



2024 GUIDE LICENSE AND EMPLOYEE REGISTRATION RENEWAL NOTICE

2024-2025 Guide License and Guide Employee Registration Information

Your 2023-2024 Guide License and/or Guide
Employee Registration will expire January 31, 2024.

Enclosed are the following:

- 2024 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. 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, 2024,
through January 31, 2025.
- ✓ 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.

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.