USER MANUAL

FOR

NEW OUTFITTER APPLICATIONS

STATE OF IDAHO

OUTFITTERS & GUIDES

LICENSING BOARD

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

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February 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 recreational 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 for those who choose to pursue it. One of the principle ways a person can get into the business today is by purchasing an existing outfitter business or proposing a new outfitting opportunity. This manual has been developed to assist in this process.

PURPOSE

This manual has been prepared for people interested in applying to the Idaho Outfitter and Guides Licensing Board (IOGLB) for an outfitter license. This manual provides general requirements for an outfitter to do business and provides a step-by-step process for submitting an application for an outfitter license. In addition, it outlines the process used to review and determine acceptable applications.

RELATIONSHIP TO OTHER MANUALS

IOGLB maintains manuals that provide specific information on:

Major & Minor Amendment Applications Involving Outfitter Business & Designated Agent Licenses —

— Outfitter Allocation Handbook —

— Guide Licensing and Guide License Amendments —

— Buying and Selling An Outfitter Business —

This handbook 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 handbook does not replace or supplant the aforementioned code.

— 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. —

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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.

Unsolicited applications submitted to be licensed on federally administered lands are not encouraged and may not be acted on. New opportunities on federal lands are limited. Typically, vacancies to outfit on federal lands are filled through a public application process called a "Prospectus", and prospectuses when they are issued, are usually very competitive. Rivers or lakes where there is no specific resource manager are also very limited and as a result, opportunities for outfitting are limited. 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.

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 referenced elsewhere in this manual and are addressed in detail in the Buying and Selling an Outfitter Business user manual.

1.2 Guiding In Idaho

To guide in Idaho, a person must be an employee (not contracted with) of an outfitter, and then must be licensed by that outfitter as a guide. A Sole Proprietor or Designated Agent licensee qualifies for 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 their employing outfitter is licensed.

1.3 Who is an 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; backpacking and hiking; technical mountaineering/rock climbing; cross-country or alpine skiing; snowmobiling; providing courses or schools such as survival, guiding, rescue, and fishing.

An outfitter license is not required of any individual, group, corporation, or club, which limits its services to a membership or an organization that does not offer services to the general public. A group, corporation, or club formed to solicit participation from the general public and to provide services on a guided and/or paid basis beyond a sharing of expenses shall be required to be licensed.

We currently do not license any individual person, firm, partnership, corporation or other organization or any combination thereof who meets the following criteria: (i) it is exempt from the payment of federal income taxes under section 501(c)(3) of the Internal Revenue Code; (ii) its purpose is to provide outdoor experiences to young persons under twenty-one (21) years of age and to its leaders; *and* (iii) it provides outfitting and guiding services to its own bona fide members on a not for profit basis. Any nonprofit organization provides outfitting or guiding services to persons who are not its members and leaders, or who does not otherwise fall within this overall category must be properly licensed as an outfitter.

1.4 What is a Designated Agent

When the applicant is a corporation, firm, partnership, or other organization or combination thereof, 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 (OG-3 form) and a current Outfitter Operating Plan, (OG -7 Master and OG -7.1 Supplemental forms) are required with all 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 or change designated agents to an existing outfitter license, major amendments are required enabling land manager input in the Board's decision to license the designated agent responsible for the operation of the outfitter business.

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.

Amendments: IOGLB may consider amending these operating areas and activities upon receipt of a formal amendment submitted by the outfitter. An outfitter amendment manual is available from IOGLB. The approval process is similar to the application process.

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 the Board.

1.7 Evaluation of the Outfitter Application

In evaluating an outfitter application for approval or denial, the IOGLB shall consider, but not be limited to, the following criteria:

- **Compliance**: Applicant compliance with qualification criteria as prescribed in the Act and the Rules.
- **Need for Services**: The public need for the proposed service(s) in the area requested on the application.
- **Other**: The extent of the applicant's experience, knowledge, and ability in the area and in the conduct of activities requested.
- **Equipment and Resources to Operate**: The applicant's qualifications by reason of equipment or resources to operate.
- **Previous Record**: The applicant's previous record.
- **Accessibility of Area**: 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.
- **Area Requested**: 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 the license be issued, and the number of persons who can be adequately served in the area.
- **Operating Plan**: The adequacy and acceptability of the proposed operating plan.
- **Financial Management:** The applicant's knowledge of financial and business management needs and practices.
- **Personnel Management:** The applicant's ability to manage and direct personnel and guests.

