



- Outfitter Registration  
 Hunting Guide Registration

**APPLICANT INFORMATION**

Full Legal Name: \_\_\_\_\_  
*First Middle Last*

All Previous Legal Names: \_\_\_\_\_

Other DOPL Licenses Held: \_\_\_\_\_

SSN: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Gender:  Male  Female

Address: \_\_\_\_\_  
*Street Address (including Apt/Unit/Ste #) and/or PO Box*

\_\_\_\_\_  
*City State ZIP Code*

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

*Note: All Division notices and communication will be sent to this email*

Please Select ONE:

- I am a United States citizen OR a non-citizen of the United States who is lawfully present.  
 I am a foreign national not physically present in the United States.  
 None of the above, please explain: \_\_\_\_\_

Driver License  
or State ID Card

\_\_\_\_\_  
*State of Issue License Number Expiration Date*

**NOTE:** If you do not hold a US Driver License or a US State ID, you must present a legible copy of your current and valid government issued document(s) showing evidence of lawful presence in the United States.

**AFFIDAVIT AND RELEASE**

- I certify that I am qualified in all respects for the license for which I am applying in this application.
- I certify that to the best of my knowledge, the information contained in the application and all supporting document(s) are true and correct, discloses all material facts regarding the applicant, and that I will update or correct the application as necessary, prior to any action on my application.
- I authorize all persons, organizations, governmental agencies, or any others not specifically listed, which are set forth directly or by reference in this application, to release to the State of Utah, Division of Occupational and Professional Licensing any files, records, or information of any type reasonably required for the Division to properly evaluate my qualifications for licensure/certification/registration by the State of Utah.
- I understand that it is the continuing responsibility of applicants and licensees to read, understand, and apply the requirements contained in all statutes and rules pertaining to the occupation or profession for which I am applying, and that failure to do so may result in civil, administrative, or criminal sanctions.
- I certify that I do not currently pose a direct threat to myself, to my clients, or to the public health, safety or welfare because of any circumstance or condition.
- I understand that I am responsible to update the Division of any changes relating to my license/certification/registration.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

## QUALIFYING QUESTIONNAIRE

### Do not leave any question blank.

DOPL may request additional documentation if the information submitted is insufficient.

1.  Yes  No Have you EVER had a license, certificate, permit, or registration to practice a regulated profession denied, conditioned, curtailed, limited, restricted, suspended, revoked, reprimanded, resigned, or surrendered while under investigation, or otherwise **disciplined in any way**?
2.  Yes  No Do you CURRENTLY have **any criminal or administrative action pending or active**?
3.  Yes  No WITHIN THE PAST 10 YEARS, have you pled **guilty** to, **no contest** to, entered into a **plea in abeyance**, or been **convicted** of a **misdemeanor** in any jurisdiction?
4.  Yes  No Have you EVER pled **guilty** to, **no contest** to, entered into a **plea in abeyance**, or been **convicted** of a **felony** in any jurisdiction?

If you answered "Yes" to any question, enclose with this application complete information with respect to all circumstances and the final result, if such has been reached. If you answered "Yes" to questions 2, 3, or 4 you must submit the following for EACH and EVERY incident:

- personal account of the incident
- police report(s)
- court record(s)
- probation/parole officer report(s)

If you are unable to obtain any of the records required above, you must submit documentation on official letterhead from the police department and/or court indicating that the information is no longer available.

#### NOTE:

- DISCLOSE charges that were later held in abeyance, diverted, reduced, or dismissed.
- DISCLOSE motor vehicle offenses such as driving while impaired or intoxicated; however, you do not need to disclose minor traffic offenses such as a parking or speeding violations.
- DISCLOSE if you are restricted from possession, purchase, transfer, or ownership of a firearm or ammunition (even if your restriction is based on a non-reportable juvenile conviction).
- You do NOT NEED TO DISCLOSE juvenile offenses, unless you were convicted outside of juvenile court.
- You do NOT NEED TO DISCLOSE legally expunged criminal histories.

For more information, see DOPL's [criminal history FAQs](#)

## PROFESSIONAL LICENSES

List all other licenses, registrations or certification issued by any state which you now hold or have ever held in any profession. (Use additional sheets if necessary.)

