USER MANUAL

FOR

MAJOR & MINOR AMENDMENT APPLICATIONS
INVOLVING
OUTFITTER BUSINESS & DESIGNATED AGENT LICENSES

NOT ASSOCIATED WITH BUYING OR SELLING AN OUTFITTER BUSINESS

STATE OF IDAHO

OUTFITTERS & GUIDES

In cooperation with the United States Forest Service and Bureau of Land Management

1365 N. Orchard, Room 172
Boise, Idaho 83706
(208) 327-7380
Fax (208) 327-7382
www.oglb.idaho.gov

April 2013

INTRODUCTION

The IOGLB regulates the outfitting and guiding industry in Idaho for the explicit purpose of safeguarding the health, safety, and welfare of the public. By law, the IOGLB serves other key missions, including the promotion of public recreation and tourism, and helps to conserve the state's fish and wildlife resources.

The outfitting industry plays an important role in the recreation and tourism industry in Idaho. Providing outdoor recreation services and opportunities to the public is a challenging profession, with many potential rewards and lots of hard work. Once an outfitter is already licensed, options may be pursued to amend the permit and license.

PURPOSE

This manual has been prepared for existing Outfitters licensed as a Sole Proprietor or as a Corporation wanting to amend their licensed areas or activities, or to make minor changes and for existing outfitters amending their license to add or change Designated Agents.

EXCEPT

When an Outfitter's amendment involves or results in a change in ownership or controlling interest
or involves a full or partial sale or acquisition of an outfitter business.
In these instances, please refer to the Buying and Selling an Outfitter Business User Manual.

RELATIONSHIP TO OTHER MANUALS

IOGLB maintains manuals that provide specific information on:

— Buying and Selling an Outfitter Business —

— New Outfitter Applications —

— Outfitter Allocation Handbook —

Guide Licensing and Guide License Amendments

— A more detailed set of rules is available on the IOGLB Website at www.oglb.idaho.gov —

— More complete instructions regarding federal agencies are available from their local offices. —

This user manual has been developed from the Outfitters and Guides Act as amended under Idaho Code, Title 36, Chapter 21, and applicable sections of Idaho Code, Title 6, and Chapter 12. This user manual does not replace or supplant the aforementioned code. IOGLB maintains an up to date set of statues and administrative rules on its website at www.oglb.idaho.gov

TABLE OF CONTENTS

1.0 GENERAL INFORMATION 1
1.1 Outfitting in Idaho 1
1.2 Outfitter 1
1.3 Designated Agent 1
1.4 Guiding in Idaho 1
1.5 Qualifications 2
1.6 License Requirements and Restrictions 2
1.7 License Tenure 2
1.8 Compliance with Laws, Criminal background Check 2
1.9 Sole Proprietor/Designated Agent Examinations 3
1.10 Sole Proprietor/Designated Agent Reference Checks 3
1.11 Operating on Public Lands - Permits 3
1.12 Operating on Privately Held Lands 3
1.13 Application/Amendment Documentation – Operating Plans 4
1.14 Operating Area Documentation 5
1.15 Financial Capability/Financial Statements 6
1.16 Non-Use/Viability 6
1.17 Ownership Breakdown/Corporate Documents/Assumed Business Name 6
1.18 Outfitter Waiting List 6
1.19 An Outfitter License is not transferable 6
1.20 Transfer of Title 7
1.21 Changes in Controlling Interest 7
1.22 Liability Insurance, Vehicle Insurance, Bonding Certifications 7
1.23 Big Game Tag Allocation 7

2.0 MOVING FORWARD WITH AN AMENDMENT 8
2.1 Individuals Authorized to Conduct an Outfitter's Business 8
2.2 Determine Amendment Type 8
2.3 Types of Amendments 8
2.4 IOGLB Fees - What is a Complete Application/Amendment? 9
2.5 Evaluation of the Outfitter Applications/Amendments 10
2.6 Licensing 10

3.0 INSTRUCTIONS FOR A MAJOR OUTFITTER AMENDMENT 10
3.1 The Steps to take for a Major Amendment of an Existing Outfitter Business on Public Lands 10
3.2 The Steps to take for a Major Amendment of an Existing Outfitter Business on Privately Held Lands 13

4.0 INSTRUCTIONS FOR A MINOR OUTFITTER AMENDMENT 15
4.1 Steps for a Minor Amendment of an Existing Outfitter 15

5.0 INSTRUCTIONS FOR DESIGNATED AGENT APPLICATIONS & AMENDMENTS 16
5.1 Steps to take to Submit a Major Amendment to Add or Change Designated Agents on an Outfitter's License 16
5.2 Steps to take to Submit a Minor Amendment to Remove A Designated Agent from an Outfitter's License 17

6.0 APPLICATION DOCUMENTS (DOCUMENT SETS) 17

7.0 EXPLANATION OF REQUIRED DOCUMENTS (ERD) DOCUMENT OVERVIEW 22

1.0 GENERAL INFORMATION

1.1 Outfitting in Idaho

Through the Outfitter and Guides Act, the State of Idaho is one of very few states to assign outfitters the privilege of individual operating areas in which as a business they provide facilities and services to the public. The primary way a person can get into the outfitting business today on federal land is by purchasing an existing outfitter business. New opportunities on federal lands are limited and prospectuses are usually competitive. Typically, applications to outfit on federal lands are filled through a public application process called a "Prospectus". There also are limited opportunities to outfit on state or private land with the requirements and processes to submit an application explained in this manual.

Rivers or lakes where there is no specific resource manager are also very limited and as a result, opportunities for outfitting are limited. Inquiries may be directed to IOGLB.

Applications involving multiple land owners can become very complicated and require the outfitter to contact each land owner and to provide IOGLB with documentation that the landowner is willing to move forward. IOGLB will not make these contacts on behalf of an applicant. Applications regarding individuals purchasing an existing licensed outfitter business are addressed elsewhere in the manual.

1.2 Outfitter

An Outfitter is any individual, firm, partnership, corporation, or other organization or any combination thereof who in the State of Idaho engages in any of the following acts: (1) advertises or otherwise holds himself out to the public for hire; (2) provides facilities and services for consideration; and (3) maintains, leases, or otherwise uses equipment or accommodations for compensation for the conduct of outdoor recreational activities including hunting, boating, fishing and other activities like motorized or non-motorized trail rides; motored and non-motored cycling; packing using animals; wagon, sleigh, and dog sled rides; back- packing and hiking; technical mountaineering/rock climbing; cross-country or alpine skiing; snowmobiling; providing courses or schools such as survival, guiding, rescue, and fishing.

1.3 Designated Agent

When the applicant is a corporation, firm, partnership, or other organization or combination thereof, a supplemental form shall be completed and it shall employ at least one (1) designated agent who shall, together with the licensed outfitter, be held responsible for the conduct of the licensed outfitter's operations including the actions of all guides, and other persons, while in the scope of their employment. The outfitter business and designated agent(s) must each complete an application and obtain licenses.

The Designated Agent Application form (OG -3) and a current Outfitter's Operating Plan, (OG -7 Master form) are required with all applications and outfitter license amendment applications and designated agent applications. Because some outfitters employ one or more designated agent(s), operating plans must clearly explain each designated agent's involvement in the licensed business in addition to guides and other employees. To add a new designated agent or to replace a designated agent with a new designated agent to an existing outfitter license requires the major amendment application process. This allows land managers' input in the IOGLB's decision to license the designated agent responsible for the operation of the outfitter business, and covers processes and costs associated with back ground checks, outfitter exams and licensing.

Typically, matters related to amending an outfitter's "business" license name change will also pertain to their licensed designated agent(s) and they must be amended with a minor amendment fee. A minor outfitter license amendment process is required when a designated agent is removed with no addition of a designated agent to replace the designated agent being removed from the outfitter license. Minor designated agent amendment application fees are also required when currently licensed designated agent(s) previously not licensed to guide also want to become licensed as a guide.

1.4 Guiding In Idaho

To guide in Idaho, a person must be employed by (not contracted with) an outfitter and then must be licensed by that outfitter as a guide. A sole proprietor or designated agent license includes a guide license if the applicant possesses the qualifications of a guide as determined by the IOGLB.

