



## Oregon Outfitter/Guide Application Instructions

Return to: OSMB - Guide Desk  
PO Box 14145  
Salem OR 97309

For questions, call, fax or email:  
(503) 378-2633 Fax: (503) 378-4597  
outfitter\_guide@state.or.us

You may not advertise or provide guided outdoor recreational activities until the Outfitter/Guide Registration has been issued. Allow 10 business days for processing. Licenses will not be issued over-the-counter in our office. The OSMB has been requested by the Outfitter/Guide Advisory Committee to conduct a more thorough review of all outfitter/guide applications. This requires a longer processing time than many have come to expect. We ask you to plan accordingly and appreciate your understanding. Our goal is to continue to ensure the integrity of the Outfitter/Guide program. You may contact us at the number above if you have questions.

### Applicant Requirements:

- ✓ A completed application
- ✓ Certificate of Liability Insurance
- ✓ American Red Cross equivalent First Aid / CPR card
- ✓ \$5000 Surety Bond
- ✓ United States Coast Guard Operator License (if operating a motorized boat in federally navigable waters)
- ✓ Annual non-refundable fee (OR Residents, \$150; out-of-state residents, see schedule on next page)
- ✓ Make checks payable to the Oregon State Marine Board (OSMB).

### Items to Note:

#### Liability Insurance

A Certificate of Liability Insurance not less than \$500,000 combined single limit per occurrence covering the outfitter and guide and their employees which result in bodily injury or property damage must be current and on file at the Marine Board. The certificate must match the name and/or business name on the application, list the Marine Board as the certificate holder, list the operations (activities) covered, and if applicable, the types and number of boats used.

#### First Aid and CPR

A current certificate issued to the outfitter/guide and each employee or party of interest that meets the minimum standards set by the American Red Cross (Internet courses with no hands-on testing are not acceptable). Contact our office for a list of acceptable providers if you are unsure. A copy of the certificate for the outfitter/guide must be submitted. The outfitter/guide is responsible to make sure all employees carry valid First Aid / CPR certification.

#### Employees

The outfitter/guide must provide the names, addresses, dates of birth, and First Aid/CPR certification expiration dates of all employees, agents, and parties of interest who physically provide or who directly assist in physically providing outfitting and guiding services. Those employees of fishing guides who conduct, lead or assist in angling activities, or operate or assist in the operation of a watercraft used for angling activities must be individually registered as Outfitter/Guides. Prior to providing services, the outfitter/guide must notify the Marine Board by submitting page 5 of this application by mail, email, or fax, noting any additions or deletions of employees.

#### United States Coast Guard (USCG) Operator License

A valid USCG Operator License must be carried by all outfitter/guides or employees who operate a motorized boat in federally navigable waters of the United States. A copy of the USCG Operator License must be submitted.

#### Surety Bond

A Surety Bond in the amount of \$5,000 naming the Oregon State Marine Board must be submitted for any outfitter/guide who accepts deposits of more than \$100 per person. A deposit is any money accepted in advance.

#### Aquatic Invasive Species Prevention Permit (AIS)

An AIS Permit is required for each non-motorized watercraft in use. In-state motorized boats with current registration do not need an additional permit.

- The AIS Permit fee must be paid separately from the Outfitter/Guide Registration fee.
- The Outfitter/Guide non-motorized decal or raft tag will verify the AIS fee has been paid.
- Replacement non-motorized decals or raft tags cost \$5 per item.
- Out-of-State motorized boats must pay a \$20 AIS Permit fee per boat.



