



Steps to Renew Your Guide License Online

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1. Visit www.ca.wildlifelicense.com/InternetSales.
2. Click on the “**Customer Login/Register**” tab.
For mobile devices, click on the menu icon towards the top left and select “**Customer Login/Register.**”
3. Enter the individual’s Date of Birth and Last Name; then click “**Next.**”
4. Under “**Select Official Document ID Type,**” select an appropriate ID registered with the account from the drop-down menu, enter the requested information and click “**Next.**”
NOTE: If you have the Username and Password security feature set up, you will be prompted to enter it at this step.
Individual Profile Update: If you would like to update the individual customer profile, click the “**Edit Customer Profile**” button, update the necessary information, and click “**Save.**”
For mobile devices, click on the menu icon towards the top left, click on “**Edit Customer Profile,**” update the necessary information, and click “**Save.**”
5. Click on “**View My Special Permits,**” and locate your guide license, then click “**View.**”
For mobile devices, click the menu icon towards the top left and scroll down select “**View My Special Permits.**”
6. Under “**Permits on File,**” locate your Guide License permit and click “**View.**”
7. Click “**New Application**” if prompted with an application year, check the box next to appropriate “**Application Year**” and then click “**Continue.**”
Note: If there is no “**New Application**” button, click “**Edit**” next to the “**2023.**” Please complete all sections of the application renewal page.
8. Review your application information and edit or update any information necessary.
9. If your bond is expired, you must upload a copy of the Bond Certificate.
To upload, click “**Add**” under “**File Uploads**” then “**Browse**” and select the file on your computer/device that you wish to upload. Then click “**Upload.**”
10. Check the box to certify under penalty of perjury that the application is true and correct.
11. Click “**Submit and Finish**” then “**Continue.**”
12. Confirm the selections in your Shopping Cart and click “**Check Out.**”
13. Confirm your shipping information and enter your payment information.
Note: Only Visa and MasterCard are accepted.
14. For a purchase confirmation via email, check the box next to “**Please Email Confirmation**” and enter an email address.
15. Check the box certifying you are at least 18 years of age and authorized to make the selected purchase(s). **The transaction will not proceed if the box is not checked.**
16. Click “**Complete Transaction.**”
Note: Please allow 7-10 business days for staff to review and update your bond information. Your license will be issued once your bond is verified.
17. The “**Transaction Complete**” page will appear, confirming you have completed the purchase(s) and have applied for your Guide License renewal. Click “**Download Receipt/Licenses**” for proof of your purchase(s).