A guide license shall specify employing outfitter(s) and all activities for which a guide is qualified to guide. It will also identify such limitation(s) or qualification(s) as may be imposed by the IOGLB in issuance of said license. A guide shall only guide for those activities in any operating area (and on any water) for which the employing outfitter is licensed.

1.5 Qualifications

Qualifications: The qualification(s) of an outfitter, designated agent or guide licensee shall be determined in accordance with Idaho Code, Title 36, Chapter 21, and Rules promulgated there under.

An applicant for an outfitter, designated agent or guide license must meet the following criteria:

Age: Be at least eighteen (18) years of age.

First Aid: Anyone who wishes to guide must hold a current first aid card and be aware of general emergency procedures.

Knowledge: They must have extensive, first-hand knowledge of the area and/or waters and/or activities involved in his proposed operation. When the application includes big game hunting, he must know the habits of the game sought and hunting techniques that are successful in the area, be able to care for meat and trophies, and be familiar with Idaho Department of Fish and Game (IDFG) and firearm laws.

Training: Have completed and demonstrated to the IOGLB proper training for the activity for a guide license.

1.6 License Requirements and Restrictions

License: An outfitter must be in possession of a license before commencing outfitting, guiding, or acting in any capacity as an outfitter. *The submission of a license application does not fulfill this requirement.*

Operating Area and Activities: An outfitter's license shall have set forth upon its face or an attachment thereto a specific operating area(s) and the specific activities including client and harvest limitations or restrictions for which the licensee is authorized to conduct outfitter services. The outfitter is limited to the operating area and activities on the license and operating area description. An outfitter shall not sublet or enter into any third party agreements involving the use of his activities, operating areas, or license.

Qualified: In order to operate, all outfitters must be qualified to guide or have in their employment a licensed guide or a designated agent who is licensed to guide. Guides must be qualified for the activities for which the outfitter is licensed.

Review: An outfitter's or their designated agent's qualifications to guide shall be reviewed by the IOGLB and, if approved, will be issued an outfitter or a designated agent license with a guide license at no additional fee.

Limitation: A limitation in number of clientele served, operating area, or any other criteria affecting the safety, health, and welfare, of the public or viability of the fish, wildlife, or other natural resources shall be imposed in licensing where such limitation is deemed necessary by IOGLB.

1.7 License Tenure

Tenure in any outfitter's operating area ceases with the expiration of his outfitter license at the end of the annual license period which is March 31. Priority to operate will be maintained by submitting a complete renewal application for a license for the ensuing license period before the expiration date of the current license (March 31). If the IOGLB does not receive a completed application within ninety (90) days following the end of the license period, the license is relinquished. This date is June 30.

Designated Agent and Guide Licenses expire March 31 annually, and require an application each year.

1.8 Compliance with Laws, Criminal Background Check

All licensees must comply with all local, state, and federal laws. They must at all times cooperate fully with private landowners, public land management agencies, and/or stockmen and respect their rights and privileges. They must advise clients of all applicable conservation and game laws and must not condone or willfully allow their violation. They must report all violations to a law enforcement officer. In instances where violations of local, state, or federal laws have occurred, such violations will be handled in accordance with the following discretionary criteria:

Background Checks: All new applicants applying for an outfitter or designated agent license will be required to submit a criminal background authorization request form (ISP form). A $20 money order payable to Idaho State Police is required for each application.

Notification: Outfitters, designated agents and guides must report and explain a conviction, withheld sentence, forfeiture or denial, including the year and location of such, annually with their license application.

Review by IOGLB: When an applicant or a license holder has been convicted of a violation of local, state, or federal law, the IOGLB will review the nature of the violation and the circumstances to determine whether a Board hearing shall be held before a license will be issued for the following year. Each such conviction will be appraised, and a decision to approve or deny the application will be based upon the nature and the circumstances of the violation. The potential outcome could involve denial of an application, or restricting, suspending or revoking the license, and imposing an administrative fine for any violation or imposing cost recovery for IOGLB's costs involved:

1.9 Sole Proprietor Outfitter/Designated Agent Examinations

All new applicants applying for a sole proprietor outfitter or a designated agent license under an Outfitter's Amendment Request (OG-9) will be required to take a written (open book) examination on the *Outfitters and Guides Act as amended under Idaho Code, Title 36, Chapter 21, and applicable sections of Idaho Code, Title 6, and Chapter 12 or IDAPA Rule 25 Title 01, Chapter 01*, the Rules, and general outfitting procedures available under the documents section of IOGLB's website, www.oglb.idaho.gov. If the applicant fails the test, he may retake it after a fifteen (15) day waiting period. If he fails it a second time, the application for that license year will be denied due to an insufficient knowledge of matters essential to the conduct of an outfitter operation.

1.10 Sole Proprietor Outfitter/Designated Agent Reference Checks

When a sole proprietor outfitter or a designated agent applicant has not been licensed within the previous five (5) years, he must include as references: the names, addresses and phone numbers for three (3) people, not related to the applicant, who have known him for at least five (5) years whom have knowledge of the applicant's qualifications to act as an outfitter; two (2) people or financial institutions that shall be credit references and his two (2) most recent employers and the dates of employment with each.

1.11 Operating on Public Lands - Permits

Outfitters wishing to operate on public lands or waters must have a current state license issued by IOGLB, and a current permit issued by the appropriate agency in order to operate. All amendment applications must first be presented to the applicable land management agency who conducts the appropriate analysis. The state and federal land management agency's representative then confers with the IOGLB on how to move forward.

Typically, permitting processes with partnering state and federal agencies and licensing processes handled by IOGLB are coordinated with permits and licenses issued simultaneously. Application to operate on various governmental lands or waters most often requires separate applications, due to the outfitter business being licensed by specific land or water areas.

Applicant(s) may not operate until both the state and federal permit and state license has been issued.

1.12 Operating on Privately Held Lands

The IOGLB recognizes the rights of private landowners and business owners, and, at the same time, recognizes the needs and interests of Idaho sportsmen. The Board feels that it must do all it can to help promote the outfitting industry in the State of Idaho and, when appropriate, IOGLB encourages private land owners to consider providing public access to their privately owned property for public outdoor recreation activities.

As a state agency responsible for regulating outfitting and guiding opportunities in the state and protecting the health, safety, and welfare of the public, IOGLB believes that it has the responsibility to help outfitters service the public without allowing outfitters to monopolize public access or public availability.

As a state agency, the IOGLB has determined the conditions outlined below, and what it takes to license outfitters to provide public opportunities on private lands.

- Anyone, including private landowners meeting the definition of an outfitter provided in Section 1.2 are required to be licensed. *Applicant(s) may not operate on private lands until the state license has been issued.*
- License applications to add private lands must be submitted by outfitters separate from state or federal permit applications. See Section 3.2 in this manual for license application instructions.
- All outfitters intending to operate on privately held lands and waters must have written permission of the landowner. A Letter of Intent Form (OG-21) and a Private Landowner's Statement/Agreement (OG-10) form provide the mechanism to inform IOGLB of whether the proposal is agreeable to the land owner and is used to initiate an application. The Private Landowner's Statement/Agreement (OG-10) is a formal document signed by the private landowner that describes the activities, fees, time frames, and client allowances that the private land owner will allow and describes the area where outfitted services and facilities can be provided. It also outlines the expectations of the applicant.
- The proposed outfitting opportunity should not restrict public access to public lands accessible only through the private lands that are being proposed for outfitting.
- The proposed outfitter operating area on private lands has the capacity to offer adequate hunting, fishing or recreation opportunities. Typically, land based operations and terrain that is not conducive to the proposed activity are not considered.
- IOGLB will consult with the IDFG on all applications involving private lands. There should not be fish or wildlife issues identified by IDFG that cannot be reconciled by the private landowner and outfitter to the satisfaction of the IOGLB.
- Private landowners holding IDFG Shooting Preserve Permits, who wish to provide outfitted or guided services must obtain and maintain appropriate IOGLB license(s).
- Outfitter licenses will be issued only to the applicant applying for the license. The landowner(s) will have no controlling interest in the licensed business, unless they are the applicant(s).
- The proposed activities on private land are not in conflict with other outfitters in the area.
- Maps and land ownership documents must be submitted when proposing to outfit on private land. These documents include:
  - A Private Landowner Statement/agreement (must include a written area description explaining the location of the proposed operating area and a physical operating area boundary).
  - Written description, a location map and a boundary map of the proposed operating area.
- Once licensed, the outfitter must maintain with IOGLB, a record of all lands that are going to be outfitted during a given year. Changes must be recorded by submitting a major amendment including revised legal descriptions, maps, and private landowner sign-off, and etc.
- Outfitters must remove private lands from their license that are no longer active as operating areas. This is done by submitting a relinquishment form (OG-13) to IOGLB. There is not an amendment or a fee involved.

