



GUIDE LICENSE AND GUIDE EMPLOYEE REGISTRATION REQUIREMENTS

NOVEMBER 2016

2017-2018 Guide License and Guide Employee Registration Worksheet Information

Your 2016-2017 Guide License and/or Guide Employee Registration will expire January 31, 2017.

No Cash Accepted at Department Offices

Starting January 1, 2017, the California Department of Fish and Wildlife will no longer accept cash at the License and Revenue Branch and regional license counters. Checks, money orders, or any debit or credit card with the Visa or Mastercard logo are accepted.

Enclosed are the following:

- 2017-2018 Guide License and/or Guide Employee Registration Worksheet.
- Credit Card Authorization Form

Guide List Available

If you would like your name, business name, business address, and business telephone number included in the Department's Licensed Guide Search available to the public, please check the appropriate box on the application. The search is on the Department's page at www.wildlife.ca.gov/Licensing/Guide.

Forms, List, and Guide Laws and Regulations

The Guide Forms, List, Laws and Regulations are available on the Department's web page at www.wildlife.ca.gov/Licensing/Guide.

Renew Your License Online

You can renew your Guide License online by logging onto the Department's Online License Sales and Service at www.wildlife.ca.gov/Licensing/Online-Sales, and follow the instructions on the back of this renewal notice.

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

Check List for Renewing Your Guide License and/or Guide Employee Registration

Please read the instructions on the worksheet before completing. Incomplete applications and those without a valid signed Surety Bond or employee documentation will be returned and will delay the issuance of your license. Allow 15 business days for processing your worksheet.

- ✓ 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, 2017 through January 31, 2018.
- ✓ New applicants must include 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. When 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.

Renew Your License Online

1. Sign into your profile at www.ca.wildlifelicense.com/InternetSales
You will need your last name, date of birth and GO ID# found under the barcode, on the upper right hand of your Guide License Renewal Worksheet, or on your current license.
Note: When renewing a Guide License for a business, retrieve an individual owner associated with the business first, then click the "Add a Customer" tab.
2. Click "View My Special Permits" in the Menu box at the top of the page.
3. Click the "View" button next to the Guide special permit type.
4. Verify your Bond information is current. If not current, scan and upload a copy of your current Bond Certificate by clicking the "Upload File" button.
Note: A current Bond is required and must be approved prior to purchasing you guide license online.
5. Click the "New Application" button.
6. Update all information on the Guide Application page.
7. Check the signature box at the bottom of the page and click the "Submit and Finish" button.
8. Confirm your selections under the Shopping Cart box and click the "Checkout" button.
9. Confirm your shipping information and enter your payment information.
10. To receive confirmation of your purchases, enter your e-mail address and check the e-mail confirmation box.
11. **Important:** Check the box to certify that you are 18 years of age and authorized to make the purchase. The transaction will not be processed if it is not checked.
12. Click the "Complete Transaction" button. The transaction complete page will appear, confirming you have completed the sales and have applied for your Guide License. Click on the "Download Receipt/Licenses" to print your receipt for your records.

For more information contact the Department's Special Permits Unit at (916) 928-5852 or e-mail SPU@wildlife.ca.gov.

Daily Trip Log Reminders

The Daily Trip Log is now posted on the Department's website in a fill and print format. In case you don't have access to the Internet, we are enclosing a blank Daily Trip Log and you may make copies.

Daily Trip Log

- Prior to departing with a client, enter your name, business name and guide number, date of the trip, county and site where you intend to fish or hunt, purpose of the trip, species sought and your client's name, address, and license DOC. ID number.
- Prior to leaving the site, enter the following for each client: species and count of kept and released animals, number of hours hunted/fished and tag/report card DOC. ID numbers if applicable. Do not include more than one-day's activity per log. If you have more than seven clients per day, use additional logs.
- Be sure to sign, date and make copies of logs before mailing to the Department. Incomplete logs may be returned.
- Copies of your guide log records shall be retained for a period of at least one year and be shown on demand to any Department representative.
- Submit log(s) for big game mammal hunting or fishing guided trips that took place during the month. The Department must receive the log(s) no later than the 10th day of the following month. All logs shall be submitted in one mailing and mailed to the California Department of Fish and Wildlife, Attn: Law Enforcement Division, 1416 Ninth Street Room 1326, Sacramento, CA 95814.