### Out-of-State Resident Fee Schedule

Arizona: \$300, Hunting and Fishing  
 California: \$472 Hunting and Fishing; \$150 Other Service's  
 Idaho: \$150, Hunting, Fishing, boat or outdoor activities  
 Colorado: \$325 Any Service

Montana: \$1800 Outfitter 1<sup>st</sup> Yr; \$400 renewal.  
 Nevada: \$3000, Hunting, Fishing, 1<sup>st</sup> Yr.; \$1500 renewal  
 Washington: \$800, Fishing; \$200 Whitewater Corporation  
 plus \$25 per river or \$50 Whitewater Sole  
 Proprietor plus \$25 per river

## Oregon Outfitter/Guide Application

Applicant Name: (Print FULL LEGAL NAME)	First:	MI:	Last:	Suffix: (Jr. etc.)
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Mailing Address:	City	State	ZIP
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Physical Address:	City	State	ZIP
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Email:	Phone:
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Website:	Alternate Phone:
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Date of Birth: (mm/dd/yyyy)	Driver's License #	Driver's License State of Issuance:	Last 4 Digits of Social Security No:
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**Business Name(s):** If you are conducting your guiding service under a business name, all Business Corporations and Assumed Business Names MUST be registered with the Oregon Secretary of State's Business Registry. For more information or to register, go to: [sos.oregon.gov/business](http://sos.oregon.gov/business)

I am an:  Owner  Employee. I have previously been issued an Oregon Outfitter/Guide license:  Yes  No  
 Number of years of Guiding experience: \_\_\_\_\_

Assumed Business Name(s):  
(ABN or dba)

Corporation/Partnership/Other Business Name:  
(INC, LLC, LLP, etc.)

#### Liability Insurance Information: *(a copy of the certificate must accompany application)*

Insurance Agent / Company Name:	Policy Number:	Expiration Date:
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Guided Activities/Boats Covered:

Insurance Provider Address/City/State/Zip:	Insurance Provider Phone:
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#### Surety Bond:

**Do you accept deposits of more than \$100?:**  No  Yes *(If yes, provide a copy of the Surety Bond)*

**First Aid & CPR:** Enter the expiration dates and provide a photocopy of the certificate(s). Courses must be American Red Cross equivalent and CPR courses must include hands-on testing.

Applicant First Aid Exp. Date: (mm/dd/yyyy)	CPR Exp. Date: (mm/dd/yyyy)
--	--------------------------------

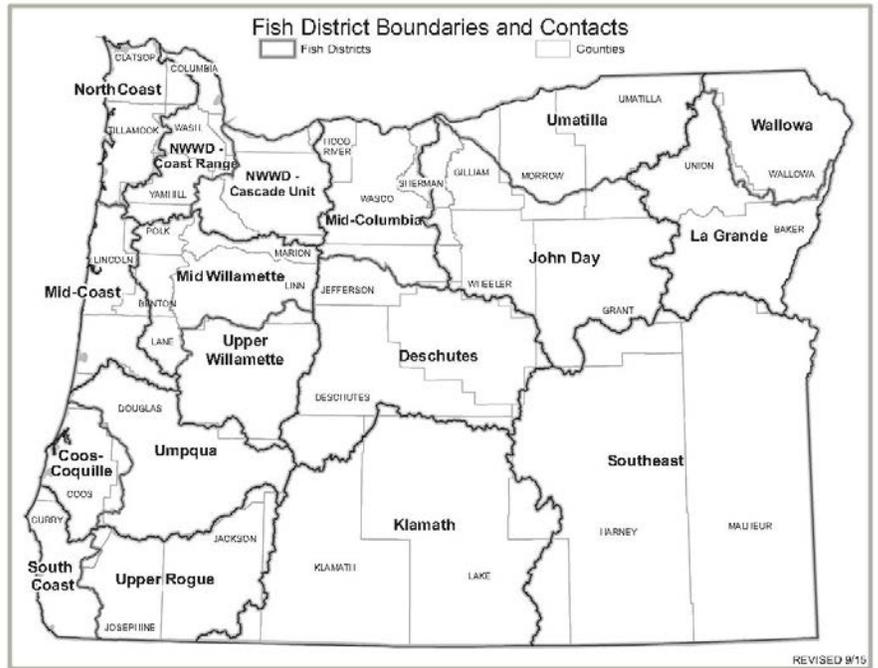
**Outfitter/Guide Services that you provide:** *(Services should match those that are covered by your liability insurance and permits)*

