

Dear Prospective Wyoming Outfitter:

I am writing in regards to your request on the process of obtaining an outfitter's license. You must submit the enclosed application, operation plan and proof of lawful presence (see attached notice) with the \$1600 nonrefundable new applicant fee. The study material is then sent to you.

The Board has established a New Outfitter Training Course which is now a requirement per the Board's Rules and Regulations Chapter 2 Section 1 (k) (iii). This training course will be held the day before the meeting you plan on attending.

Your application and new applicant fee are valid for one year from the date of receipt as stated in the Board's Rules and Regulations Chapter 2, Section 1(a). The outfitter exam shall be valid for one year from the date you received a passing score as stated in Chapter 2 Section 2(b). If you fail the exam you may re-take it again in thirty days.

Upon passing the exam you must submit the following information at least one month (no exceptions) prior to the Board meeting you plan to attend:

1. A letter stating your detailed experience in the areas you wish to operate in if you have not had a minimum of one (1) year guiding experience as required by the Board's Rules and Regulations Chapter 2 Section 1 (j).
2. Submit a copy of current and valid first aid certification and if applicable, a copy of your hunter safety card per the Board's Rules and Regulations Chapter 2 Section 1 (k) (i) and (ii).
3. If you plan on operating on Forest Service lands you must submit letter(s) of intent from the Forest Service indicating they will issue you permit(s) to operate for the species and areas you have requested on your Operation Plan.
4. If you plan on operating on BLM lands you must submit a copy of the BLM SRP application listing the areas you have requested on your Operation Plan.
5. If you plan on operating on private land you must submit a Private Land Use Supplemental Authorization Request form for each landowner you will be utilizing and maps as required per the Board's Rules and Regulations Chapter 2 Section 1 (d). All areas on this form must match those requested on your Operation Plan and also be marked on the map.
6. If any of the land you have requested authorization for has or intermingles with State Land you must submit a copy of the State Land Application. You may contact the State Land Office for that application.
7. Submit a letter from your insurance company indicating they will insure you in accordance with W.S. 23-2-413(d).

8. If you are purchasing a business from another outfitter or if he is relinquishing areas, that outfitter must submit a letter stating that relinquishment. It may be beneficial to you to have the outfitter you are buying out attend the Board meeting with you for your final approval.

9. License fee (\$600), if approved.

New outfitter applicants are required to submit their refund policy with their initial application. Although the Board does not dictate how this policy should be written, we have included some refund policy information including the Game & Fish Commission policy. You may want to include some of this language when writing your policy. Please be aware a large number of complaints filed against outfitters are refund disputes.

All new applicants must attend the New Outfitter Training Course and appear before the Board for final approval of licensure. A camp and equipment inspection will be made if requested by the Board or their investigators. If you should have any questions or need any assistance, please do not hesitate to contact this office. New applicants need to realize that if significant issues arise, your application can be tabled or denied.

Once you have been approved by the Board; you have sixty (60) days to submit your license fee and proof of insurance or the approval will be null and void per the Board's Rules and Regulations Chapter 2 Section 1 (m).

Please be reminded that you may not advertise nor book any hunters prior to receiving your outfitter's license. This includes and is not limited to brochures, advertisements on the internet via websites, Facebook, etc.

Sincerely,

Amanda L. Duckworth  
Administrative Assistant

Enc: Application  
Operation Plan  
Citizenship Notice  
Refund Policy Information  
Sample Operation Plan  
Outfitter Directory Information Page



13. Have you ever been convicted of a felony or are charges pending against you? Yes \_\_\_ No \_\_\_  
If yes, please give an explanation. Attach an additional sheet if necessary.

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14. Have you ever been convicted of violating a Federal or state law relating to criminal fraud within the past five (5) years? Yes \_\_\_ No \_\_\_  
If yes, please give an explanation. Attach an additional sheet if necessary.

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15. Have you ever had your license as an outfitter or guide suspended or revoked or are disciplinary proceedings pending against you in any jurisdiction? Yes \_\_\_ No \_\_\_  
If yes, when and for what reason? Attach an additional sheet if necessary.

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16. Name of the insurance company who will carry the liability insurance as required by Wyoming Statutes 23-2-413(d)

Name of Insurer: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**17. Attach the refund policy you intend to provide to clients pursuant to the Board's Rules and Regulations, Chapter 3, Section 1 (q). (See attached examples)**

18. Please attach a copy of your first aid card pursuant to the Board's Rules and Regulations Chapter 2 Section 1 (k)(i).

19. Please attach a copy of your Hunter Safety card if born on or after January 1, 1966; pursuant to W.S. 23-2-106(a) and the Board's Rules and Regulations Chapter 2 Section 1 (k) (ii).

The applicant's signature certifies that the information herein furnished by him or her is true and correct. By signing this license application, the license applicant hereby authorizes all custodians of public records to release to the Board of Outfitter's and Professional Guide's or its investigator(s), all public records relating to said applicant's conviction of any criminal offense or applicant's forfeiture of any bond amount for any violation. This information will be used by the Board to evaluate the applicant's qualifications for a license, pursuant to W.S. 23-2-411 and 23-2-412.