1.13 Application/Amendment Documentation – Operating Plans

As the State Agency charged to administer the Act, the Board works closely with other state and federal agencies to analyze applications in making appropriate decisions for the benefit of the outfitting industry and the public in general. To make these decisions, clear, concise and complete information is required from each applicant. By law, IDAPA 25.01.01.013, the Board prescribes forms and content of applications for licenses and the required information it needs to carry out the intent of the Act. Every section of the prescribed applications must be completed regarding the type of license requested. By law, the Board will not review incomplete applications. In addition, it is a violation of State law for a licensed outfitter to refuse to provide necessary information needed to process an application/amendment or to maintain a license. All major amendment application requests and designated agent amendment requests will not be processed during Outfitter license renewal process.

During the application/amendment process, documentation is required in several progressive steps. This manual explains the steps and the required documentation of each in Section 3.1 for public lands and Section 3.2 for private lands.

Of particular concern is a detailed plan of operation (Operating Plan) which an outfitter proposes to follow in the utilization of licensed privileges, areas, or activities which is required with each new application or major amendment. It must be kept current and must be approved by the Board. The Board provides operating area forms OG -7 - Master and OG -7.1 - Supplemental (See ERD.7) on its website that provide instructions and questions to which the applicant must provide a written response.

1.14 Operating Area Documentation

In addition to a current operating plan for each licensed operating area, the following documents must be provided with the application and then must be on file with IOGLB after the license is issued. In most instances, the operating area descriptions must initially be verified by the Land Manager through the provision of an LMS (OG-6), or PLMS (OG-10). Also the Operating Plans (OG -7 Master and OG -7.1 Supplemental Forms) would refer to these documents and vice versa:

- *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.

- *Written Operating Area Description* – A worded description defining the operating area from a point of beginning around the area and back to the point of beginning.

  For public land information, sources typically used to describe an operating area are: USFS or BLM Forest or District boundaries; IDFG unit boundaries; County borders; State border; state and federal highways; county designated roads, and federally designated trails. Also, it is possible to use landmarks such as rivers, creeks, ridges, mountain peaks, and watershed divides, etc.

  Private lands are most easily described using county plat references due to the specificity of private land ownership. However, other sources listed above can be used. It is important to note that private land operating areas are typically much smaller in scale than public land operating areas, and are often intermingled with other land ownership. The maps of private lands licensed to an outfitter are needed to give the Board, other agencies, land owners and often other outfitters a clear understanding of where an outfitter would be licensed to operate.

- *Operating Area Boundary Maps* - A plat or survey map that can be used to specifically identify the physical boundaries of the operating area(s) identified in the aforementioned written area description and shown on a *Location Map*.

  Land based outfitters are licensed to specifically defined areas; therefore maps are required to identify where outfitters can operate. It must include the names and locations of lodges, cabins and camps to be used, and in some instances specific roads and trails.

  Boating outfitters are typically licensed to specific rivers, lakes or reservoirs that are limited by IDAPA Rule 25.01.01.059. In these instances maps are not required; however, many boating outfitters are also licensed for land based activities, such as chukar hunting, hiking, walk and wade fishing in tributaries, and many have camps, and cabins or lodges. Land based activities and related facilities must be shown on a plat or survey map provided at the time of licensure.

  Acceptable maps include those available from the Forest Service, BLM, Idaho Department of Lands or the various counties in Idaho. Existing IOGLB maps available on IOGLB's website can also be used as well as topographical maps, state highway maps, and detailed Google, MapQuest and EarthLink maps.

IDFG Units, River section, Lake or Reservoir – With new licenses and amendments, outfitters have the responsibility to verify with the IOGLB, the IDFG units in which they are proposing action or which they are currently licensed. This has come about due to the dynamics of an ever changing industry, and as a result, the need to verify existing operating areas and IOGLB's digitized operating area map system.

State and Federal Land Managers – Outfitters have a responsibility to verify with the IOGLB, the State and Federal Land Managers with whom they are permitted.

1.15 Financial Capability/Financial Statements

State law (IC 36-2109.c and IDAPA 25.01.01.018.02(b); .021.08.08(a); .065.01(b), requires IOGLB to "refuse" to issue an outfitter's license to any applicant whom IOGLB finds does not have sufficient financial responsibility to adequately conduct the business of an outfitter. It requires that outfitters, at the time of licensure, provide proof that they have the financial capability necessary to conduct the proposed outfitted activity or business. The applicant must explain their knowledge of financial and business management needs and practices in their operating plan. This is rarely an issue.

A financial statement is required, and in it, the applicant must outline their financial situation.

1.16 Non-Use/Viability

When the IOGLB issues an outfitter license, it is based on an operating plan that has been proposed as an amendment request to an existing license that must be acceptable to the IOGLB. Once approved, the license, based on the approved operating plan specifies the activities the applicant is licensed to provide, the specific areas where they may be provided, often along with when and how they may be provided. The IOGLB then monitors the actual use of outfitter assigned activities and operating areas by requiring yearly use reports to be submitted with other information when relicensing their businesses. The Board reviews outfitter use reports for the preceding three (3) years to determine whether any licensed activity or operating area fall within non-use. If an outfitter falls within non-use, a "notice of non-use" may be issued to the outfitter and disciplinary action may be taken.

Outfitters use requirements can be found in IDAPA Rule 25.01.01.024.

1.17 Statement of Ownership/Corporate Documents/Assumed Business Name

The following documents are required to be provided for an outfitter's amendment, and once filed and licensed, any changes must be amended on the license:

- A statement identifying the officers, partners or limited liability company (LLC) members of an outfitter business entity.
- Documents filed with the Idaho Secretary of State's office to conduct business in the State of Idaho. (www.sos.idaho.gov.)

The use of an assumed business name, or d.b.a. (doing business as) requires that the name being used to advertise the outfitters activities be filed with the Secretary of State of Idaho. A conformed copy of that certification must be provided to the IOGLB along with the license application. That name may not be changed without doing an outfitter license amendment.

1.18 Outfitter Waiting List

When or if an available opening occurs, a prospectus will be issued. This requires a public announcement of the opportunity and is subject to a competitive application review process conducted by IOGLB typically in conjunction with partnering land management agencies (Forest Service, Bureau of Land Management). Per IDAPA 25.01.01.010 IOGLB will maintain a waiting list and the Board shall use the waiting list for direct notification to interested parties who will then be invited to apply and be subject to a competitive application review for the opportunity.

The application for this opportunity may be submitted as a new outfitter application or an outfitter amendment request.

1.19 An Outfitter License is not Transferable

The acquisition of an outfitting business from a licensed outfitter does not require the IOGLB to transfer the operating area(s) of the licensee to the purchaser, or to issue an outfitter license. However; an applicant who has negotiated a purchase agreement with a licensee may be given priority for a license, if all other outfitter license requirements are met.

Licenses and permits have no sale value. The Land Manager and IOGLB will require a list of tangible assets (things of material value) and intangible assets (non-material, i.e. client lists etc.) and their associated value. This review will ensure that the business assets are part of the sales agreement.

1.20 Transfer of Title

A transfer of title to the business covered by the federal permit or a state license shall result in termination of the permit and the license. The party who acquires title to the business must submit an application for a permit and a license. The issuance of a new permit and a state license to the party who acquires title to the business shall be at the sole discretion of the federal agency's authorized officer, and to the IOGLB respectively. Federal policy and procedures require that the authorized officer shall determine that the applicant meets requirements before signing a final Land Manager's Statement.

1.21 Change in Controlling Interest

Any change in control of the business entity, including the cumulative transfer of stock shares, or other interest, over a period of time may result in cancellation of the state license, and the possible termination of the federal permit, and may require disciplinary action by the Board. To avoid this action, prior to the exchange, the party acquiring control of the business must submit an application for a federal permit when applicable, and an application for a state license with IOGLB.

