

MONTANA BOARD OF OUTFITTERS
301 SOUTH PARK, 4TH FLOOR - Delivery
P. O. Box 200513
Helena, Montana 59620-0513
(406) 841 -2304 or 2373 FAX (406) 841-2309
E-MAIL: dlibsout@mt.gov
WEBSITE: <http://www.outfitter.mt.gov>

Guide Application

GENERAL INFORMATION

- Incomplete applications will be reviewed and letters of deficiency noted.
- Complete and routine applications will be processed within 10 days. Non-routine applications must be considered by the Board during a regularly scheduled meeting and the process may take up to 120 days.
- A person may not act as a Guide or advertise or otherwise represent to the public that they are a guide without first securing a license to practice guiding in Montana.
- Review the Montana laws and rules regarding the practice of guiding in Montana.

LICENSE REQUIREMENTS

- **Must be 18 years of age or older**
- **Must be physically capable and mentally competent to perform the duties of a guide.**
- **Must be endorsed and recommended by an Outfitter with a valid current Montana license.**
- **Must have a valid current wildlife conservation license.**
- **Must have current First Aid Certification** (*First aid certifications obtained over the internet are considered non-routine applications and must be reviewed for approval by the board*).
- **Must have not less than one season of experience hunting and fishing for the type of game for which the applicant will guide or have worked for the outfitter that endorses the guide for not less than six weeks in the area to be guided or have successfully completed a school licensed by a state, approved by the board and that trains persons to be a guide** (*Applicants who use the guide school option for experience are considered non-routine applications and must be reviewed by the board*).
- **Must have knowledge of hunting and fishing techniques to provide the particular services contracted to the client by the endorsing outfitter**
- **Must have knowledge of equipment and terrain and hazards to competently provide a safe experience for those persons guided**
- **A guide is a person who is employed by or who has contracted independently with a licensed outfitter and who accompanies a participant during outdoor recreational activities that are directly related to activities for which the outfitter is licensed.**

FEES

Guide Application Fee: \$150 (All fees are nonrefundable and nontransferable)

Additional Set of Watercraft Stickers Fee: \$5 per set (Application includes 1 set)

(Please make check or money order payable to the Montana Board of Outfitters)

REQUIRED DOCUMENTS

The following documents must be submitted to the Board office in order to complete your license application. Please be sure to make 8 ½" x 11" copies of the following and submit with your application. NOTE: Any document that is not in English must be accompanied by certified translations.

- Proof of Current First Aid Certification
- Proof of Age such as copy of birth certificate, driver's license or passport
- Proof of Current Wildlife Conservation license

REQUIRED ADDITIONAL FORMS

- Copy of successful completion of Guide School, if applicable
- Endorsing Outfitter Information

APPLICATION PROCEDURES

- When the application file is complete, it will be processed and considered by Board staff for licensure. The applicant may be notified if additional information is required or if applicant is required to appear before the Board for an interview.
- A routine application may take up to 10 days to process once the application is complete.
- If the application is deemed a non-routine application, there will be a delay in processing the application up to 120 days. You may be requested to provide additional information, or make a personal appearance before the Board during a regularly scheduled Board meeting and/or the application may require Board consideration.
- All verifications of licensure must be sent directly from each state board in which the applicant is currently or has ever been licensed. Please make copies of the attached verification request form as needed. Some states may charge a fee for verifications. Contact each state board prior to sending the request.
- Keep the Board office informed at all times of any address changes, changes in license status and complaints or proposed disciplinary action. This is essential for timely processing of applications and subsequent licensure.
- The applicant will be notified in writing of any deficient or missing items from the application file.
- Once a routine application is processed and approved a license will be issued.
- Please keep the board updated on address changes and information updates.