1.8 Statement of Ownership/Corporate Documents/Assumed Business Name

The following documents are required to be provided with an application for an outfitter's license, 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 outfitter's 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 a license amendment.

1.9 Application 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.)

During the application process, documentation is required in several progressive steps. This manual explains the steps and the required documentation of each in Section 2.4 for public lands and Section 2.6 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. 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 section 4.0) on its website that provide instructions and questions to which the applicant must provide a written response.

1.10 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.

1.11 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 the Board to "refuse" to issue an outfitter's license to any applicant whom the Board finds does not have sufficient financial responsibility to adequately conduct the business of an outfitter. **I**t 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 (OG-8) is required, and in it, the applicant must outline their financial situation. The financial statement that the applicants must provide to the Board is maintained as a confidential document. Therefore, it is not disclosed by the Board to other state or federal agencies or to private interests.

1.12 Outfitter/Designated Agent Reference Checks

When an outfitter or a designated agent applicant is new or 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.

1.13 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.

1.14 Outfitter/Designated Agent Examinations

All new applicants applying for an outfitter or designated agent license 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.

1.15 Non-Use/Viability

When the Board issues an outfitter license, it is based on an operating plan that has been proposed as either a new application or an amendment to an existing license that must be acceptable to the Board. 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 Board 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

1.16 License Tenure

Tenure in any outfitter's operating area ceases with the expiration of the 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.

1.17 IOGLB Fees/What Is a Complete Application

Application Fees: All new outfitter applications require an initial application fee. This fee must be submitted with the application materials provided to IOGLB for the application to be complete. (See www.oglb.idaho.gov for a current list of fees)

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

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

To be considered complete:

- Applications submitted to IOGLB must use IOGLB forms.
- An application must be properly completed in full; and submitted together with all forms required in Sections 2.4 and 2.6 of this manual, and as explained in the document sets.
- The application forms and documents must be legible; otherwise, the application will be returned.
- The IOGLB licensing staff cannot accept or keep on file partly completed applications. Therefore, all required forms and other documents must be submitted to IOGLB together in one package.
- Each section of each required form must be properly completed in full or marked N/A, meaning that section is not applicable, otherwise, it will be returned.
- IOGLB staff will not complete or prepare forms on the applicant's behalf.
- All fees must be submitted with the complete application materials.

IOGLB staff will be happy to answer questions regarding the completion of an application 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.

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. If there is a question about which fees are applicable, the IOGLB office should be contacted at (208) 327-7380.

1.18 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. Typically, 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, they typically are required to appear at a Board Hearing to respond to the Board's questions.

1.19 Liability Insurance, Vehicle Insurance, Bonding Certifications

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

1.20 General Processing Timeline

Generally, the overall licensing process may take 12 to 18 months to complete barring unusual factors.

2.0 INSTRUCTIONS FOR NEW OUTFITTER APPLICATIONS

2.1 Determine Application Type

The applicant must determine the context in which the application is being submitted. The application procedures and materials and the application review and selection processes are considerably different depending upon agency jurisdiction and the area being applied for.

2.2 New Outfitter Opportunities on Public (state managed or federal) Land

Typically, outfitting and guiding opportunities are identified by the public expressing a need or desire or by an applicant expressing an interest in providing these services. However, IOGLB and federal and state land management agencies, through planning or because of recently vacated areas, often identify new commercial opportunities. In this situation, the interested applicant begins by submitting a complete application when a prospectus is advertised.

A new commercial opportunity is identified where no similar commercial activity was conducted in the past on lands managed by Idaho Department of Parks and Recreation, Idaho Department of Lands, or Idaho Department of Fish and Game;

or

Where a break in the continuity of an authorization for an outfitter operating business occurs due to an outfitter license revocation, abandonment, or any other similar circumstance resulting in the need to issue or reissue a new permit or license to conduct an operation in an area where an operation had previously been conducted.