1.22 Liability Insurance, Vehicle Insurance, Bonding Certifications

Proof of liability insurance, vehicle insurance (if transporting clients), and bonding certifications are required once the amendment application is reviewed and a decision made to issue a license. Requirements can be found in IDAPA Rule 25.01.01.056 and .069.

1.23 Big Game Tag Allocation

The Idaho Department of Fish and Game allocates big game tags in many portions of the state which are distributed annually to outfitters by the IOGLB.

Allocated tags are redistributed every five years based on the previous five years of outfitter allocated use in a zone or due to a change in overall quota instituted by IDFG. The Board at its discretion may reassign any portion of an operating area, or any portion of the related tag allocation to the recipient outfitter. Allocated tags cannot be bought or sold or made part of a sale agreement as an asset. The tags have no monetary value.

Tag allocations of outfitter businesses which are sold and which may cover more than one zone or hunt area shall be transferred to the purchasing outfitter in the zone or hunt area in which the operating area is located. In the event of a sale, the historic use and the established voucher allocation transfers with the outfitting business to the buyer.

Tag allocations of operating areas that are divided as part of a sale shall be reassigned to the outfitters involved in the sale using factors to be determined by the IOGLB. Typically, tags within one zone or hunt area are reassigned in proportion relative to the size of original area being reassigned each outfitter.

Other factors may be, but are not limited to the following: historic use in the partial zone or hunt area, biological considerations specific to each one zone or hunt area or a determination of need by the Board of each outfitter involved. It may be required at the time the sale is initiated that the seller present their previous five (5) years of historic use to the IOGLB for the area being sold as part of the outfitter business.

The reassignment of all allocated tags involved must be approved by the Board prior to the issuance or reissuance of the buyers or sellers outfitters' license, as the case may be.

See the Allocation handbook posted on IOGLB's website.

2.0 MOVING FORWARD WITH AN AMENDMENT

2.1 Individuals Authorized to Conduct an Outfitter's Business:

- Only the sole proprietor outfitter or a licensed outfitter's licensed Designated Agent may conduct an Outfitter's business with the Board; this includes the submission and processing of all applications, including major and minor amendment applications, guide applications, and special authorization requests.
- The sole proprietor outfitter or the designated agent of a licensed outfitter must initiate the amendment application process by notifying the appropriate State or Federal Land Management Agency and the IOGLB of the pending amendment application request. This is done by submitting a Letter of Intent (OG-21) form.
    - If the outfitter business is licensed as a sole proprietor, the owner who is the actual sole proprietor or their licensed designated agent must initiate the process and be involved in the completion of the amendment application request.
    - If an outfitter business is a corporation, partnership or LLC, the designated agent is responsible for completing the amendment application request(s), and is responsible to see that the request for any business conducted by the outfitting company is handled properly. In the event of loss of DA, without prior replacement, an officer, partner, or LLC member may complete until such time as the DA is replaced.

2.2 Determine Amendment Type

Outfitters must determine the context in which the amendment application is being submitted to IOGLB. The procedures, documents, and the amendment review and decision to issue a license as outlined in this manual may be considerably different, depending on the context of the application, the agency(s) with jurisdiction and whether it involves private lands.

Outfitters not following steps provided below may cause a slowing of the licensing and permitting processes and may cause the amendment application to be returned, and in doing so, will incur additional fees.

If you are not prepared to quickly move forward with the amendment application, please wait until you have time to follow it through. IOGLB will terminate any incomplete amendment applications where the Executive Director determines an applicant is not responsive. Typically, not responding within ten business days (two weeks) will be determined to be non responsive. In these instances, a resubmittal fee or special processing fee may be required.

2.3 Types of Amendments

Major Amendments - All outfitter license amendment applications that require IOGLB research or recommendation of a land management agency before IOGLB takes final action are considered major. Examples include, but are not limited to: change in licensed operating area; addition of licensed or permitted activities; a change in business operations; the addition of a designated agent; a redistribution of operating area(s), a boundary adjustment; or, a partial sale of an outfitter business. An outfitter license name change from a sole proprietor to an LLC requires the addition of a designated agent and requires a major amendment application.

If the amendment application request includes operating areas in more than one land manager's jurisdiction, thus requiring multiple Land Manager Statement (OG-6) forms to be submitted to IOGLB, the outfitter must coordinate with each land management agency to explain their intentions. One land manager may take the lead by coordinating permitting activities and the issuance of the LMS (OG-6) forms with other land mangers. If they do so, the lead Land Manager must identify on the LMS (OG-6) form which other land managers they are coordinating with.

Minor Amendments - All outfitter license amendment requests that require minimal staff research or administrative review before IOGLB takes final action on said amendment applications are considered minor as follows:

Minor Amendments - Requiring Fees: removing designated agents from an outfitter license, a change in dba status, and outfitter or designated agent personal name changes.

Note: although in some instances a properly completed LMS (OG-6) is required, typically, outside research or additional review is not. If it is determined that outside research or additional review is needed, a special processing fee or major amendment application may be required.

Minor Amendments - Done Administratively Not Requiring Fees: As a courtesy to the industry changes in current contact information such as physical address, mailing address, phone numbers, web or e-mail addresses, or guide license name changes due to marriage or divorce, and relinquishment of an area or activity when it is not associated with the sale of a business are typically done without requiring a fee.

If it is determined that staff research or administrative review is needed, a minor amendment fee and/or a special processing fee may be required.

Designated Agent Amendments - Typically, matters related to amending an outfitter's "business" license also pertain to their licensed designated agent and must be amended accordingly. To add or replace designated agents to an existing outfitter license, major amendments are required. This allows land managers input in the IOGLB's decision to license the designated agent responsible for the operation of the outfitter business, and covers processes and costs associated with back ground checks, outfitter exams and licensing. Minor amendments are required when designated agents are removed from an outfitter license; when an outfitter license name changes it must also be changed on the DA license. Minor amendments are also required when licensing previously non guide licensed Designated Agents to guide.

2.4 IOGLB Fees - What Is a Complete Application/Amendment?

Application/Amendment Fees: All new designated agent applications and all major and minor amendment application requests require an initial application/amendment fee. This fee must be submitted with the application/amendment materials provided to IOGLB for the application/amendment to be complete. (See www.oglb.idaho.gov for a list of current fees)

Annual License Fees: Once the review is complete, the application/amendment is approved and prior to issuance of a new or amended outfitter or designated agent license, the applicant(s) will be required to submit the annual license fee (when applicable). License fees must be paid annually.

Incomplete Applications/Amendments – Resubmittal/Special Processing Fees: A fee will be charged for applications/amendments that are resubmitted or that require special processing because the application/amendment is incomplete, or for other reasons for which the IOGLB licensing staff is otherwise unable to process it.

IOGLB staff will be happy to answer questions regarding the completion of an amendment or a form.

At the discretion of the Executive Director, IOGLB will accept, review and return one (1) incomplete document set, and it may be resubmitted one time without requiring a resubmittal fee or special processing fee other than for mailing expenses.

Outstanding fees: All outstanding fees involved with an existing outfitter's license must be current at the time an amendment is submitted. Outstanding fees may include, but are not limited to: annual fees, allocation fees, late fees, fines and restitution. Outfitters are expected to be current on other fees as required by respective agencies, i.e., federal outfitter permit fees, and fees for IDFG licenses and tags.

Payment: Payment must be in the form of a certified check, cashier's check, money order, outfitter's company check, or outfitter's credit card. (Visa and MasterCard are the only credit cards accepted by the IOGLB)

Questions about fees: Current fees are listed on IOGLB's website at www.oglb.idaho.gov under fee schedule. If there is a question about which fees are applicable, the IOGLB office should be contacted at (208) 327-7380.

Time Line - Generally from start to finish, the new application and major amendment process can take up to 12 to 18 months to complete. This is largely dependent on amount of time it takes for the applicant to assemble a complete application and for the federal agencies to issue a Land Manager Statement. Properly completed applications where there

are no mitigating circumstances or concerns can be processed by IOGLB in a matter of 10 to 14 business days. Applications that require Board review will take significantly longer.

