State of California
Department of Fish and Wildlife

GUIDE LICENSE AND GUIDE EMPLOYEE REGISTRATION REQUIREMENTS

OCTOBER 2014

2015-2016 Guide License and Guide Employee Registration Worksheet Information

Your 2015-2016 Guide License and/or Guide Employee Registration will expire January 31, 2015.

Enclosed are the following:

- 2015-2016 Guide License and/or Guide Employee Registration Workheet.
- 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 Lists available to the public, please check the appropriate box on the application. The lists are posted on the Department's web page at www.wildlife.ca.gov/licensing/specialpermits.

Forms and Guide Laws and Regulations

Forms, laws and regulations are posted on the Department's web page at www.wildlife.ca.gov/licensing/specialpermits.

Unlawful to Use Dogs to Pursue Bear and Bobcat

As of January 1, 2013, the use of dogs to pursue bear and bobcat for sport-hunting purposes is unlawful. More information can be found on the Department's web page at http://californiaoutdoorsqas.com/.

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.
- ✓ Fill out your application 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 application. **Important Note:** Bonds must be in effect from February 1, 2015 through January 31, 2016. DO NOT RELY ON YOUR INSURANCE OR BONDING COMPANY TO FORWARD BOND INFORMATION.
- ✓ New applicants must include GO ID # or a copy of identification with their Guide License or 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 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 Goes Green

The Daily Trip Log is now posted on the Department's web page at www.wildlfie.ca.gov/licensing/forms 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.

Reminders for Completing the 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 the guide's 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.