



State of Utah

DIVISION OF OCCUPATIONAL & PROFESSIONAL LICENSING

160 East 300 South, P.O. Box 146741
Salt Lake City, Utah 84114-6741
Telephone (801) 530-6628
www.dopl.utah.gov

Application for: **Outfitters License** or
 Hunting Guide License

(Note: Microsoft Word users can fill in the blanks, print the form and save it for their records.)

Please list your <u>full legal name</u> as it appears on your driver's license, Social Security Card, etc.			
Last Name:		First Name:	Middle Name:
Social Security Number: - -		Maiden Name:	
I certify under penalty of perjury that:			
and	<input type="checkbox"/> I am a citizen of the United States.		
	<input type="checkbox"/> I am a qualified alien as defined in 8 U.S.C., Sec 1641 who is lawfully present in the United States. I understand that I am required to visit DOPL's offices and present a government issued ID bearing my photo and evidence of one, or both of the following: Alien ID Number I-94 Number		
	<input type="checkbox"/> I am a foreign national not physically present in the United States. (If you check this item you do not need to respond to the following section.)		
	<input type="checkbox"/> I have a valid Driver License or State Issued ID State: Number:		
<input type="checkbox"/> I do not have a Driver License. I am legally present in the United States, and I understand that the Department of Commerce will verify my legal presence in order to process my application.			
Mailing Address:			
City:		State:	ZIP:
<input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Birth:	Phone #:	E-Mail:
Employer's Business Name:			
List all other licenses, registrations, or certifications issued by any state which you now hold or have ever held in any profession. (Use additional sheets if necessary.)			
Profession:		Issuing State:	
License Number:		License Status:	Issue Date:
Profession:		Issuing State:	
License Number:		License Status:	Issue Date:
Profession:		Issuing State:	
License Number:		License Status:	Issue Date:
Profession:		Issuing State:	
License Number:		License Status:	Issue Date:

DO NOT WRITE IN THIS SECTION - FOR DIVISION USE ONLY License/Certificate Number: _____ Date License/Certificate Approved/Denied: ___/___/___ Approved/Denied By: _____ Reason for Denial/Other Comments: _____	<input type="checkbox"/> Qualifying Questionnaire <input type="checkbox"/> Copy of Drivers License / Valid ID <input type="checkbox"/> UCCH <input type="checkbox"/> Certification of Wildlife Record <input type="checkbox"/> Education/Basic Training/Experience <input type="checkbox"/> Basic First Aid AND CPR <input type="checkbox"/> Verification of License
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QUALIFYING QUESTIONNAIRE

*These questions are **required**. Read thoroughly, complete and sign.*

<input type="checkbox"/> Yes <input type="checkbox"/> No	1. Have you EVER been licensed as a hunting guide or outfitter? If yes, in what state(s):
<input type="checkbox"/> Yes <input type="checkbox"/> No	2. Has disciplinary proceedings EVER been taken against your Hunting Guide or Outfitters license or have you lost the right to hunt in this state or any other jurisdiction?
<input type="checkbox"/> Yes <input type="checkbox"/> No	3. Have you violated any State or Federal Wildlife, Hunting Guide or Outfitter statute or regulation in the previous 60 months?
<input type="checkbox"/> Yes <input type="checkbox"/> No	4. Have you EVER violated any State or Federal Wildlife, Hunting Guide or Outfitter statute or regulation that included imprisonment for more than five days?
<input type="checkbox"/> Yes <input type="checkbox"/> No	5. Have you been convicted to any felony charge in the past ten years?
<input type="checkbox"/> Yes <input type="checkbox"/> No	6. Have you EVER been convicted of a misdemeanor involving wildlife violations?
<input type="checkbox"/> Yes <input type="checkbox"/> No	7. Have you EVER been convicted of a crime of moral turpitude? (<i>Conduct which is considered contrary to community standards of justice, honesty or good morals.</i>)



- **If you answered “Yes” to Question 1 you must have the state(s) you were licensed in send DOPL a verification of licensure.**
- **If you answered “Yes” to Questions 2 through 7, you must attach a complete narrative of the circumstances for EACH and EVERY violation, disciplinary action, conviction, plea in abeyance, and/or deferred sentence. You must also attach copies of all applicable agency report(s), court record(s), and probation/parole officer report(s). A conviction means a finding of guilt, guilty plea, a plea of nolo contendere, a plea in abeyance, a pending diversion agreement, or an equivalent to any of the above in any jurisdiction.**

AFFIDAVIT FOR APPLICATION

1. I certify under penalty of perjury that I am a United States citizen or a qualified alien who is lawfully able to work in the United States.
2. I understand that it is my responsibility to read and understand all statutes and rules pertaining to my practice as a Hunting Guide or Outfitter in Utah, and I agree to comply with such.
3. I am qualified in all respects for the license for which I am applying in this application.
4. To the best of my knowledge, the information contained in the application and its supporting document(s) is free of fraud, misrepresentation, omission of material fact, truthful, correct, and complete; and, discloses all material facts regarding the applicant.

Signature of Applicant: _____

Date of Signature: _____

VERIFICATION OF ASSOCIATION OR DISASSOCIATION OF A HUNTING GUIDE

Pursuant to 58-79-102, a Hunting Guide is retained for compensation by an Outfitter. This form must be submitted at the time of initial licensure, and at any time when the Hunting Guide becomes Associated or Disassociated from an Outfitter within this State.

TO BE COMPLETED BY THE SUPERVISING OUTFITTER:

Name of Hunting Guide:		License Number:	
Mailing Address:			
Mailing City:		Mailing State:	Mailing Postal Code:
Phone Number:		E-Mail:	

I am verifying the **association** of a **licensed** Hunting Guide.

