



2018 GUIDE LICENSE AND GUIDE EMPLOYEE REGISTRATION REQUIREMENTS

2018-2019 Guide License and Guide Employee Registration Information

Your 2017-2018 Guide License and/or Guide Employee Registration will expire January 31, 2018.

No Cash Accepted at Department Offices

As of January 1, 2017, the California Department of Fish and Wildlife (Department) no longer accepts cash at its License and Revenue Branch and regional license sales offices. Checks, money orders, or any debit or credit card with the Visa or Mastercard logo are accepted.

Enclosed are the following:

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

Licensed Guide Search

If you want the name of your business, address, and telephone number available in the Department's Licensed Guide Search, please check the box on the renewal worksheet. The licensed guide search is on the Department's page at www.wildlife.ca.gov/Licensing/Guide, (under the Look up licensed hunting and fishing guides tab).

Renew Your License Guide License Online

You can renew your Guide License online by logging onto the Department's Online License Sales and Service account (see "Steps to Renew Your License Online" for instructions).

Note: Items purchased from Online License Sales and Service include 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 a valid signed Surety Bond or employee documentation will be returned and will delay the issuance of your license. Please remember to do the following:

- ✓ 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, 2018 through January 31, 2019.

- ✓ 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.
- ✓ 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 Daily Trip Log is posted on the Department's website at <http://wildlife.ca.gov/Licensing/Guide>.


Steps to Renew Your License Online

Individual Guide License Renewals: If you are renewing an individual (non-business) guide license, complete steps 1-4, and then skip to and complete steps 8-21.


Business Guide License Renewals: If you are renewing a guide license for a business, follow steps 1-21.

1. Visit www.ca.wildlifelicense.com/InternetSales/
2. Click on the "Customer Login/Register" tab.
(For mobile devices, click on the  icon towards the top left and select "Customer Login/Register.")
3. Enter the individual's (or business owner's, if renewing a business license) Date of Birth and Last Name, and click "Next."
4. Under "Select Official Document ID Type," select an appropriate ID registered with the account from the drop-down menu (i.e. GO ID, State ID, Passport, Green Card, Military ID, or Foreign Government ID), enter the requested information, and click "Next."

Individual Profile Update: If you would like to update the **individual** customer profile, click the "Edit Customer Profile" button, update the necessary information, and click "Save."

5. Click the “Add Customer” tab and then click “Start” to retrieve the business profile.
(For mobile devices, click on the  icon towards the top left and select “Add Customer,” then click “Start.”)
6. Select “Business” from the drop-down menu and click “Start.”
7. Enter the Business GO ID (located under the barcode on your preprinted worksheet or last year’s license). Enter the business mailing address Postal Code (zip code) and click “Next.”

Business Profile Update: If you would like to update the **business** customer profile, click the “Edit Customer Profile” button, update the necessary information, and click “Save.”

8. Click “View My Special Permits.”
(For mobile devices, click on  the icon towards the top left and select “View My Special Permits.”)
9. Under “Special Permit Type Name,” locate your guide license and click “View.”
10. Click “New Application.” If prompted with an application year, check the box next to “2018” and then “Continue.”

Note: If there is no “New Application” button, click “Edit” next to the “2018.”

11. Please complete all sections of the application renewal page.
12. If your bond is expired, you must upload a copy of the Bond Certificate.

To upload, click “Add” under “File Uploads” then “Browse” and select the file on your computer/device that you wish to upload.
13. Click “Upload.”
14. Check the box to certify under penalty of perjury that the application is true and correct.
15. Click “Submit and Finish” then “Continue.”

16. Confirm the selections in your cart and click “Check Out.”
17. Confirm your shipping information and enter your payment information. **Note:** Only Visa and MasterCard are accepted.

18. Check the box next to “Please Email Confirmation” and enter an email address for purchase confirmation.
19. Check the box certifying you are at least 18 years of age and authorized to make the selected purchase(s). **The transaction will not proceed if the box is not checked.**
20. Click “Complete Transaction.” **Note:** Please allow 7-10 business days for staff to review and update your bond information. Your license will be issued once your bond is verified.
21. The “Transaction Complete” page will appear, confirming you have completed the purchase(s) and have applied for your Guide License Renewal. Click “Download Receipt/Licenses” for proof of your purchase(s).

For more information, contact the Department at (916) 928-5852 or email SPU@wildlife.ca.gov.

Forms, Lists, and Laws and Regulations

Licensed Guide forms, the Guide Search, and Guide Laws and Regulations are available on the Department’s website at www.wildlife.ca.gov/Licensing/Guide.