ADDITIONAL INFORMATION

- When all the conditions of licensure have been satisfied, the board will issue a license. The guide license is mailed to the endorsing outfitter on the application. Each additional outfitter who uses the services of the guide during the license year shall sign the guide's license, and following completion of the guide's service on behalf of the outfitter, shall specify dates on which the guide provided services for the outfitter. (See ARM 24.171.602)
- Guides who utilize any type of watercraft while providing services shall be issued watercraft identification stickers with their license. The watercraft identification must display the guide's license number for the current license year. (See ARM 24.171.413)
- Your guide license must be in your possession at all times while providing services. [See ARM 24.171.2301 (3)(k)]
- Guide licenses terminate on December 31st of each license year and licensees must make reapplication. (See ARM 24.101.414)

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Guide Application

Complete routine applications will be processed within 10 days

1. FULL NAME: _____
Last First Middle
2. OTHER NAME(S) KNOWN BY _____
3. BUSINESS NAME _____
4. BUSINESS ADDRESS _____
Street or PO Box # City and State Zip
5. HOME ADDRESS _____
Street or PO Box # City and State Zip
6. PREFERRED MAILING ADDRESS Business Home
7. E-MAIL _____
8. TELEPHONE (____) _____ (____) _____ (____) _____
Business Home Fax
9. SOCIAL SECURITY NUMBER _____ ALS/CONSERVATION LIC # _____
10. DATE OF BIRTH _____ PLACE OF BIRTH _____
City / State MALE FEMALE

ADDITIONAL QUESTIONS:

11. Do you require Watercraft Identification Stickers? (Application includes 1 set) Yes No
There is an additional fee of \$5 per set. This fee must be included with your application fees.
- How many sets of watercraft stickers would you like in addition to your 1 set?

12. PROFESSIONAL/OCCUPATIONAL LICENSES:

List all professional/occupational licenses you hold or ever have held. License verification must be sent directly to Montana from each state/province/territory.

State	License #	License Type	Issue Date	Expiration Date	License Method	Requested State Verification
						<input type="checkbox"/> Yes <input type="checkbox"/> No
						<input type="checkbox"/> Yes <input type="checkbox"/> No
						<input type="checkbox"/> Yes <input type="checkbox"/> No
						<input type="checkbox"/> Yes <input type="checkbox"/> No

DISCIPLINARY QUESTIONS:

Please read carefully & answer questions completely and truthfully, it may affect your licensure.

13. Have you ever had an application for a professional or occupational license refused or denied? If yes, please attach a detailed explanation and provide supporting documentation from the source. Yes No

14. Have you ever withdrawn an application for licensure prior to the licensing agency's decision regarding your application? If yes, please attach a detailed explanation and provide supporting documentation from the source. Yes No

15. Has a licensing agency initiated or completed disciplinary action against any professional or occupational license you have held? If yes, please provide agency documents including the complaint, initiating documents, orders, final orders, stipulations and consent and/or settlement agreements directly from the source. Yes No

16. Have you ever voluntarily surrendered, cancelled, forfeited, failed to renew a professional or occupational license in anticipation of or during an investigation or disciplinary proceedings or action? If yes, please attach a detailed explanation and provide supporting documentation from the source. Yes No

17. Has a complaint ever been made against you with a professional or occupational licensing agency? If yes, please attach a detailed explanation and provide supporting documentation from the source.

18. Have any civil legal proceedings been filed against you by a client, former client or employer/employee? If yes, attach a detailed explanation and documentation from the source including initiating document(s) and documentation of final disposition. Yes No

19. Do you have any criminal charges pending or have you ever pled guilty, forfeited bond, or been convicted of a crime (whether or not sentence was suspended or deferred), or have you pled no contest or had prosecution deferred whether or not an appeal is pending? If yes, attach a detailed explanation and documentation from the source. You must report but may omit documentation for: (1) misdemeanor traffic violations resulting in fines of less than \$100; and (2) charges or convictions prior to your 18th birthday unless you were tried as an adult. Yes No

20. Have you ever been diagnosed with chemical dependency or another addiction, or have you participated in a chemical dependency or other addiction treatment program? If yes, please attach a detailed explanation and provide documentation regarding evaluations, diagnosis, treatment recommendations and monitoring from the source. Yes No

21. Have you ever been diagnosed with a physical condition or mental health disorder involving potential health risk to the public? If yes, please provide a detailed explanation. Yes No