Outfitters wishing to operate on federally managed lands or waters must have a current state license issued by IOGLB and a current federal permit issued by the appropriate federal agency in order to operate. Typically, federal permits are issued by federal agencies following the issuance of an IOGLB license. IOGLB coordinates license activities with federal agencies but cannot control federal permitting processes.

2.3 Federal Permits

The USFS Special Use permit is issued as a temporary or priority permit as determined by the authorized permit manager. Temporary permits may be reissued as priority use after demonstration of their acceptable performance for a minimum of two years. The issuance of an initial priority permit is a rare occurrence.

An annual BLM Special Recreation Permit is issued for one or more years before issuing a multi-year permit. A permit may be issued for up to five years with annual validation after acceptable performance under an annual permit.

2.4 The Steps to Take for A New Outfitting Opportunity on Public Land

	Action	**Required Documents from Applicants or Agency**
1	To initiate a new outfitting opportunity on public land, the applicant submits an *"A" document set* OG-21 Applicant's Letter of Intent form to IOGLB. When the IOGLB receives a completed *"A" document set* OG-21 form from applicant, IOGLB provides a letter of acknowledgement N-1, 2, or 3 identifying the next step to be taken, which consists of all the forms in the *"B" document set* (Land Manager's Statement (OG-6), written area descriptions, operating plans and maps, and a sales contract if applicable to be submitted to the appropriate land or permit manager for review. The Land manager in turn then submits the complete *"B" document set* to IOGLB with their action recommendation noted. **The *"B" document set* must be completed and received by IOGLB before any application will be considered or processed.**	"A" document set submitted by the applicant to IOGLB. An acknowledgement letter from IOGLB to the applicant. "B" document set reviewed and signed by Land Manager sent to IOGLB**.**

2	The Land Manager will review the *"B" document sets* and other information provided for applicability, accuracy and for acceptance of that agency's requirements. If necessary, the Land Manager will arrange a meeting between the interested parties and the IOGLB to identify and address any proposed changes to the terms of the license, the permit, and each operating plan affected. After reviewing the worded area description and map, and if the proposed transaction is acceptable, the Land Manager will check the appropriate section of the 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 the Board of accuracy to the area description and maps related to the permit by checking the appropriate section of the OG-6.	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 applicant.
3	The Land Manager forwards the *"B" document set(s)* to IOGLB for the applicant as necessary. *"B" document set(s)* include the proposed sales agreement if applicable, operating area descriptions, operating plans, and applicable maps, which the Land Manager has accepted in their review. 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 applications	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 applicant.
4	If the proposed transaction is acceptable, and after reviewing the LMS (OG-6), IOGLB will provide a letter to the applicant and the Land Manager, if necessary, to clarify the steps; 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. Otherwise, IOGLB will accept or process the complete application	If necessary, IOGLB will provide an additional letter of clarification and *will arrange a meeting* with the applicant and the Land Manager The applicant submits a new outfitter license application *"F" document set*, to IOGLB. The applicant submits the appropriate guide license application and training forms *"H" document set* to IOGLB. Concurrently, the applicant submits the appropriate agency permit applications.

5	IOGLB provides to the new Outfitter/Designated Agent applicant the outfitter exam *"E" document set*. If the applicant fails the exam, 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. This must happen before IOGLB will spend additional time processing the application. IOGLB will notify the Land Manager should there be an issue.	New Outfitter/Designated Agent applicant completes and returns the outfitter exam *"E" document set* to IOGLB for scoring.
6	The Land Manager and IOGLB will review applications to determine validity of the proposal. 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 *"J" document set* for the applicant indicating the intent to issue a permit and will submit it to IOGLB. IOGLB will also determine the applicant'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 between the interested parties, 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* and submits it to IOGLB. If not acceptable the Land Manager notifies the applicant and forwards that communication to IOGLB
7	IOGLB will advise the applicant through an "M" document set Letter of Intended Action from the Director OG-22 with a copy to the Land Manager of: • The general acceptance of the application(s). • The results of the outfitter exam. • The allocated big game tags determination. • If acceptable, the documentation that is needed to finalize the transaction. **OR** What is needed to address any outstanding matter	Once notified by IOGLB, the applicant complete and submit "K" document set to IOGLB.