I am verifying the association of an **unlicensed** Hunting Guide.

Provide this form to the applicant to submit to DOPL with his/her application for licensure.

Name of Licensed Outfitter:		License Number:	
Mailing Address:			
Mailing City:		Mailing State:	Mailing Postal Code:
Phone Number:		E-Mail:	

I do hereby certify that I am a licensed Outfitter in the state of Utah, and that the above information is accurate.

Signature of Supervising Outfitter:	Date of Signature:
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I am verifying the **disassociation** of a **licensed** Hunting Guide, who was previously associated with me.

From Date:

To Date:

Satisfactory Performance

Unsatisfactory Performance

Name of Licensed Outfitter:		License Number:	
Mailing Address:			
Mailing City:		Mailing State:	Mailing Postal Code:
Phone Number:		E-Mail:	

I do hereby certify that I am a licensed Outfitter in the state of Utah, and that the above information is accurate.

Signature of Supervising Outfitter:	Date of Signature:
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VERIFICATION OF TRAINING / EXPERIENCE

R156-79-302e requires that Hunting Guides and Outfitters have completed a minimum of 100 days of training / experience, or its equivalent.

Note: No more than 15 (fifteen) days of training may be permitted from any given area of training / experience.

Training / Experience	Date Training/ Experience Began	Date Training / Experience Completed	Total Days (8 hours = 1 day)
Hunter Ethics & Attitude			
Horsemanship			
Packing Skills			
Transporting Livestock			
Shoing Skills			
Use of a Crosscut Saw & Ax			
Use of a Chain Saw			
General Weapon Knowledge			
Guiding Skills			
Game Care			
Setting up Camps			
Hunting Guide Regulations <i>(Hunting Guides Only)</i>			
First Aid / CPR Course			
Basic OHV Safety Course			
Basic Survival Skills			
Trophy Judging Skills			
Supervision Clientele <i>(Outfitters Only)</i>			
Outfitter Regulations <i>(Outfitters Only)</i>			
Hiring & Supervision Personnel <i>(Outfitters Only)</i>			
Outfitter Advertising <i>(Outfitters Only)</i>			
Booking Clientele <i>(Outfitters Only)</i>			
Going Into Business for Oneself <i>(Outfitters Only)</i>			
Wilderness & Back Country Manners <i>(Outfitters Only)</i>			
Applying Federal & State Land Use Policies <i>(Outfitters Only)</i>			
Obtaining all Necessary Licenses, Permits & Permissions for the Client <i>(Outfitters Only)</i>			
Providing Staff & Facilities for Hunting <i>(Outfitters Only)</i>			
Providing a Hunting Guide <i>(Outfitters Only)</i>			

Name of Licensed Outfitter:	License Number:
Signature of Outfitter (<i>attesting to experience / training hours</i>):	

Outfitter and Hunting Guide License Application Checklist

1. Pass the Utah Outfitters or Hunting Guide Examination with a score of 75% or greater. Your score will be transmitted to DOPL directly from our testing provider.
2. Complete all sections of the application and attach the following supporting documentation:
 - ❑ **Clear and legible photocopies of the following items:**
 - Valid State Drivers License or Federal, State or local government Identification Card (*a Utah Drivers Privilege card is NOT acceptable*)
 - Utah Division of Wildlife Resources, Wildlife Violation Record, or its equivalent as issued by the state Wildlife Agency in the state of your residency. For Utah this is obtained from the Law Enforcement Section of the DWR (1594 W North Temple, Salt Lake City, UT 84116 - (801) 538-4700 - <http://wildlife.utah.gov>).
 - **Note:** This document is only valid for 30 days from the date of issuance.
 - High school diploma or its equivalent or a higher education degree
 - Documentation that you possess current First Aid and CPR credentials
 - ❑ **Originals of the following items:**
 - Current criminal history record issued by the state of residency. For Utah this is obtained from the Bureau of Criminal Identification (3888 W 5400 S, Taylorsville UT 84118 (801) 965-4569 – www.bci.utah.gov)
 - **Note:** This document is only valid for 30 days from the date of issuance.
 - Verification of licensure, if licensed in another state
 - For **Outfitters** one of the following items: (*Three (3) days of experience is equal to one (1) day of training.*)
 - Documentation of 100 days of acceptable experience as a **Outfitter**
 - or*
 - Certification of Completion of a **Basic Outfitter** Training Program
 - For **Hunting Guides** one of the following items: (*Three (3) days of experience is equal to one (1) day of training.*)
 - Documentation of 100 days of acceptable **Training / Experience**.
 - or*
 - Certification of Completion of a **Basic Hunting Guide** Training Program
3. For **Outfitters** enclose application fee of **\$150.00**. For **Hunting Guides** enclose an application fee of **\$75.00**. Licensure fees can be paid by check or money order, made payable to “DOPL.” Cash and debit/credit cards (*American Express, MasterCard, and Visa*) are also accepted in person at DOPL’s main office
4. Submit completed application, supporting documentation and Licensing Fee to one of the following:

By U.S. Mail	Division of Occupational & Professional Licensing P.O. Box 146741 Salt Lake City, Utah 84114-6741
By: FAX	(801) 530 -6511
In Person or Express Mail	160 East 300 South, 1st Floor, Salt Lake City, Utah 84111

5. For Questions or Other Information
Direct: (801) 530-6628 • **Toll-free:** (866) 275-3675 (*Utah only*) • **e-mail:** DOPLBureau6@Utah.gov