22. Have you ever been courts martial or discharged other than honorably from any branch of the armed service? If yes, attach a detailed explanation and documentation for the source. Yes No

23. Have you ever been convicted or forfeited bond on any violation of the Fish, Wildlife and Parks laws or applicable regulations of any state or the United States? If yes, attach a detailed explanation and documentation for the source. Yes No

24. HUNTING & FISHING EXPERIENCE: Applicant must have not less than one season of experience hunting or fishing for the type of game for which the applicant will guide **or** have worked for the outfitter that signs the license for a period of at least six weeks and in the area to be guided in **or** have successfully completed a school licensed by a state, approved by the board, and that trains persons to be a guide. Please submit your guide school certificate of completion if applicable.

Type of activity (Hunting or Fishing)	Provide # of season(s) or Inclusive dates working with endorsing outfitter	Name of endorsing outfitter and license # or guide school (If applicable)	Location of experience (Example: Scapegoat Wilderness, Eastern Montana, or closest City/Town)

AFFIDAVIT

I authorize the release of information concerning my education, training, record, character, license history and competence to practice, by anyone who might possess such information, to the Montana Board of Outfitters.

I hereby declare under penalty of perjury the information included in my application to be true and complete to the best of my knowledge. In signing this application, I am aware that a false statement or evasive answer to any question may lead to denial of my application or subsequent revocation of licensure on ethical grounds. I have read and will abide by the current licensure statutes and rules of the State of Montana governing the profession. I will abide by the current laws and rules that govern my practice.

Legal Signature of Applicant

Date

APPLICANT RELEASE OF INFORMATION AUTHORIZATION

I give permission to the Board of Outfitters to release information regarding my guide application to my endorsing outfitter. (If you choose not to sign the release, be aware that the board office cannot release any information regarding your application to the endorsing outfitter).

Legal Signature of Applicant

Date

ENDORISING OUTFITTER AFFIDAVIT

Name of Endorsing Outfitter _____ License # _____

Phone # (____) _____ -- _____ Fax # (____) _____ -- _____

The Applicant is in fact to be employed by me or retained as an independent contractor in accordance with 37-47-101, MCA. I confirm that I have inquired and, to my knowledge, the applicant meets all the qualifications of a guide in accordance with ARM 24.171.601.

Legal Signature of Endorsing Outfitter

Date

VERIFICATION OF LICENSURE

THIS IS NOT AN ENDORSEMENT CERTIFICATION

PLEASE COMPLETE THIS SECTION OF THE FORM AND MAIL TO EACH STATE BOARD IN WHICH YOU ARE NOW OR HAVE EVER BEEN LICENSED TO PRACTICE AS A GUIDE. YOU MAY COPY THIS FORM AS MANY TIMES AS NEEDED. SOME BOARDS REQUIRE A FEE FOR THIS SERVICE.

STATE BOARD:

I am applying for a license to practice guiding in the State of Montana. The Board of Outfitters requires this form to be completed by each state wherein I hold or ever have held a professional/occupational license. This is your authority to release any information in your files, favorable or otherwise, **DIRECTLY** to the **BOARD OF OUTFITTERS, P. O. BOX 200513, 301 SOUTH PARK AVENUE, HELENA, MT 59620-0513**. Your early response is appreciated.

(Signature) Name: _____
(Please print)

Address: _____

My License Number is: _____

DO NOT DETACH -- THIS SECTION TO BE COMPLETED BY AN OFFICIAL OF THE STATE BOARD AND RETURNED DIRECTLY TO THE MONTANA STATE BOARD OF _____

State of: _____

Full Name of Licensee: _____

License No. _____ Issue Date: _____

License is current? _____ If No, explain _____

Has license been suspended, revoked, placed on probation or otherwise disciplined? _____

If Yes, explain and attach documentation _____

Has licensee ever been requested to appear before your Board? _____

If Yes, explain _____

Derogatory information, if any _____

Comments, if any _____

BOARD SEAL

Signed: _____
Title: _____
State Board: _____ Date: _____