8	Once all required application 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 applicant and 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.	The applicant may not operate in the area involved until both the land manager's permit and state license have been issued.

2.5 New Outfitter Opportunities on Private Land

The IOGLB recognizes the rights of private landowners and business owners and, at the same time, recognizes the needs and interest of Idaho sportsmen. As such, 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, the Board believes that it has the responsibility, when possible, to help outfitters service the public without allowing outfitters to monopolize public access or public availability. In doing this, IOGLB has determined the steps outlined below that it must take, as a state agency, in licensing outfitters to provide public opportunities on private lands.

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 (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 (OG-10) must be accompanied by 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 describing the area where outfitted services and facilities can be provided. It also outlines the expectations of the applicant.

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 in the Buying and Selling an Outfitter Business User manual.

- 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 not conducive to the proposed activity may not be considered.
- There must not be any fish or wildlife issues identified by IDFG that cannot be reconciled by the private landowner and outfitter.
- Private land owners holding IDFG Preserve Permits who wish to provide outfitted or guided services must obtain and maintain an Idaho Outfitters and Guides license.
- Outfitter licenses will be issued to only the applicant applying for the license. The landowner(s) will have no controlling interest in the license unless they are the applicant(s).

- Once licensed, the outfitter must maintain a record of all lands which are going to be outfitted during a given year. Changes must be made by completing a major amendment through IOGLB.

- The proposed activities on the private land are not in conflict with other outfitters in the area including current outfitter allocated tags.

2.6 The Steps to Take for a New Outfitting Opportunity on Private Land

	Action	Required Documents from Applicants
1	The applicant must contact the private landowner expressing an interest in providing outfitted services on the private land prior to initiating the application process. The landowners, themselves, may also be the applicants. To initiate the application, the applicant submits a fully complete *"A" document set* to IOGLB. IOGLB will acknowledge by providing a letter with a checklist to the applicant summarizing the documents that must be submitted, and the expected timeline. This will begin the process.	The applicant submits a fully completed *"A" document set* to IOGLB
2	The applicant completes and submits a *"C" document set* to IOGLB. When the IOGLB receives a *"C" document set* regarding a new opportunity or a portion on private land, the applicant may be asked to meet with IOGLB to discuss the required process documents that must be provided and the time line. The IOGLB reviews applications and bona fide documents showing satisfactory leasing arrangements to determine validity of the proposal. Resource analyses will be conducted by IOGLB in cooperation with other local, state and federal agencies.	The applicant completes and submits a *"C" document set* to IOGLB.

3	If acceptable after reviewing information provided with *"C" document set*, IOGLB will provide a letter of clarification to the applicant and the Land Manager, if necessary, to clarify the steps, required documents or the expected timeline. Otherwise, IOGLB will accept *"F" "G" and "H" Document sets* submitted by the applicant. If necessary, the 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, the permit, and the operating plan. Otherwise, IOGLB will accept complete applications	The applicant submits a new outfitter license application *"F" document set* to IOGLB. The applicant submits the appropriate guide license application and training forms *"H" document set* to IOGLB.
4	IOGLB provides to the new Outfitter/Designated Agent applicant the outfitter exam *"E" document* set. If the applicant fails the exam, 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. This must happen before IOGLB will spend additional time processing the application. IOGLB will notify the Land Manager should there be an issue.	The applicant submits a completed application *"E" document* set to IOGLB and the exam is scored.
5	The IOGLB will determine the applicant's ability to conduct a viable operation and determine whether or not a license will be issued.	Once notified by IOGLB, the applicant shall complete and submit *"K" document* set to IOGLB.

6	IOGLB will advise the applicant through an "M" document set OG-22 Letter of Intended Action from the Director with a copy to the Land Manager of: • The general acceptance of the application(s). • The results of the outfitter exam. • The allocated big game tags determination. • If acceptable, the documentation that is needed to finalize the transaction. **OR** What is needed to address any outstanding matter The applicant may not operate in the area involved until both the land manager's permit *and* state license has been issued.	The process is complete and the licensee(s) can then operate as they are permitted and licensed.