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> Fishing</li> <li><input type="checkbox"/> Hunting</li> <li><input type="checkbox"/> Back country</li> <li><input type="checkbox"/> Bicycling</li> <li><input type="checkbox"/> Bird Watching</li> <li><input type="checkbox"/> Canoe/Kayak/Paddle Craft</li> <li><input type="checkbox"/> Dune Buggy/ ATV</li> <li><input type="checkbox"/> Equestrian Rides</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Nature/Eco Hikes</li> <li><input type="checkbox"/> Outdoor Youth Program – requires DHS registration</li> <li><input type="checkbox"/> Photography</li> <li><input type="checkbox"/> Rock Climbing</li> <li><input type="checkbox"/> Scenic Tours</li> <li><input type="checkbox"/> White Water Rafting</li> <li><input type="checkbox"/> Wilderness Adventures</li> <li><input type="checkbox"/> Other _____</li> </ul> |
|---|--|

**Fishing and Hunting Areas:** Please mark the areas where you conduct your guiding services. This is for informational/statistical use only and is not a restriction.

**Fishing Guides: Areas Served-**  
mark all that apply (not a restriction)

- Coos-Coquille
- Deschutes
- John Day
- Klamath
- La Grande
- Mid-Coast
- Mid-Columbia
- Mid-Willamette
- North Coast
- NWWD – Coast Range
- NWWD – Cascade Unit
- Pacific Ocean
- South Coast
- Southeast
- Umatilla
- Umpqua
- Upper Rogue
- Upper Willamette
- Wallowa



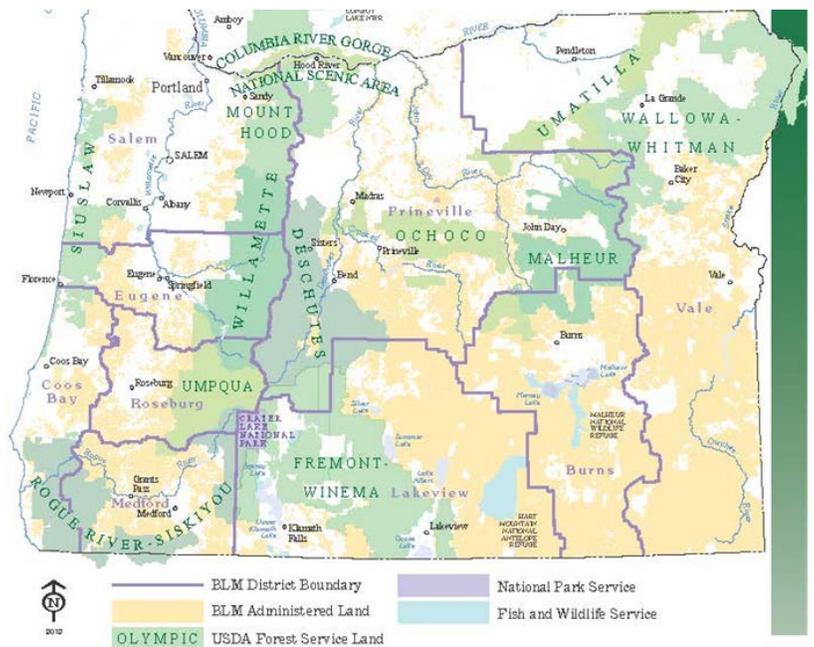
**Hunting and other guides:**  
Mark all areas served that apply

**BLM Districts:**

**US Forests:**

- Burns
- Coos Bay
- Eugene
- Lakeview
- Medford
- Prineville
- Roseburg
- Salem
- Vale

- Deschutes
- Fremont-Winema
- Malheur
- Mt. Hood
- Ochoco
- Rogue-River
- Siskiyou
- Siuslaw
- Umatilla
- Umpqua
- Wallowa-Whitman
- Willamette



**Equipment:**  Included – You provide supplies  Not Provided – client provides supplies

**Special Use Recreational Permits:** (use additional page if needed; supply a copy of the permit summary sheet) If you are applying for a permit and it has not yet been granted, list permit number as "Applied For".

