



## 2023 GUIDE LICENSE AND EMPLOYEE RENEWAL NOTICE

### 2023-2024 Guide License and Guide Employee Registration Information

Your 2022-2023 Guide License and/or Guide Employee Registration will expire January 31, 2023.

#### Enclosed are the following:

- 2023 Guide License Renewal Worksheet or Licensed Guide Employee Renewal Worksheet
- Steps to Renew Your License Online
- Credit Card Authorization Form

### Licensed Guide Search

To have your name, 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.wildlifelicense.com/InternetSales](http://www.ca.wildlifelicense.com/InternetSales). See the enclosed "Steps to Renew Your Guide License Online" for instructions.

**Note:** Items purchased from Online License Sales and Services 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 proof of having a valid 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 a copy of your signed \$1,000 surety bond with your worksheet. Important Note: Bonds must be in effect from February 1, 2023, through January 31, 2024.
- ✓ New applicants must include their GO ID or a copy of identification with their Guide License Application or Licensed Guide Employee Registration Application.
- ✓ 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 Licensed Guide Employee Registration Application.
- ✓ 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, Laws and Regulations and Other Government Requirements

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