

- **Name of Insured, (the name on the policy must read the same as the IOGLB license).**
- **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, 2017 to be considered for "non-use" upon approval of non-use from IOGLB a current certificate of liability insurance will not be required for a complete outfitter license renewal beginning April 1st for the upcoming license year, (April 1, 2017 thru March 31, 2018). A Bond will need to be maintained even with non-use.

ONLINE LICENSES/SERVICES

Instructions

Please go to our website at www.oglb.idaho.gov to retrieve the online instruction manual for submitting outfitter and designated agent(s) license renewals. You will not be able to manage your guide roster for relicensing of guides online until your outfitter license has been issued.

Getting started is as easy as...

- **Go** to www.oglb.idaho.gov and select the "Online Licenses" link.
- See Online License Services Manual for Outfitter's/DA's or Guide Manuals at our website.

Important points to remember

- Outfitter and designated agent(s) license renewals can be initiated online.
- Outfitters must maintain their guide roster through the online system in order for their guides to renew online.
- Guides that are licensed online may receive a 20-day temporary authorization (printed on the receipt), this is required to be carried by the guide while guiding prior to the guide license issuance. When qualified the 20-day temporary will be printed on the online receipt.
- **Access Idaho manages the online system so if there are any problems with logon, username, or password, please contact Access Idaho at the e-mail provided on their web page or at (208) 332-0102.**

Other IOGLB online services under development

- Outfitter Use Reporting

Payment

Access Idaho will accept American Express, Discover, Visa, and Master Card for the payment. Online guide licensing may be paid with guide's personal credit card or the outfitter may pay for the guide license. Credit card payment through Access Idaho does not allow IOGLB access to that credit card information.

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

Use Reports

Use reports cannot be filled out online at this time and must be submitted separately along with a copy of the online outfitter renewal receipt (see example on next page). (Please see "Use Reports" section.) **NOTE:** Use reports and any other documentation required for renewal must be received by **January 31** in order to avoid the special processing fee.

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



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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).

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OFFLINE 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 at the same time as the outfitter license renewal.

Payment (offline)

The outfitter/designated agent credit card “on file” system is the preferred offline payment option. Offline 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 also cannot accept personal checks or credit cards from guides.**

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

Please make sure the guide answers their own have/have never questions. If answered incorrectly it will result in the license being delayed and additional fees may be assessed.

Please refer to Online License Services Manual for Guides.

OUTFITTER USE REPORT INSTRUCTIONS

OVERVIEW

An outfitter license is a publicly issued license enabling the holder to provide outfitted and guided services to the public. It is important to recognize that these reports meet two intended purposes as outlined in State law. 1) they provide the Board use information whether an outfitter is providing activities to the public in their assigned operating areas as licensed by the Board (IDAPA rule 25.01.01.15.05b, .024 and .025) 2) they provide the IDFG information for resource management (Idaho Code - 36.2107.i.) To this end, outfitters are provided pre-printed "use report" forms that must be completed and submitted annually. Therefore, it is important that these "use report" forms are completed accurately. "Use reports" are based on a January 1st to December 31st calendar year (unlike the license year, which runs from April 1st to March 31st).

The "Use Report" forms must be submitted with an outfitter's offline license renewal form or with the receipt generated from an online license renewal. Please be sure that all the pages of your "use reports", even the ones without use, are included with the submittal of your license renewal application. Pages not provided or spaces left blank will result as zero (0) use recorded for the year.

Additional use report forms are available at www.oglb.idaho.gov - Licensing – Outfitter/DA Renewal Instructions - Forms

DEFINITIONS

Client - An individual person provided equipment, facilities, services or other accommodations by an outfitter or an outfitter's employees (guides) in the conduct of outdoor recreational activities as described in Section 36-2102(b), Idaho Code.

Use Day - A use day is total use by one client in a 24 hour period. For example if you have 2 (two) clients (guests) and they fish with you 3 (three) days each, this is 6 (six) total "use days". Your client participating in any licensed activity during a day, it is considered a "use" day.

INSTRUCTIONS

The following information provides instructions on completing these forms.

Note: Be sure to provide your Outfitter License # and your Outfitter business name on each of the following forms:

R-3 - Hunting Activity Reported by Licensed Area - This form requests the total number of resident and non-resident hunters, use days, and harvest for each of your licensed operating areas. Please identify each licensed operating area number in the space that says "Area #".

R-4 Hunting Activity Reported by IDFG Unit - This form requests the total number of resident and non-resident hunters, use days, and harvest by IDFG unit. Please identify the IDFG unit for each area in which a hunt was provided. In the "Hunt Type" column, provide controlled hunt number if applicable, otherwise indicate a general hunt by providing an X in the appropriate box. Complete remaining form.

R-5 - Total Hunting Clients by IDFG Unit(s) by Time of Year - Elk and deer hunts are broken down by species, IDFG unit and by the weeks for the months of September, October, November and December. Please identify the IDFG Unit in the column that is titled "IDFG Unit". Enter the number of hunting clients by month and week.

R-6 - Controlled Hunt Trophy Species (Sheep/Moose/Goat) Reported by IDFG Unit – This is applicable only to those clients provided services under IDAPA rule 25.01.01.053 for "Trophy Species" i.e., Sheep, Moose, Goat. Please identify species, controlled hunt number, F&G Unit; check whether it is in one of your licensed areas, another outfitter's area, or a non-outfitted area. Identify clients' gender, e.g. male or female, provide total hunters, and total harvest in the spaces provided.

R-7 - Recreation Activity Reported by Licensed Area - 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. and use days. Please identify your operating area number where it says Area #".