2.5 Evaluation of the Outfitter or Applications/Amendments

The evaluation of all outfitter application and major amendments including amendments to add a Designated Agent is explained in IDAPA Rule 25.01.01.021. Factors considered are:

- The applicant's compliance with qualification criteria as prescribed in the Acts and the Rules.
- The public need for the proposed service(s) in the area requested on the application.
- The extent of the applicant's experience, knowledge, and ability in the area, and in the conduct of activities requested.
- The applicant's qualifications by reason of equipment or resources to operate.
- The applicant's previous record, including references and criminal background.
- The accessibility of the area and use by the general public, the commercial use already licensed in the area, the particular terrain, and normal weather conditions during the season of operation.
- The total amount of area requested, giving due consideration to the effect such license would have upon the environment, the amount of game available to be harvested, the probable impact on the area should additional licenses be issued, and the number of persons who can be adequately served in the area.
- The adequacy and acceptability of the proposed operating plan.
- The applicant's knowledge of financial and business management needs and practices.
- The applicant's ability to manage and direct personnel and guests.
- The name registered as a d.b.a. (doing business as), or the name of the business entity, registered with the Secretary of State.

2.6 Licensing

The Executive Director reviews all routine license applications, and with the Executive Director's approval, licenses can then be issued. Issuance is with concurrence of the Board, typically done when the Board approves its consent agenda at its regular meetings.

The Executive Director may defer applications or amendments with extenuating circumstances to the Board for review and approval. In these instances, applicants are formally notified and typically are required to appear at a Board Hearing to respond to the Board's questions.

The Executive Director also has the discretion to deny any application or amendment. In these instances, applicants are formally notified and have the right to appeal the Executive Director's decision within twenty one (21) days of receiving formal notification. The Board has the discretion whether or not to hear these appeals. In these instances, applicants are formally notified of the Board's intention, and when heard, the applicant typically is required to appear at the Hearing to respond to the Board's questions.

3.0 INSTRUCTIONS FOR A MAJOR OUTFITTER AMENDMENT APPLICATION

The outfitter must determine the context in which the amendment application is being submitted. The process for major outfitter amendment applications needs to be followed when an existing outfitter, agency, or IOGLB requests a major outfitter amendment. Refer to "Purpose," on the introduction page for a description of major outfitter amendments.

It is important when considering an amendment to understand all of the processes that may result from your request. The amendment procedures and review are considerably different dependent upon agency jurisdiction and the area for which you are applying.

3.1 The Steps to Take for a Major Amendment of an Existing Outfitter Business on Public Lands

Steps	Action	Required Documents from Applicants or Agency

1	When either the IOGLB or the land manager is contacted by an outfitter applying for a major amendment, IOGLB or the permit manager will direct the interested applicant to complete and submit an *"A" document set* OG-21 Letter of Intent form to IOGLB. IOGLB will acknowledge receipt of the *"A" document* set by providing a letter with a checklist to the outfitter and the Land Manager summarizing the documents that must be submitted, and the expected timeline. IOGLB will not accept an amendment from the outfitter at this point.	*"A" document set* submitted by the outfitter to IOGLB. An acknowledgement letter from IOGLB to the outfitter and the Land Manager.
2	As directed in the acknowledgement letter from IOGLB, the outfitter shall complete and submit a *"B" document set* to the Land Manager, along with other information required by the Land Manager. The Land Manager will review the *"B" document sets* and other information provided for applicability, accuracy and for acceptance of that agency's requirements. IOGLB will not accept an application from the outfitter at this point.	"*B" document sets* submitted by the outfitter to the Land Manager (s).

3	After reviewing the worded area description and map and operating plans, and if the proposed transaction is acceptable, the Land Manager will check the appropriate section of each Land Manager's Statement (OG-6) in the *"B" document set* indicating their intention to consider issuing a permit or their willingness to issue a permit upon licensure. In doing so, they will also advise IOGLB of the accuracy regarding the area description and maps related to the permit by checking the appropriate section on the OG-6. If there is any discrepancy between the worded area description and maps, the Land Manager will provide a corrected version of the worded area description and map to IOGLB with the *"B" document set*. The Land Manager forwards the *"B" document set(s)* operating plans, operating area descriptions and applicable maps, which the Land Manager has accepted in their review to IOGLB. If the proposed transaction is not acceptable, the Land Manager indicates on the LMS (OG-6) that the proposal requires further research or analysis, or that a permit will not be issued. If the LMS (OG-6) is not submitted to IOGLB, the proposal ends with the Land Manager. If the proposed transaction is not acceptable to the Land Manager, IOGLB will not accept an amendment application.	If acceptable, the *"B" document sets* and related documents are forwarded to IOGLB by the Land Manager. If the proposed transaction is not acceptable, a completed Land Manager's Statement (OG-6) is provided to IOGLB by the Land Manager. The Land Manager notifies the outfitter of their decision.
4	If the proposed transaction is acceptable, and after reviewing the *"B" document set* LMS (OG-6), IOGLB will provide a letter to the outfitter and the Land Manager, if necessary, to clarify the steps; additional required documents for licensure, and the expected timeline. If necessary, the IOGLB will arrange a meeting between the interested parties and the Land Manager to identify and address any proposed changes to the terms of the license, the permit, and the operating plan. Once IOGLB has received the *"G" document* set application package, IOGLB will send the outfitter exam *"E" document* set IOGLB will accept the complete amendment application submitted by the outfitter.	If necessary, IOGLB will provide an additional letter of clarification and *will arrange a meeting* with the outfitter and the Land Manager. If the amendment application request is to add area or activity not dealing with a buy/sell, the outfitter submits the *"G" document set.* The designated agent applicant submits the *"E" document set* If necessary, the outfitter submits the appropriate guide license application and training forms *"H" document set* to IOGLB. Concurrently, the outfitter submits the appropriate agency permit applications.

5	The Land Manager and IOGLB will review the amendment application request to determine validity of the request. NEPA analysis will be conducted as required. The Land Manager will determine whether a permit will be issued. If acceptable, the Land Manager checks the final section of the Land Manager Statement (OG-6) *"J" document set* for the outfitter indicating their intent to issue a permit upon licensure by IOGLB and will submit it to IOGLB. IOGLB will also determine the outfitter's ability to conduct a viable operation and determine whether or not a license will be issued. If necessary, either the Land Manager or IOGLB will arrange a meeting to identify and address any proposed changes to the terms of the license, the permit, and the operating plan. A Board hearing may be conducted.	If acceptable, the Land Manager completes *"J" document set* (OG-6) marked final and submits it to IOGLB. If not acceptable, the Land Manager notifies the outfitter and forwards that communication to IOGLB and the applicant.
6	IOGLB will advise the outfitter through an *"M" document set* Letter of Intended Action from the Director with a copy to the Land Manager of: • The general acceptance of the amendment(s) and what is needed to finalize the transaction. • A deferral of the application to the Board or a denial of the application.	Once notified by IOGLB of general acceptance, the outfitter shall complete and submit the *"K" document set* to IOGLB, and any other IOGLB requested outstanding matters. If the application is deferred to the Board that process will be explained. If the application is denied the appeal process will be explained.
7	Once all required amendment documents from the applicant are on file, IOGLB will have operating area descriptions and maps entered into State Outfitter Mapping system. The IOGLB will issue an Outfitter License and will provide applicable copies to the permitting agencies along with licensed operating area descriptions and digitized maps as they become available The Agency permits are issued. • The process is complete and the licensee(s) can then operate as they are permitted and licensed.	Except for the operating areas for which they are currently permitted and licensed and unaffected by the amendment request, the applicant may not operate in the area involved until both the land manager's permit and state license have been issued.