3.0 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 individual steps in sections 2.4 or 2.6, the applicants must prepare the application they intend to submit using the appropriate forms outlined in Section 3.1 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 a felony to provide false information in a state or federal application.

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

3.1 Document Sets

REQUIRED IN ALL CASES AND SETTINGS

"A" - Document Set – *Reference: Section 2.4 or Section 2.6*		
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 ON**
OG-21	Applicant's Letter of Intent Form	Section 4

New Application for Public Lands
Required Information
Step #1

"B" – Document Set - *Reference: Section 2.4*		
Used when outfitting on public land		
Submitted by applicant to Land Manager. Then sent to IOGLB by Land Manager		
DOC #	**TITLE**	**EXPLANATION FOUND ON**
OG-6	Land Managers Statement	Section 4
OG-7	Operating Plan – Master	Sections 1.4; 1.9; 1.10; 4
OG-7.1	Supplemental Operating Plan – Land or Boating as applicable	Sections 1.4; 1.9;1.10; 4
	Sales Agreement (If applicable)	Appendix
	Written Area Description (Operating Area)	Sections 1.9; 1.10
	Location Map	Section 1.10
	Operating Area Boundary Map	Section 1.10

This set must be completed and received before any application will be considered or processed.

New Application for Public and Private Lands
Required Information
Step #1

"B" &"C" Document Sets

"B" – Document Set - *Reference: Section 2.4*		
Used when outfitting on public land		
Submitted by applicant to Land Manager. Then sent to IOGLB by Land Manager		
DOC #	**TITLE**	**EXPLANATION FOUND ON**
OG-6	Land Managers Statement	Section 4.0
OG-7	Operating Plan – Master	Sections 1.4; 1.9; 1.10; 4
OG-7.1	Supplemental Operating Plan – Land or Boating as applicable	Sections 1.4; 1.9;1.10; 4
	Sales Agreement (If applicable)	Appendix
	Written Area Description (Operating Area)	Sections 1.9; 1.10
	Location Map	Section 1.10
	Operating Area Boundary Map	Section 1.10

"C" - Document Set - *Reference: Section 2.6*		
Used when outfitting on private land		
Submitted to IOGLB by Applicant for Private Lands		
DOC #	**TITLE**	**EXPLANATION FOUND IN**
OG-10	Private Land Owners Statement	Section 2.5; Section 4.0
OG-7	Operating Plan – Master	Sections 1.4; 1.9; 1.10; 4
OG-7.1	Supplemental Operating Plan – Land or Boating as applicable	Sections 1.4; 1.9;1.10; 4
	Lease Agreement (if applicable)	Section 2.5
	Sales Agreement (if applicable)	Appendix
	Written Area Description (Operating Area)	Sections 1.9; 1.10

	Location Map	Section 1.10
	Operating Area Boundary Map	Section 1.10

New Application for Private Land
Required Information
Step #1

"C" Document Set

"C" - Document Set - *Reference: Section 2.6*		
Used when outfitting on private land		
Submitted to IOGLB by Applicant for Private Lands		
DOC #	**TITLE**	**EXPLANATION FOUND IN**
OG-10	Private Land Owners Statement	Section 2.5; Section 4.0
OG-7	Operating Plan – Master	Sections 1.4; 1.9; 1.10; 4
OG-7.1	Supplemental Operating Plan – Land or Boating as applicable	Sections 1.4; 1.9;1.10; 4
	Lease Agreement (if applicable)	Section 2.5
	Sales Agreement (if applicable)	Appendix
	Written Area Description (Operating Area)	Sections 1.9; 1.10
	Location Map	Section 1.10
	Operating Area Boundary Map	Section 1.10

