



## 2020 GUIDE LICENSE AND EMPLOYEE REQUIREMENTS

### 2020-2021 Guide License and Guide Employee Registration Information

Your 2020-2021 Guide License and/or Guide Employee Registration will expire January 31, 2020.

#### Enclosed are the following:

- 2020 Guide License and/or Guide Employee Registration Worksheet
- Steps to Renew Your License Online
- Credit Card Authorization Form

### Licensed Guide Search

If you want the name of your business, address, and telephone number listed in the Department's Licensed Guide Search, please check the box on the renewal worksheet.

### Renew Your License Online

You can renew your Guide License online by logging in to the Department's Online License Sales and Services at [www.ca.wildlifelicenses.com/InternetSales](http://www.ca.wildlifelicenses.com/InternetSales). See the enclosed "Steps to Renew Your Guide License Online" for instructions.

**Note:** Items purchased from Online License Sales and Service website include a five percent (5%) nonrefundable license agent handling fee.

### Checklist for Renewing Your Guide License and/or Guide Employee Registration

Please read the instructions on the worksheet before completing. Incomplete worksheets and those without a valid signed Surety Bond or employee documentation will be returned and will delay the issuance of your license.

- ✓ Review the preprinted information carefully, line through incorrect information, and legibly print corrections.
- ✓ Fill out your worksheet completely. Include date of birth, rates/fees for services provided, counties in which you will provide service, and equipment used or provided.

- ✓ Submit your signed, original \$1,000 surety bond with your worksheet. Important Note: Bonds must be in effect from February 1, 2020, through January 31, 2021.
- ✓ New applicants must include their GO ID or a copy of identification with their Guide License Worksheet or Guide Employee Registration Worksheet.
- ✓ Documentation showing that the employee is covered by workers' compensation and subject to the State and Federal taxing authorities for withholding of income tax must be submitted with a Guide Employee Registration.
- ✓ Enclose your check or money order.
- ✓ If paying by credit card, sign the enclosed credit card authorization form and include the expiration date of the credit card, CVC number on the back of the card, and your daytime telephone number.

### Daily Trip Log Reminders

The Guide License Daily Trip Log Form is available on the Department's website at [www.wildlife.ca.gov/Licensing/Guide](http://www.wildlife.ca.gov/Licensing/Guide).

### Forms, Lists, and Laws and Regulations

Licensed Guide forms, the Guide Search, and Guide Laws and Regulations are available on the Department's website at [www.wildlife.ca.gov/Licensing/Guide](http://www.wildlife.ca.gov/Licensing/Guide).