3.2 The Steps to Take for A Major Amendment of an Existing Outfitter Business on Privately Held Lands

	Action	Required Documents from Applicants

1	To initiate the amendment application the outfitter submits a fully completed *"A" document set* to IOGLB. IOGLB will acknowledge by providing a letter with a checklist to the outfitter summarizing the documents that must be submitted, and the expected timeline. This will begin the process.	The outfitter submits a fully completed *"A" document set* to IOGLB
2	The outfitter completes and submits a *"C" document set* to IOGLB. When the IOGLB receives a *"C" document set* regarding the amendment application request on private land, the outfitter may be asked to meet with IOGLB to discuss the required process documents that must be provided and the time line. Resource analyses will be conducted by IOGLB in cooperation with other local, state agencies.	The outfitter completes and submits a *"C" document set* to IOGLB.
3	If acceptable after reviewing the information provided with *"C" document set*, IOGLB will provide a letter of clarification to the outfitter and the Land Owner, if necessary, to clarify the steps, required documents and the expected timeline. Otherwise, IOGLB will accept *"G" Document sets* submitted by the outfitter. If necessary, IOGLB will arrange a meeting between the interested parties and the Land Owner to identify and address any proposed changes to the terms of the license, and the operating plan. Once IOGLB has received the *"F" document* set, IOGLB will send the outfitter exam *"E" document* set Otherwise, IOGLB will accept a complete amendment request application submitted by the outfitter.	If necessary, IOGLB will provide an additional letter of clarification and *will arrange a meeting* with the outfitter and the Land Owner. If the amendment request is dealing with a sale please refer to the User Manual for Buying and Selling an Outfitter Business. If the amendment request is to add area or activity not dealing with a buy/sell the outfitter submits *"G" document set.* If the amendment request is to add a new designated agent (not dealing with a buy/sell), submit *"F" document set.* The designated agent submits *"E" document set* The outfitter submits the appropriate guide license application and training forms *"H" document set* to IOGLB

4	The IOGLB will determine the outfitters ability to conduct a viable operation and determine whether or not an amended license will be issued.	If necessary IOGLB will notify the outfitter to complete and submit *"K" document set* to IOGLB. If the amendment request is dealing with a sale please refer to the User Manual for Buying and Selling an Outfitter Business. Once notified by IOGLB, the outfitter shall complete and submit *"I" document set* to IOGLB.
5	Once all required application documents from the outfitter are on file, *the IOGLB will issue an amended Outfitter License.* Except for the operating areas for which the outfitter is currently permitted and licensed, the outfitter may not operate in the area involved until both the land manager's permit *and* state license has been issued.	Once notified by IOGLB, the outfitter shall complete and submit *"K" document* set and any outstanding matters to IOGLB.
6	IOGLB will advise the outfitter through an *"M" document set* Letter of Intended Action (OG-22) from the Director with a copy to the Land Manager of: • The general acceptance of the amendment request(s). • If acceptable, the documentation that is needed to finalize the transaction. **OR** What is needed to address any outstanding matter	The process is complete and the licensee(s) can then operate as they are licensed.

4.0 INSTRUCTIONS FOR A MINOR OUTFITTER AMENDMENT

The outfitter must determine if the amendment they are requesting is a major or minor outfitter amendment. For a description of minor outfitter amendments see section 2.3 in this manual. Minor amendments usually have little impact on the land; therefore, an extensive review process is generally unnecessary. Minor amendments mainly include outfitter administrative changes or special letters of authorization.

4.1 The Steps to Take for a Minor Amendment of an Existing Licensed Outfitter Business

Steps	Action	Required Documents from Applicants or Agency
1	When the IOGLB is contacted by an outfitter interested in transacting a minor amendment application, IOGLB will direct them to submit an *"A" document set* and an *"L" document set.* IOGLB will acknowledge receipt of the *"A" document set* and an *"L" document set* by providing an	*"A" document set* and an *"L" document set* submitted by the outfitter to IOGLB.

	acknowledgement letter if needed. If the proposed transaction is not a minor amendment, IOGLB will request the document set required for the transaction requested.	
2	*If necessary, IOGLB will arrange a meeting to identify and address any proposed changes to the terms of the license, and the operating plan. A Board hearing may be conducted.*	If applicable to the outfitter's amendment application request, IOGLB may request the designated agent license to be amended by requesting a minor amendment fee for the designated agent license(s). (Outfitter amendment requests to change the outfitter license name will require the designated agent license to reflect the outfitter name change.) If the amendment application request is determined to be an incomplete application then IOGLB will advise.
3	IOGLB will advise the outfitter through an "M Document Set" Letter of Intended Action from the Director with a copy to the Land Manager:	Once notified by IOGLB, the outfitter shall complete and submit "K" document set and any other outstanding material to IOGLB if necessary.
4	The process is complete and the licensee(s) can then operate as they are permitted and licensed.	

5.0 INSTRUCTIONS FOR DESIGNATED AGENT APPLICATIONS AND AMENDMENTS

These types of applications for a designated agent license are processed along with an Outfitter's Amendment Application (OG-9). As explained in sections 1.3, 2.1 and 2.3, the DA is the one responsible for the licensed outfitter business.

5.1 Steps to take to Submit a Major Amendment to add or change Designated Agents on an Outfitters License

Steps	Action	Required Documents from Applicants or Agency
1	When either the IOGLB or the land manager is contacted by an outfitter wishing to add or change a Designated Agent, IOGLB or the land manager will direct the interested applicant to complete and submit an *"A" document set* OG-21 Applicant's Letter of Intent form to IOGLB. IOGLB will not accept an amendment from the outfitter at this point.	*"A" document set* submitted by the outfitter to IOGLB. An acknowledgement letter from IOGLB sent to the outfitter and the Land Manager. When there is no state or federal agency permitting the outfitter operating IOGLB will move directly to step 2.

2	IOGLB will acknowledge receipt of the *"A" document* set by providing a letter to the outfitter and the Land Manager summarizing the documents that must be submitted and the expected timeline.	As directed in the acknowledgement letter from IOGLB, the outfitter shall submit a completed *"B - 1" document set* (*Land Manager's Statement (OG-6*) to the Land Manager.
3	A completed Land Manager's Statement (OG-6) is provided to IOGLB by the Land Manager explaining related matters to IOGLB. Once the IOGLB receives a completed *"B -1" document set* (*Land Manager's Statement (OG-6*) from the Land Manager, IOGLB will notify the outfitter to submit a "G-*1" document set*	If the proposed DA applicant is of concern to the Land Manager, the Land Manager notifies the outfitter of their concern. If necessary, the IOGLB or the Land Manager may arrange a meeting between the interested parties to identify and address any issues.
4	As directed in the acknowledgement letter from IOGLB, the outfitter shall submit a completed *"G -1" document set* to the IOGLB. If necessary, the DA applicant and outfitter submit the appropriate guide license application and training forms *"H" document set* to IOGLB.	
5	Once IOGLB receives a properly completed G-*1 document set,* IOGLB will provide the DA applicant with an *"E" document set.*	The *"E" document set* is an open book exam that must be completed by the DA applicant. It must be completed and returned within 10 days of receipt.
6	After receiving a properly completed *G -1 and E document sets,* IOGLB Executive Director will review all application materials and will determine whether or not a license will be issued. If issues are identified, the IOGLB Executive Director will either deny the DA application or will defer it to the Board for review. IOGLB will advise the outfitter, the DA applicant and the permit administrator through an*"M" document set "Letter of Intended Action"* issued by the Director:	If the application is deferred, the applicant will be formally notified of the date of a Board hearing. If the application is denied the appeal process will be explained. If no matters of concern exist, the IOGLB will issue the DA License. The DA applicant may not operate until the license has been issued.

5.2 Steps to take to Submit a Minor Amendment to remove a Designated Agent from an Outfitter License

Steps	Action	Required Documents from Applicants or Agency
1	When IOGLB is contacted by an outfitter interested in transacting a minor amendment application to remove a Designated Agent or clarify a DA license, IOGLB will direct the outfitter to submit an *"A"* and *"L - 1" document*	The Outfitter will submit a properly completed *"A"* and *"L-1"* document set to IOGLB.

	set.	
2	After IOGLB receives a properly completed *"A"* and *"L - 1" document set,* IOGLB Executive Director may determine whether the change to outfitter operation is acceptable. If areas of concern are identified, the IOGLB Executive Director will defer the matter to the Board or take other action. IOGLB will advise the outfitter through an *"M" document set "Letter of Intended Action"* issued by the Director:	*If removing the DA results in there being no licensed DA, or if the action adversely affects the licensed operation involving clients, the outfitter may not be able to operate until the matter has been addressed by the Board.*

6.0 Application Documents (Document Sets)

Application forms and a current copy of the Idaho Outfitters and Guides Act and Rules may be obtained from IOGLB's website: www.oglb.idaho.gov. **OR** by contacting IOGLB at 1365 North Orchard, Room 172, Boise, ID 83706, (208) 327-7380.

