



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**” tab.
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 “**Application Year**” you are renewing. Please complete all sections of the application renewal page.
8. Review and update your application information as 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 review and click “**Continue**” on the following pages.
12. Confirm the item(s) in your Shopping Cart and click “**Check Out**.”
13. To receive a purchase confirmation via email, check the box next to “**Please Email Confirmation**” and enter an email address.
14. Check the box certifying you are 18 years of age authorizing the purchase and check the reCAPTCHA box.
15. Enter your payment information and check the box and click the “**Pay Now**” button. **Note:** Only Visa and MasterCard are accepted.
16. Click “**Download Receipt/Licenses**” for proof of your purchase(s). Please allow 15 business days for the reviewing and processing of your application or delivery of your license.