



State of California – Department of Fish and Wildlife
2024 – 2025 LICENSED GUIDE EMPLOYEE REGISTRATION APPLICATION
 DFW 992c (REV. 11/27/23) Page 1 of 2

FEE: \$62.32 (Includes a nonrefundable three percent (3%) application fee, not to exceed \$7.50)

INCOMPLETE APPLICATIONS WILL BE RETURNED. SEE INSTRUCTIONS ON PAGE 2.
A COPY OF YOUR IDENTIFICATION IS ONLY REQUIRED IF THIS IS A NEW APPLICATION

CHECK ONE: **NEW** **RENEWAL** **CHECK HERE IF NEW ADDRESS**

EMPLOYEE'S FIRST NAME		M.I.	LAST NAME		GO ID NUMBER (From ALDS issued license)	
MAILING ADDRESS			CITY		STATE	ZIP CODE
TELEPHONE NUMBER ()		EMAIL ADDRESS (Voluntary)			GENDER <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE <input type="checkbox"/> NONBINARY	
DATE OF BIRTH	HAIR COLOR		EYE COLOR	HEIGHT		WEIGHT
I HAVE CONTINUOUSLY RESIDED IN CALIFORNIA FOR THE LAST SIX MONTHS <input type="checkbox"/> YES <input type="checkbox"/> NO "Resident" means any person who has resided continuously in the State of California for six months or more immediately prior to the date of his application for a license or permit, any person on active military duty with the Armed Forces of the United State or auxiliary branch thereof, or any person enrolled in the Job Corps established pursuant to Section 2883 of Title 29 of the United States Code. (Fish and Game Code, Section 70.)						
HAVE YOU BEEN CONVICTED OF ANY FISH AND WILDLIFE VIOLATION OR FORFEITED BAIL IN CONNECTION WITH ANY SUCH VIOLATION IN THE PRECEDING 24 MONTHS? (If yes, please give county/date of conviction and explain below) <input type="checkbox"/> NO <input type="checkbox"/> YES						
<i>I certify that I have read, understand, and agree to abide by all conditions of this license, the applicable provisions of the FGC, and the regulations promulgated thereto. I certify that I am not currently under any Fish and Wildlife license or permit revocation or suspension, that I have not been convicted of any Fish and Wildlife violation or forfeited bail in connection with any such violation in the preceding 24 months, and that there are no other legal or administrative proceedings pending that would disqualify me from obtaining this license. I agree that if I make any false statement as to any fact required as a prerequisite to the issuance of this license, the license is void and will be surrendered where purchased, and I understand that I may be subject to prosecution pursuant to FGC Section 1054 or to other administrative actions pursuant to Section 746, Title 14, of the California Code of Regulations (CCR).</i>						
SIGNATURE				DATE		
X						
EMPLOYER'S INFORMATION						
GUIDE LICENSE NUMBER		BUSINESS NAME			EMAIL ADDRESS (Voluntary)	
FIRST NAME		M.I.	LAST NAME		TELEPHONE NUMBER ()	
MAILING ADDRESS			CITY		STATE	ZIP CODE
EMPLOYER'S SIGNATURE				DATE		
X						
FOR DEPARTMENT OF FISH AND WILDLIFE USE ONLY						
REVIEWED BY / DATE		<input type="checkbox"/> CITATION / RESTRICTION		ISSUED BY / DATE		TRANSACTION #



INSTRUCTIONS FOR THE LICENSED GUIDE EMPLOYEE REGISTRATION APPLICATION

Please allow 15 business days for processing the application. Incomplete applications will be returned and will delay the issuance of your registration. Contact the License and Revenue Branch at (916) 928-5846 or SPU@wildlife.ca.gov if you need additional information regarding the guide employee registration application.

1. It is mandatory to complete all items unless specified as voluntary.
2. Completed application must be accompanied by:
 - a. Employee Registration Fee
 - b. A copy of documentation showing that each employee is covered by workers' compensation insurance.
 - c. A copy of documentation showing that each employee is subject and reported to the state and federal taxing authorities for withholding of income tax.
3. The application must be signed by both employee applicant and employer.
4. Mail this application, a copy of your identification, copies of documents described above and a cashier's check, money order, personal or business check* or credit card** authorization form with the registration fee to the Department of Fish and Wildlife, License and Revenue Branch, P.O. Box 944209, Sacramento, CA 94244-2090. **DO NOT SEND CASH*****

NOTE: A permit must be obtained from the U.S. Department of the Interior or Department of Agriculture when guiding or packing on lands under the jurisdiction of that federal agency. Operators carrying passengers in powered vessels, in navigable waterways must have a valid U.S. Coast Guard license, and U.S. Coast Guard Certificate of Inspection for boats carrying more than six passengers, and must carry safety equipment (e.g., fire extinguisher, personal floatation devices, etc.) aboard the vessels. Operators of for-hire vessels carrying more than three passengers for-hire on non-navigable state waters must possess a valid For-Hire Vessel Operator's License, and For-Hire Vessel Carriers must also obtain a For-Hire Vessel Carrier Insurance Certificate issued by the Division of Boating and Waterways (DBW). For more information about DBW for-hire vessel requirements please visit https://dbw.parks.ca.gov/?page_id=28891 or call (916) 327-1590.

IDENTIFICATION REQUIREMENTS

Section 700.4(c), Title 14, of the CCR states any applicant applying for any license, tag, permit, reservation or other entitlement issued via the Automated License Data System (ALDS) shall provide valid identification. Acceptable forms of individual identification include:

- Any license document or Get Outdoors identification number (GO ID) previously issued via ALDS
- A valid driver's license or identification card issued to him or her by the Department of Motor Vehicles or by the entity issuing driver's licenses from the licensee's state of domicile
- US Military Identification Cards (Active or reserve duty, dependent, retired member, discharged from service, medical/religious personnel)
- US Birth Certificate
- Tribal Identification Card, as defined by each sovereign tribal nation
- US Passport
- A foreign government-issued photo identification
- Certificate of Naturalization or Citizenship
- Birth Certificate or passport issued from a US Territory
- US Certificate or Report of Birth Abroad

Applications submitted by individuals for businesses must provide documentation identifying the business' structure type. Acceptable forms of business identification include:

- Articles of Incorporation
- Articles of Organization
- Certificate of Limited Partnership
- Statement of Partnership Authority

NOTICE

Disclosure Statement — Under Fish and Game Code Sections 2535–2546 and Section 745, Title 14, of the CCR, the Department of Fish and Wildlife is authorized to collect information from applicants to maintain a record of licensure. All information requested on this application is mandatory unless otherwise indicated. An applicant's name and city of residence may be provided to the public if requested. Other personal information submitted on this application may be released for law enforcement purposes, pursuant to court order, or for official natural resources management purposes. A licensee may obtain a copy of his/her license records maintained by the Department by submitting a written request to the Custodian of Records, Department of Fish and Wildlife, License and Revenue Branch, P.O. Box 944209, Sacramento, CA 94244-2090. All requests must include the requestor's name, address, and telephone number.

PAYMENT POLICY

***Personal or business checks** will be accepted by the Department if name and address are imprinted on the check. Checks returned to the Department due to insufficient funds will render your license invalid. The Department may also deny the issuance or renewal of any license if a person has failed to reimburse the Department for the amount due. Any activity performed without a valid registration is a violation of the Fish and Game Code and therefore subject to enforcement action.

****Credit Cards** – Licenses, permits, tags, stamps, or registrations may be purchased with a Visa or MasterCard.

*****Cash** is not accepted at California Department of Fish and Wildlife sales offices.