After referencing the individual steps, the applicants must prepare the application they intend to submit using the appropriate forms outlined in Section 6.1 below.

Be sure to provide all required information on each form, using additional sheets if necessary. Please be especially careful to be sure that the information is factual, legible, concise and to the point. It is illegal to provide false information in a state or federal application.

Complete document sets must be submitted together; individual documents will not be accepted.

DOCUMENT SETS

"A" - Document Set – *Reference: Section 3.1, 3.2, 4.1, 5.1, 5.2*		
Used to initiate any forthcoming license transaction with IOGLB and explain the details of upcoming transaction		
Sent to IOGLB by applicant. Then sent to Land Manager by IOGLB.		
DOC #	**TITLE**	**EXPLANATION FOUND IN**
OG-21	Applicant's Letter of Intent Form	ERD .21

"B" – Document Set - *Reference: Section 3.1*		
Used when amending, selling or purchasing a business on public land (For buying or selling an outfitter business also see User Manual for Buying and Selling an Outfitter Business)		
Submitted by an amending outfitter to Land Manager. Then sent to IOGLB by Land Manager		
DOC #	**TITLE**	**EXPLANATION FOUND ON**
OG-6	Land Manager's Statement	ERD .6
OG-7	Operating Plan – Master	Sections 1.13 and ERD.7
OG-7.1	Supplemental Operating Plan - Land	Sections 1.13 and ERD.7
OG-7.1	Supplemental Operating Plan - Boating	Section 1.13 and ERD.7

	Sales Agreement (If applicable)	See User Manual for Buying and Selling an Outfitter Business
	Written Area Description (Operating Area)	Section 1.14
	Location Map	Section 1.14
	Operating Area Boundary Map	Section 1.14

"B -1" – Document Set - *Reference: Section 3.1*		
Used when changing Designated Agents		
Submitted by an amending outfitter to Land Manager. Then sent to IOGLB by Land Manager		
DOC #	**TITLE**	**EXPLANATION FOUND ON**
OG-6	Land Manager's Statement	ERD .6

"C" - Document Set - *Reference: Section 3.3*		
Used when amending, selling or purchasing a business on private land		
Submitted to IOGLB by applicant for private lands		
DOC #	**TITLE**	**EXPLANATION FOUND ON**
OG-10	Private Land Owner's Statement/Agreement	ERD .10
	Lease Agreement	Section 1.12.
	Sales Agreement	See User Manual for Buying and Selling an Outfitter Business
	Written Area Description (Operating Area)	Section 1.14
	Location Map	Section 1.14
	Operating Area Boundary Map	Section 1.14
OG-7	Operating Plan – Master	Sections 1.13 and ERD.7
OG-7.1	Supplemental Operating Plan - Land	Section 1.14 and ERD.7
OG-7.1	Supplemental Operating Plan - Boating	Section 1.14 and ERD.7

"E" – Document Set - *Reference: Section 3.2 and Section 3.3*		
Provided to Sole Proprietors or new Designated Agent applicants by IOGLB		
Exam is to be completed and returned to IOGLB by applicant within ten days of receipt.		
DOC #	**TITLE**	**EXPLANATION FOUND ON**
	Outfitter Exam	Section 1.9
	Study Materials (Outfitters Act and Rules)	Section 1.9

"F" - Document Set - *Reference: Section 3.2 and Section 3.3*		
Used when applicant is applying for a new designated agent or outfitter's license on public and private lands as the result of a purchase or new opportunity.		
Application forms must be submitted to IOGLB by new applicant		
DOC #	**TITLE**	**EXPLANATION FOUND IN**

OG-1	Outfitter Application for Sole Proprietor (Notarized)	See User Manual for Buy and Selling an Outfitter Business
OR		
OG-2	Outfitter Application for Business entity (Notarized)	See User Manual for Buy and Selling an Outfitter Business
	Outfitter Application Fee	See User Manual for Buy and Selling an Outfitter Business
OG-3	Designated Agent Application (Notarized)	Section 1.3
	Designated Agent Application Fee	See www.oglb.idaho.gov fee schedule
OG-8	Financial Statement	Section 1.15 and ERD.8
OG-14	Document Release Form	ERD.14
ISP-1	Idaho State Police Criminal Background check form and $20 money order payable to ISP	See www.oglb.idaho.gov forms and ERD.23
	Corporate Documents /Assumed Business Name documentation (if applicable)	Section 1.17
	Statement of Ownership	Section 1.17 and ERD.25
OG-20	Ski Outfitter Application Coversheet (if applicable)	ERD.20

"G" - Document Set - *Reference: Section 3.2; Section 3.3*		
Used by existing outfitter for Major Amendment application requests on public or private lands		
To be submitted to IOGLB by existing outfitter.		
DOC #	**TITLE**	**EXPLANATION FOUND IN**
OG-9	Outfitter Amendment Request	ERD.9
	Major Amendment Fee	See www.oglb.idaho.gov Fee Schedule
OG-8	Financial Statement	ERD.8
OG-14	Document Release Form	ERD.14
	Statement of ownership	Section 1.17 and ERD.25
OG-20	Ski Outfitter Application Coversheet (When Applicable)	ERD.20

"G - 1" – Document Set - *Reference: Section 5.1*		
Provided by Outfitters to add or change "Designated Agents" on Outfitter License		
Submitted by outfitter to IOGLB.		
DOC #	**TITLE**	**EXPLANATION FOUND ON**
OG-9	Outfitter Amendment Application form	ERD.9
	Major Amendment fee	(See fee schedules on website www.oglb.idaho.gov)
OG-3	Designated Agent Application	ERD.3
	Designated Agent Application and License Fees	(See fee schedules on website www.oglb.idaho.gov)
OG-7	Operating Plan – Master	ERD.7
ISP- 1	Idaho State Police Background Request form and $20 money order payable to Idaho State Police submitted to IOGLB	ERD .23
	Statement of ownership	ERD.25

OG-14	Document Release Form	ERD .14
OG-20	Ski Outfitter Check List	Applicable only to application managing a back country ski operation – ERD.20

“H” - Document Set - *Reference: Section 3.2; Section 3.3*		
Used by new or amending outfitter to license Sole Proprietor or Designated Agent as a guide.		
Submitted to IOGLB by new license applicant		
DOC #	**TITLE**	**EXPLANATION FOUND IN**
OG-1 **or** OG -3	Appropriate Application section for Sole Proprietor or Designated Agent	See User Manual for Buying and Selling an Outfitter Business and ERD.1 or ERD.3
OG-11	Training Log for River Guide	ERD.11
OG-15	Certified Hunting Training Form	ERD.15
OG-16	Certified Snowmobile Guide Training Form	ERD.16
OG-19	Ski Guide and Field Supervisor Application Coversheet	ERD.19

"I" – Document Set - *Reference: User Manual for Buying and Selling an Outfitter Business*		
Used by seller when selling a business on public lands and on private lands		
Submitted to IOGLB by Seller		
DOC #	**TITLE**	**EXPLANATION FOUND IN**
OG-13	Relinquishment Form	ERD.13 – Also see User Manual for Buying and Selling an Outfitter Business

"J" - Document Set - *Reference: Section 3.2*		
Used by Land Manager at the completion of the review process to notify IOGLB of the Agency decision.		
Submitted to IOGLB by Land Manager		
DOC #	**TITLE**	**EXPLANATION FOUND IN**
OG-6	Land Manager's Statement Form, marked Final	Section 3.2; ERD.6

"K" - Document Set - *Reference: Section 3.2;Section 3.3*		
Used by new outfitter license applicant or amending outfitter to IOGLB to finalize license application documents.		
Submitted by new license applicant to IOGLB when notified by IOGLB that they are needed		
DOC #	**TITLE**	**EXPLANATION FOUND IN**
OG-12	Performance Bond Form	Section 2.15 and ERD.12
	Liability Insurance	Section 2.15
	Vehicle Liability Insurance Coverage	Section 2.15