REQUIRED IN ALL CASES AND SETTINGS

Step #2

"F" - Document Set - *Reference: Section 2.4; Section 2.6*		
Used when applicant is applying for a new outfitter's license on public and private lands		
Application forms must be submitted to IOGLB by new applicant		
DOC #	**TITLE**	**EXPLANATION FOUND IN**
OG-1	Outfitter Application for Sole Proprietor (Notarized)	Section 1.7; 4
OR		
OG-2	Outfitter Application for Business entity (Notarized)	Section 1.7; 4
	Outfitter Application Fee	Section 1.7
OG-3	Designated Agent Application (Notarized)	Section 1.4; 4
	Designated Agent Application Fee	Section 1.7
OG-8	Financial Statement	Section 1.11; 4
OG-14	Document Release Form	Section 4
ISP-1	Idaho State Police Criminal Background check form and Money Order $20.00 (Payable to ISP)	Section 1.13; 4
	Corporate Documents /Assumed Business Name documentation (if applicable)	Section 1.8
	Statement of Ownership	Section 1.8
OG-20	Ski Outfitter Application Coversheet (if applicable)	Section 4

Step #3

"E" – Document Set - *Reference: Section 2.4; Section 2.6*		
Provided to new Sole Proprietor or 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 IN**
	Outfitter Exam	Section 1.14; 4
	Study Materials (Outfitters Act and Rules)	Section 1.14; 4

Step #4

"H" - Document Set - *Reference: Section 2.4; Section 2.6*		
Used by a new outfitter applicant 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	Section 1.7; 4
OG-11	Training Log for River Guide	Section 4
OG-15	Certified Hunting Training Form	Section 4
OG-16	Certified Snowmobile Guide Training Form	Section 4
OG-19	Ski Guide and Field Supervisor Application Coversheet	Section 4

Step #5

"J" - Document Set - *Reference: Section 2.4*		
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	Sections 2.4; 2.6; 4

Step #6

"K" - Document Set - *Reference: Section 2.4; Section 2.6*		
Used by new outfitter license applicant 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 1.19; 4
	Liability Insurance	Section 1.19
	Vehicle Liability Insurance Coverage	Section 1.19

4.0 Explanation of Required Documents (ERD)

ERD.1	OG-1 – Outfitter License Application for a Sole Proprietor	A business entity where the outfitter is the sole owner. Sole Proprietors may automatically 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. 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 prior to 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). There are two stages to utilizing this form outlined in section 2.4.
ERD.7 ERD.7.1	OG-7 – Master Operating Plan - OG-7.1 – Supplemental Operating Plan – Land or 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 Sections 1.4, 1.9 and 1.10.
ERD.8	OG-8 – Financial Statement	See Section 1.11
ERD.9	OG-9 – Outfitter's Amendment Request	See Appendix; User Manual for Outfitter Amendments, Major, Minor and One Time Controlled Hunts; Buying and Selling an Outfitter Business
ERD.10	OG-10 – Private Land Owner's Statement	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 outlined in section 2.6.
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 Section 1.19.
ERD.13	OG-13 – Relinquishment Form	See Appendix. 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 applicants' 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
ERD.25	A statement identifying the officer, partners or limited liability ("LLC") members of an outfitter business entity	A document created by applicant to show ownership and percentages