US Forest Name or BLM District Name	Permit No.	Activity & Area(s) of Operation	Expiration Date

**Motorized Boats:** A valid USCG Operator License must be carried by all outfitter/guides or employees who operate a motorized boat in federally navigable waters of the United States.

State or Documented Vessel #	# of Pass	Does this boat operate in Lower Columbia River?	State or Documented Vessel #	# of Pass	Does this boat operate in Lower Columbia River?
		<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No

**Note:** Non-Oregon motorized boats must purchase an Out-of-State Motorized AIS permit (\$20/each, see below).

**US Coast Guard Operator License:** (provide a photocopy of both the identity and limitations pages)

OUPV – Operator of Uninspected Passenger Vessel, aka 6-pack; less than 100 tons:      Expiration Date: \_\_\_\_\_  
 OUPV, inland federally navigable waters of the US      USCGL Document # \_\_\_\_\_  
 OUPV, limited or restricted to defined routes within sector  
 OUPV, inland and near coastal, within 100 miles offshore

Master – first or second captain, tonnage limitations:      Expiration Date: \_\_\_\_\_  
 Master, inland federally navigable waters      USCGL Document # \_\_\_\_\_  
 Master, limited or restricted to defined routes in sector  
 Master, inland and near coastal, within 200 miles offshore  
 Master, all inland and ocean

**Non-Motorized Boats or Out-of-State Motorized Boats AIS Permit Request:**

1-5 boats = \$5 per permit	6-10 boats = \$30 flat fee	11-20 boats = \$55 flat fee	21 or more boats = \$100 flat fee	
<p>An AIS permit is required for each non-motorized boat in use.</p> <p>AIS payment must be separate from the application payment.</p> <p><b>Livery Operators:</b> If you have boats available for rental other than guiding, contact OSMB for livery AIS tags at (503)378-6249.</p>	Boat Types	Number of Boats	# Needed for Each Type	
			Tyvek Tags	Decals (set of 2)
	Canoe			
	Drift Boat (Non-Registered)			
	Kayak			
	Raft			
	Standup Paddle Board			
	Sailboard			
<b>Out-of-State Motorized Boat (\$20 ea)</b>				
Total Payment Enclosed for AIS Permits: (add total tyvek + total decal sets X \$5 or see flat fee, plus Out-of-State Motorized fee, if applicable)		Total \$:	Total Quantity:	Total Quantity:

**GUIDES OPERATING ON WHITE WATER**

**SPECIAL TRAINING and EXPERIENCE REQUIREMENT for Class III and Higher Rivers**

**ORS Chapter 704 Requirements for safety equipment, experience and training.** (1) A person who acts or offers to act as an outfitter and guide using boats to carry passengers on the waters of this state shall:

(a) Equip each non-motorized boat that is under the direct operation of an outfitter and guide or an employee of an outfitter and guide to carry passengers on waters rated as class III or higher on a commonly accepted scale of river difficulty with a rescue throw bag, complete with a length of artificial fiber rope and a buoyant bag;

(b) On any section of waters rated as class III or higher on a commonly accepted scale of river difficulty, require that all persons physically providing outfitting and guiding services and all passengers wear a properly secured United States Coast Guard approved personal flotation device of a type prescribed by rules adopted by the State Marine Board.

(c) If the outfitter and guide operates non-motorized boats carrying passengers on any section of the waters rated as Class III or higher on a commonly accepted scale of river difficulty, require that all persons physically providing outfitting and guiding services meet the following requirements:

1. Prior to providing the services, have completed at least one trip on that section of water in a non-motorized boat; and

2. Have been trained in:

- ✓ Equipment preparation and boat rigging.
- ✓ Understanding and recognizing river characteristics and hazards.
- ✓ Methods of scouting rapids.
- ✓ Methods of physically guiding boats through rapids.
- ✓ Proper client communication.
- ✓ How to provide paddling and safety instruction.
- ✓ Methods of river rescue techniques, including emergency procedures and equipment recovery.

“Guide Boatsman Trainee” is an individual who is an Outfitter and Guide or an employee of an Outfitter and Guide who is receiving experience on whitewater as required in ORS 704.