"L" - Document Set - *Reference: Section 3.2; Section 3.3*		
Used for a Minor Amendment of an Existing Outfitter's license		
Submitted by amending license applicant to IOGLB when notified by IOGLB that they are needed		
DOC #	**TITLE**	**EXPLANATION FOUND IN**
OG-9	Outfitter Amendment Application form	Section 4.1 and ERD.9
	Minor Amendment fee	Section 4.1
OG-7	Operating Plan – Master	Section 4.1 and ERD.7
OG-7.1	Operating Plan – Supplemental (Land or Boating as applicable)	Section 4.1 and ERD.7.1
	Statement of Ownership	Section 1.17 and ERD.25
OG-13	Relinquishment Form (If applicable)	ERD.13 – Also see User Manual for Buying and Selling an Outfitter Business

“L - 1” – Document Set - *Reference: Section 5.2*		
Provided by Outfitters to remove a “Designated Agent” from an Outfitter License		
Submitted to IOGLB by outfitter.		
DOC #	**TITLE**	**EXPLANATION FOUND ON**
OG-9	Outfitter Amendment Application Form	ERD.9
	Minor Amendment fee	If additional research is needed by IOGLB a major amendment application will be required.
OG-7	Operating Plan – Master	ERD.7

“M” - Document Set - *Reference: Section 3.2; Section 3.3*		
Used by IOGLB to provide notification of Director’s Intended Action for the application request.		
Provided by IOGLB to the outfitter applicant(s) at the conclusion of the processes with a copy to the Land Manager		
DOC #	**TITLE**	**EXPLANATION FOUND IN**
OG-22	IOGLB Letter of Intended Action	ERD.22

7.0 Explanation of Required Documents (ERD) - Document Overview

ERD.1	OG-1 – Outfitter License Application for a Sole Proprietor	A business entity where the outfitter is the sole owner. Sole Proprietors may receive a guide license if they intend to guide and are qualified, at no additional charge. A designated agent is optional but not required. This form must be notarized before submitting to IOGLB.
ERD.2	OG-2 – Outfitter License Application for a Corporation, Firm, Partnership, or other business entity	A business entity where the ownership of the outfitter business is multifaceted. With this type of business being licensed, the business entity must license someone to serve as its designated agent. OG-2 applications must be accompanied by the Articles of Incorporation filed with the Idaho Secretary of State’s office or a signed partnership agreement with dissolution language and an ownership breakdown. This form must be notarized before submitting to IOGLB.

ERD.3	OG-3 – Designated Agent License Application	Sole Proprietors **may** elect to employ someone to act as designated agent for their business when submitting a new Outfitter Application or by submitting an Outfitters Amendment Request (OG-9) to an existing license. Applicants submitting an OG-2 form **must** hire someone to act as designated agent for their business. An OG-3 form must be submitted at the time of initial application. A designated agent can be licensed to guide at no additional fee if they intend to guide and are qualified. This form must be notarized before submitting to IOGLB.
ERD.4	OG-4 – Guide License Application	All outfitters must employ a minimum of one licensed guide to provide the outfitted activities to their clients. If the sole proprietor or designated agent is not qualified to guide, then a separate guide license application must be submitted with the outfitter application package, and it must be approved along with the outfitter license being issued. In addition to the guide license application, one or more of the appropriate training forms listed below may be required. (OG-11, OG-15, OG-16, OG-19) Additional guide license applications may be submitted once the outfitter license is issued.
ERD.5	OG-5 – River Boating Application Training Requirements	This form identifies the classification of all Idaho lakes, rivers, and reservoirs, and applicable guide training requirements. It provides instructions with regard to OG-11 and OG-17. Power boat operators also must have a United States Coast Guard U.S. Merchant Marine Officer license.

ERD.6	OG-6 – Land Manager's Statement	Proposals and completed applications require permission or approval from the public land managers such as the USFS, BLM, the Idaho Department of Lands (IDL), Idaho Department of Parks and Recreation (IDPR) and Idaho Department of Fish and Game (IDFG). All private land applications require a properly completed OG-10. There are two stages to utilizing this form.
ERD.7 ERD.7.1	OG-7 – Master Operating Plan OG-7.1 – Supplemental Operating Plan – Land OG-7.1 – Supplemental Operating Plan - Boating	One of the most significant elements of the application and amendment process. Use the appropriate form and provide necessary details using additional pages if necessary. See Section 2.3 and 2.4
ERD.8	OG-8 – Financial Statement	See Section 2.5
ERD.9	OG-9 – Outfitter's Amendment Request OG-9.1 Guide Amendment Request	See Section 1.10 This form is also used for Minor Amendments for DA when removing them from an outfitters license, changing the outfitter name or clarifying the DA's personal information. Also, see "User Manual for Buying and Selling an Outfitter Business."
ERD.10	OG-10 – Private Land Owner's Statement/Agreement	Proposals and completed applications require permission or approval from the private landowners. All private land applications require a properly completed OG-10. There are two stages to utilizing this form.
ERD.11	OG-11 – River Training Log	River Training Log for Guides. This form must accompany an OG-1, OG-3, or OG-4 form when the applicant wishes to guide using a power or float boat. Please refer to OG-5 for instructions.
ERD.12	OG-12 – Performance Bond for Outfitters and Designated Agents	A Performance Bond is required to be provided prior to final approval and issuance of the outfitter license. See OUTFITTERS AND GUIDES ACT AS AMENDED IDAHO CODE, TITLE 36, CHAPTER 2108.2 (b)

ERD.13	OG-13 – Relinquishment Form	This form is used during a sale of a business. It is executed by the seller and is required to be submitted prior to final approval of a license application. By executing this form, the seller acknowledges he will no longer have any interest in the license once the sale is completed. IOGLB has discretion over the license in the event of a default.
ERD.14	OG-14 – Document Release Authorization	This form authorizes IOGLB to share information with other agencies needed to process the application.
ERD.15	OG-15 – Certified Hunting Guide Training Form	Training form for guides. This form must accompany the OG-1, OG-3, or OG-4 form when the applicant wishes to act as a hunting guide. This form must be signed off by the employing outfitter. In the event of a sale, the selling outfitter will need to sign off for the purchasing applicant.
ERD.16	OG-16 – Certified Snowmobile Guide Training Form	Training form for guides. This form must accompany the OG-1, OG-3, or OG-4 form when the applicant wishes to act as a snowmobile guide. This form must be signed off by the employing outfitter In the event of a sale, the selling outfitter will need to sign off for the purchasing applicant.
ERD.17	OG-17 – Request for Boater's Validated Training Form	This is an alternative training form which can be used for guides in certain instances in place of the OG-11. Please refer to OG-5 for instructions.
ERD.18	OG-18 – 500 Mile River Log of Commercial Float Experience	Log of River experience of at least 500 miles as a commercial float boat guide.
ERD.19	OG-19 – Ski Guide and Field Supervisor Application Coversheet	Ski Guide and Field Supervisor Application Coversheet is the form that outlines the steps for the individual guide applicant to become licensed as a ski guide.

ERD.20	OG-20 – Ski Outfitter Application Coversheet	Ski Outfitter Application Coversheet is the checklist provided by IOGLB that outlines the steps needed to become licensed as a ski outfitter.
ERD.21	OG-21 – Applicant's Letter Of Intent	Letter of Intent form submitted by applicants' prior to submitting an application with IOGLB. The form provides the applicant's intent and by doing so, enables IOGLB to provide guidance early in the process to buyers, sellers, or general applicants and agencies involved with a proposed action.
ERD.22	OG-22 – IOGLB Letter of Intended Action	Used by IOGLB to provide notification of Director's Intended Action for the application request Either: the general acceptance of the application(s) and the documentation that is needed to finalize the transaction or the denial or deferral of the application to the Board and intended action rationale
ERD.23	ISP-1 - Idaho State Police Background Request form and $20 money order payable to Idaho State Police submitted to IOGLB	Used by IOGLB Enforcement to perform a more extensive background check. Required for all new outfitter applicants or Designated Agent applicants
ERD.24	Outfitter Exam and study materials	Used by IOGLB to test sole proprietor outfitter or Designated Agent applicant's knowledge of outfitting rules and guidelines specific to Idaho. The exam is open book based on the Outfitters and Guides Act, Idaho Code Title 36, Chapter 21; applicable section of Idaho Code Title 6, Chapter 12; and Unofficial Rules of IOGLB and all other information on the website
ERD.25	Statement of Ownership	A statement identifying the officers, partners or limited liability company (LLC) members of an outfitter business entity.