Profession: \_\_\_\_\_ License Number: \_\_\_\_\_

Issuing State: \_\_\_\_\_ License Status: \_\_\_\_\_ Issue Date: \_\_\_\_\_

Profession: \_\_\_\_\_ License Number: \_\_\_\_\_

Issuing State: \_\_\_\_\_ License Status: \_\_\_\_\_ Issue Date: \_\_\_\_\_

## OUTFITTER COMPANY INFORMATION

To be completed by all Outfitter Applicants.

Company Name: \_\_\_\_\_

Utah Division of Corporations Registration (entity) Number: \_\_\_\_\_

DBA (if applicable): \_\_\_\_\_ DBA Registration Number: \_\_\_\_\_

Does the Outfitter's insurance policy cover all associated hunting guides?  Yes  No

## LIABILITY INSURANCE

**All registrants MUST have current General Liability Insurance.**

The required coverage is a policy protecting against injury or damage as a result of negligence by the registrant, which has at least the following minimum limits of coverage:

- \$25,000 for property damage
- \$100,000 for bodily injury or death of one individual in a single accident
- \$300,000 for bodily injury or death to all individuals in a single accident.
- 

**YOU MUST INCLUDE YOUR CURRENT CERTIFICATE OF INSURANCE (COI) WITH THIS APPLICATION.**

The Certificate of Insurance MUST have the following:

- DOPL's name and address as the certificate holder: DOPL, 160 E 300 S, Salt Lake City, Utah 84114.
- Policy covers all guides associated with the registrant.

## HUNTING GUIDE VERIFICATION OF ASSOCIATION

*Under Utah Code 58-79-102(3) a Hunting Guide is retained for compensation by an Outfitter.  
Please use this form to verify association with all registered Outfitters that you will be retained by.*

**Name of Hunting Guide Applicant:**

Full Legal Name: \_\_\_\_\_  
*First Middle Last*

**Associated Outfitter Information:**

To be completed by *each* supervising outfitter, make additional copies as needed.

Full Legal Name: \_\_\_\_\_  
*First Middle Last*

Company Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
*Street/PO Box City State/Zip*

Outfitter Registration Number: \_\_\_\_\_ Email: \_\_\_\_\_

Does the Outfitter's insurance policy cover this associated hunting guide applicant?  Yes  No

I do hereby certify that I am a registered Outfitter in the state of Utah, and that the above named individual will be retained by me as a hunting guide upon the issuance of his/her hunting guide registration. I understand that it is unlawful for this individual to practice as a hunting guide prior to his/her becoming registered.

Signature of Outfitter: \_\_\_\_\_ Date: \_\_\_\_\_

## APPLICATION CHECKLIST AND INSTRUCTIONS

This checklist is for your convenience; you do not need to include it with your application.

**NOTE:** Incomplete applications will be denied.

Your application is classified as a public record and may be available for inspection by the public, except with regard to the release of information which is sub-classified as controlled, private, or protected under the Government Records Access and Management Act or restricted by other law.

### ALL APPLICANTS

The following items are required to complete your application:

- Supporting documentation for any “yes” answers provided on the qualifying questionnaire.

### OUTFITTERS

If applying to be an **Outfitter**, *in addition* to the items required for all applicants, the following items are required:

- \$150.00 non-refundable application processing fee made payable to “DOPL”.
- Completed “Outfitter Company Information” section of application found at the top of page 3.
- Current Certificate of Insurance (COI) with DOPL named as the Certificate Holder. For additional information, see “Liability Insurance” on page 3.

### HUNTING GUIDES

If applying to be a **Hunting Guide**, *in addition* to the items required for all applicants, the following items are required:

- \$75.00 non-refundable application processing fee made payable to “DOPL”.
- Completed “Hunting Guide Verification of Association” section of the application found on page 3.  
**Note:** You must submit this section for each Outfitter you are associated with. Please make additional copies as needed.
- Current Certificate of Insurance (COI) held by associated Outfitter with DOPL named as the Certificate Holder. For additional information, see “Liability Insurance” on page 3.

Submit the above items with your completed application to:

**In person or via express delivery:**

Division of Professional Licensing  
Heber M Wells Building, 1<sup>st</sup> Floor Lobby  
160 E 300 S  
Salt Lake City, UT 84111

**US Postal Service:**

Division of Professional Licensing  
PO BOX 146741  
Salt Lake City, UT 84114-6741