Outfitter/Guide Background:		
Yes	No	In the last 24 months have <u>you</u> or <u>an employee</u> (those without their own guide license) been issued a citation or been convicted of:
<input type="checkbox"/>	<input type="checkbox"/>	Any criminal offense or violation of ORS 477, (fire prevention laws), ORS 496, 497, 498, 501, 506, 508, 509, 511(fish and wildlife laws), ORS 704 (outfitter and guide laws), and/or ORS 830 (boating laws)?
<input type="checkbox"/>	<input type="checkbox"/>	Any violation of wildlife laws that occurred while acting as an outfitter/guide and that resulted in a court-ordered revocation of the hunting or fishing license of the outfitter/guide?
<input type="checkbox"/>	<input type="checkbox"/>	Any criminal offense or conviction of a felony or misdemeanor under ORS 162, 163, 164, 165, 166 or 167 (offenses against the State and public justice)?
<input type="checkbox"/>	<input type="checkbox"/>	Any crime involving delivery, manufacture or possession of a controlled substance, (as defined in ORS 475.005), except marijuana?
<input type="checkbox"/>	<input type="checkbox"/>	Been denied the right to apply for an outfitting and guide license, permit or certificate by another state or by an agency of the United States?
<input type="checkbox"/>	<input type="checkbox"/>	Have had an outfitting and guide license, permit or certificate, or US Coast Guard operator license suspended, revoked, or cancelled by another state or by an agency of the United States?
Yes	No	Have <u>you</u> or <u>an employee</u> (those without their own guide license) ever <u>been convicted of</u> :
<input type="checkbox"/>	<input type="checkbox"/>	A crime, the result of which prohibits the person from possessing a firearm?
<input type="checkbox"/>	<input type="checkbox"/>	A crime, the result of which requires the person to be registered as a sex offender on ORS 181.806, 181.807, 181.808, or 181.809?
<b>If any items are marked "Yes", attach an additional page and explain, including the date(s), law enforcement agency or court, and outcome or scheduled court date. Include copies of any applicable documentation.</b>		

Employee List & Training/Experience Affidavit: (attach an additional copy of this page if necessary)					
<p><b>Employee means an individual who, in exchange for compensation or other monetary gain, provides outfitting and guides services under the direction, supervision and control of an outfitter and guide or a charter guide. Those employees of fishing guides who conduct, lead or assist in angling activities, or operates or assists in the operation of a watercraft used for angling activities must be individually registered as Outfitter/Guides.</b></p> <p>Each outfitter/guide must maintain a current list of all employees, agents, or parties of interest who will provide, or directly assist in physically providing, outfitting and guiding services in Oregon.</p>					
Full Legal Name	Address, City, State, Zip	Date of Birth (mm//dd/yyyy)	Expiration Date(s) (mm/dd/yyyy)		Class III or Higher Experience & Training
			First Aid	CPR	
					<input type="checkbox"/> Yes <input type="checkbox"/> Trainee
					<input type="checkbox"/> Yes <input type="checkbox"/> Trainee
					<input type="checkbox"/> Yes <input type="checkbox"/> Trainee
					<input type="checkbox"/> Yes <input type="checkbox"/> Trainee
					<input type="checkbox"/> Yes <input type="checkbox"/> Trainee
					<input type="checkbox"/> Yes <input type="checkbox"/> Trainee

*I hereby certify that all information provided on this application is true and accurate. I and each of these individuals meet the Outfitter and Guide provisions contained in ORS 704.020 and possess a current OSMB-approved American Red Cross or equivalent standard first aid & CPR card issued to them and that each of these individuals operating on federally navigable waters possess a valid U.S. Coast Guard operator's license. I certify that all boats used on any section of waters rated as Class III and higher are equipped according to ORS Chapter 704.*

*I further certify each of my employees and I have read and understand the Outfitter/Guide Ethical and Professional Standards in OAR Chapter 250.*

APPLICANT SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

APPLICANT NAME (Printed): \_\_\_\_\_