



## 2025 GUIDE LICENSE AND EMPLOYEE REGISTRATION RENEWAL NOTICE

### 2025-2026 Guide License and Guide Employee Registration Information

Your 2024-2025 Guide License and/or Guide  
Employee Registration will expire January 31, 2025.

#### Enclosed are the following:

- 2025 Guide License Renewal Worksheet or  
Licensed Guide Employee Renewal Worksheet
- Steps to Renew Your Guide License Online
- Credit Card Authorization Form

### Licensed Guide Search

To have your name, address, and telephone number  
listed in the California Department of Fish and  
Wildlife's (Department) 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, 2025,  
through January 31, 2026.
- ✓ 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).