R-8 - Boating / Non-Fishing Activity Reported by Licensed Area - This form requests the total number "use days" of clients participating in a boating related activity such as float boat or power boat tours where fishing is not conducted or is not a licensed activity to the outfitter. A whitewater excursion or a power boat tour for example. Please identify your operating area number where it says Area #".

R-9 - Boating/Fishing /Chukar Hunting Activity Reported by Licensed Area - Outfitters licensed for boating activities where fishing/chukar hunting is licensed to them must submit these forms. These forms request the total number of "use days" of clients participating in a boating related activity such as float boating or power boating where general fishing, and salmon or steelhead fishing opportunities are provided. Please identify your operating area number where it says Area #".

R-10 - Walk Wade Fishing Activity Reported by Licensed Area - This form requests the total number of clients for General Fishing, Salmon, and Steelhead initiated from land. It is not applicable to boating outfitters. Needed are use days for each licensed area, and harvest for Salmon and Steelhead. Please identify your operating area number where it says Area #".

Note: Applicable to both R-9 & R-10 forms

General fishing = any fishing excursion except salmon or steelhead fishing. Harvest reporting is not required

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

Harvest = Please provide the total number of salmon or steelhead that is harvested (kept in possession).

Chukar = Chukar hunting provided as part of a boating/fishing (cast and blast) excursion.

A client participating in a fishing activity should be recorded only once in one of the three fishing categories as the primary activity. The same client also hunting chukar would be reported again as an incidental activity.

2017 FEES

	Outfitter	Designated Agent	Guide
Offline License Renewal	\$450.00	\$160.00	\$115.00
Online License Renewal	\$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

Special Processing Fees

In accordance with Rule 015.01 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, 2017**. 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 along with the amendment fee.

Guide

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

Amendments submitted after licensing must be completed as follows:

Online:

The outfitter must complete the online application and pay for the guide amendment.

Offline:

The outfitter must submit (1) An OG-9.1 Guide Amendment Request listing the specific activities for the guide, (2) the appropriate training forms or certification 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

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.

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

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 providing.
 - Certifying for hunting and boating activities only that the training forms are on file with the outfitter.
- 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 IOGLB 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) If application is submitted offline.
- 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 online you can renew the guide for a license that expires on March 31, OR renew a guide for a license that begins on April 1. During the online renewal process for guides please make sure to select the appropriate year.

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 IOGLB breaks down the rivers into 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 advanced 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	03/16	Outfitters License Application, Sole Proprietor
OG-2	04/06	Outfitters License Application, Corporation, Firm or Partnership
OG-3	03/16	Designated Agent License Application
OG-4	03/16	Relicensure Guide License Application
OG-4.1	03/16	New Guide License Application
OG-5	10/15	Outfitter/Guide River Boating Application – Training Requirements (for OG-11)
OG-6	12/14	Land Manager's Sign-Off Sheet
OG-7	02/12	Outfitter's Operating Plan Master
OG-7.1	02/14	Outfitters Operating Plan Supplemental Boating or Land
OG-8	04/06	Financial Statement
OG-9	02/13	Outfitter's Amendment Request
OG-9.1	03/12	Guide Amendment Request
OG-10	02/13	Private Land Manager's Statement
OG-11	08/03	Boat Training Log *
OG-12	04/13	Performance Bond
OG-13	10/11	Relinquishment Form
OG-13.1	10/14	Relinquishment Form (Allocation)
OG-14	04/06	Document Release Authorization
OG-14.1	06/16	Acknowledgement Form
OG-15	04/06	Certified Hunting Guide Training Form *
OG-16	04/06	Certified Snowmobile Guide Training Form
OG-17	01/06	Boater's Validated Training Form (VTF)
OG-18	06/06	500-Mile Log
OG-19	01/11	Ski Guide/Field Supervisor Application Coversheet
OG-20	09/07	Ski Outfitter Application Coversheet
OG-21	06/12	Applicant's Letter of Intent Form
OG-23	08/12	Clearwater Bear Cougar Wolf Outfitter Overlap Policy - Combined Outfitter Overlap Agreement - Land Manager's Statement Form 8-1-12
OG-23.1	08/16	One Time Controlled Hunt for Sheep, Goats, and Moose Or Hot Pursuit Agreement Outside Outfitter's Operating Area- Land Manager's Statement Form
OG-23.2	11/14	One Time Hazardous Excursion Outside Outfitter's Operating Area
OG-23.3	08/16	Hot Pursuit Agreement Outside Outfitter's Operating Area
OG-24		Clearwater Bear Cougar Wolf Outfitter Overlap Policy - Overlap Use Report Form
OG-25	01/16	Idaho Fish and Game Comment Form
CC1		Credit Card "On File" Authorization Form
CS1	10/13	Clearwater Sticker Request Form
ISP-1		Idaho State Police Bureau of Criminal Identification Form and Letter of Instruction

* 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.

User Manuals/Webinars

User Manual for Major and Minor Amendment Applications involving Outfitter Business and Designated Agent Licenses (Not Associated with Buying or Selling an Outfitter Business) – 10/14

User Manual for New Outfitter Applications – 10/14

User Manual for Buying & Selling an Outfitter Business (Including Processes for Major Amendments or New Outfitter Applications Dealing with the Purchase or Sale of an Outfitter Business) – 10/14

User Manual for Special Authorization Letter for Controlled Hunts Outside Outfitters Operating Area (Trophy Species - Goat, Sheep and Moose) – 08/13

User Manual for Special Authorization Letter to Hunt Outside Outfitters Operating Area Hot Pursuit Bear and Cougar – 01/12

User Manual for Guide License Applications and Guide License Amendments – 09/13

Online License Services Manual for Outfitters/Designated Agents

Online License Services Manual for Guides

Webinar- Buying And Selling An Outfitter Business