APPENDIX I

DEFINITIONS

Application - A packet of documents required by agency to determine eligibility for license or permit.
Amendment - Minor or major change to an existing license.
Bonafide - Certified authentic.
BLM - United States Department of Interior, Bureau of Land Management. One of the agencies that manages outfitter use permits on federal lands.
Board - The five (5) member Idaho Outfitters and Guides Licensing Board consisting of four (4) members appointed by the governor, and (1) member appointed by the Idaho Fish and Game Commission.
Business Entity – Includes but not limited to LLC, Inc, Partnership, firm or corporation, all of which require a licensed designated agent to be the voice of the entity.
Completed Application - An application submitted for Board consideration which contains all of the material required to be submitted by the Board for that license category.
Director - The Executive Director of the IOGLB.
Designated Agent - One (1) or more individuals who meet all qualifications for an outfitter's license, who is employed as an agent by any person, firm, partnership, corporation, or other organization or combination thereof that is licensed by the Board to operate as an outfitter and who shall, together with the licensed outfitter, be responsible and accountable for the conduct of the licensed outfitter's operations.
DBA - Doing Business As, assumed business name.
Exam - An open book test based on Idaho rules and statutes that a sole proprietor outfitter or designated agent is required to pass in order to demonstrate appropriate knowledge to qualify for an outfitter license.
Financial Statement - Statement of financial status information, personal or corporate.
FS - Department of Agriculture, United States Forest Service. One of the agencies that manages outfitter use permits on federal lands
Guide - any natural person who is employed by a licensed outfitter to furnish personal services for the conduct of outdoor recreational activities directly related to the conduct of activities for which the employing outfitter is licensed.
License - Legal authorization from IOGLB to operate as an outfitter, designated agent or guide in Idaho.
IOGLB - Idaho Outfitters and Guides Licensing Board. A state agency comprised of a five member Board who serve on a part-time basis, an Executive Director and various staff persons.
Land Manager's Statement - A form that must be completed and signed by the land managing agency or private landowner. This form must be submitted prior to the formal application.
List of Assets - List of tangible items having value being sold with the business.
Major Amendment - All outfitter license amendment requests requiring Board research or recommendation of a land management agency or other agency before the Board takes final action on the amendment request, i.e. change in licensed operating area, licensed or permitted activities, business operations, a redistribution of operating area (boundary adjustment) or designated agent amendments (adding or changing).
Minor Amendment - All outfitter license amendment requests that can be processed by the Board without requiring outside research or recommendation of a land managing agency or other agency before the Board takes final action on said amendment request, i.e. license name changes, change in DBA, removing activity or an area when not with a sale, guide amendments, or designated agent amendments (removing).
Negligible Use – An unreasonable lack of use as determined by the Board for any one (1) or more of the particular activities in the assigned operating area. Typically, use may be determined by comparison of use levels for the same activity(s) in similar operating areas. As determined by the demand on the activities as reviewed by the Board. The Board will consider extenuating circumstances, i.e. acts of nature, amount of use, the type of use in the area, or demand on outfitted use on area or activity.
New Opportunity - A proposed commercial outfitted activity to be conducted in an area where no similar commercial outfitted activity has been conducted in the past.
Nonuse - When an outfitter is making zero (0) or negligible use of major licensed activities for any two (2) of the three (3) preceding years unless the lack of use is due to an act of nature or because of state or federal agency restrictions on hunting or fishing that limit the ability of the outfitter to seek and accommodate clients.

Operating Plan - Applicant must submit a detailed plan on how they intend to operate, including campsites, user days, number of trips per year, etc.
Outfitter - An outfitter is an individual, firm, partnership, corporation, or other organization or any combination thereof who offers professional services in this state and who provides facilities, equipment, and services as advertised or as agreed upon between the outfitter and the client.
Outfitter License - A license issued by the Board to an individual, partnership, corporation, or other duly constituted organization to conduct activities as defined in Section 36-2102(b), Idaho Code. The conduct of an outfitted operation on any land(s) is not authorized unless signed permission, a permit, or a lease is obtained from the land owner(s), or their agent, and filed with the Board.
Prospectus – A public notification process that a new outfitting and guiding opportunity exists and if there is sufficient competitive interest, seeking public application. Because it is competitive, the application has to go to a review panel for final determination of the appropriate candidate.
Relinquishment Form - Form signed by the outfitter relinquishing all rights to business or portion of business that is being sold.
Sales Agreement or Contract of Sale - Contract of sale of the outfitting business and legally binds the buyer and seller to certain terms. Contract must include a list of tangible assets.
Sole Proprietor - A type of business option where the outfitter is the sole entity.
Staff - Employees of IOGLB other than the Executive Director.
Stock - Sum of money invested in an outfitting business.
Stock Sale or Transfer - Outfitting business may sell or transfer all or part of the stock invested in the company, and if such transaction reflects a change in controlling interest is considered a buy/sale of the outfitter business.
Zero Use - no or negligible use by an outfitter of his licensed activity unless the lack of use is due to an act of nature or season or hunting or fishing restrictions by a state or federal agency that limit the ability of the outfitter to seek and accommodate clientele.

All other definitions are available in IOGLB administrative rules on its website at www.oglb.idaho.gov