The applicant's signature also certifies they possess through ownership, lease or as representative of an owner or lessee, equipment and facilities necessary to the type of services the applicant offers and applicable to the area conditions in which the applicant is requesting to operate in accordance with Wyoming Statute 23-2-411 (a) (iii).

I hereby certify to the best of my knowledge that the information I have provided in this application and any other attachments are true and correct, and I understand that providing false information or omitting pertinent information in this application or other required forms and documents, is justification for the denial of my application. **Submitting false information to procure a license is a crime punishable by a fine of up to \$10,000.00 and/or imprisonment for up to one year per W.S. 23-3-403 & 23-6-202(a) (ii).**

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

State of \_\_\_\_\_

County of \_\_\_\_\_

Signed and sworn to or affirmed before me on \_\_\_\_\_ by \_\_\_\_\_  
Date Name(s) or Person(s)

\_\_\_\_\_  
Signature of Notarial Officer

(Seal)

My commission expires: \_\_\_\_\_

**Wyoming State Board of Outfitters and Professional Guides**  
**1950 Bluegrass Circle, Suite 280**  
**Cheyenne, WY 82002**  
**1-800-264-0981**  
<http://outfitters.state.wy.us>

**New Outfitter Operation Plan**

**Incomplete and inaccurate operation plans will not be considered and will be returned.**

1. Provide the name, address, and phone number of the licensed Outfitter who will be performing the outfitter functions contained in this operation plan.

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

Mailing Address: \_\_\_\_\_  
Address City State Zip

Physical Address (if different from above): \_\_\_\_\_  
Address City State Zip

Telephone: Home: \_\_\_\_\_ Office: \_\_\_\_\_ Cell: \_\_\_\_\_

2. Provide the name, address, and phone number of the business.

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

Mailing Address: \_\_\_\_\_  
Address City State Zip

Physical Address (if different from above): \_\_\_\_\_  
Address City State Zip

Telephone: Home: \_\_\_\_\_ Office: \_\_\_\_\_ Cell: \_\_\_\_\_

3. Email Address (the Board may contact you via email if preferred): \_\_\_\_\_

4. Indicate one of the following that best explains the outfitter relationship to the business.

- a. The outfitter solely owns the business: \_\_\_\_\_
- b. The outfitter has a partial ownership interest in the business: \_\_\_\_\_
- c. The outfitter has no ownership interest in the business: \_\_\_\_\_

5. Indicate one of the following that best explains the nature of the business.

Sole proprietorship \_\_\_\_\_ Partnership \_\_\_\_\_ Corporation \_\_\_\_\_

6. Provide the name, address and phone number of the sole proprietor, the principal managing general partner, or the principal corporate officer or director (if the outfitter, simply write "outfitter").

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_  
Address City State Zip

7. If a partnership or corporation provide the names and titles of the principal general partners or the principal directors and officers.

Name	Title
a. _____	_____
b. _____	_____
c. _____	_____

8. List any other authorized person(s) to represent your business, but not act in the capacity of an outfitter (i.e. booking agent):

Name:	Address:	Phone:	Position:
_____	_____	_____	_____
_____	_____	_____	_____

9. Do the outfitter and the business entity intend that the outfitter license shall be issued for the use and benefit of the business?

Yes \_\_\_\_\_ No \_\_\_\_\_

10. Have you ever been licensed as an outfitter in Wyoming for hunting activities before: YES \_\_\_ NO \_\_\_

If yes, list what year(s), operation name and land type(s) permitted on:

Year(s):	Operation name:	Land Type(s):
_____	_____	_____
_____	_____	_____

11. Have you previously held or currently hold any other permit(s) for activities on public land? (i.e. summer trips, fishing) If yes, list what year(s), what name operated under, land type(s) permitted on and activity:

Dates:	Operation name:	Land Type(s):	Activity:	Permitting Agency:
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

12. Are you a landowner or do you have access agreements with private landowners? YES \_\_\_ NO \_\_\_

If yes, please provide private land authorization forms, as required in the application process, and maps of the areas.

13. List only the areas in Wyoming where you intend to operate. Include a map of minimum scale of 1:126,720 or BLM Land Status Map. Attach additional sheet(s) if necessary. (Supplemental area authorizations can be obtained to expand your area of operation.)

Species	Numeric hunt area requested	Drainage or specific area	Land type: BLM; Forest Service; State; Private; GTNP
a. _____	_____	_____	_____
b. _____	_____	_____	_____
c. _____	_____	_____	_____
d. _____	_____	_____	_____
e. _____	_____	_____	_____
f. _____	_____	_____	_____
g. _____	_____	_____	_____
h. _____	_____	_____	_____

i.	_____	_____	_____	_____
j.	_____	_____	_____	_____
k.	_____	_____	_____	_____
l.	_____	_____	_____	_____
m.	_____	_____	_____	_____
n.	_____	_____	_____	_____
o.	_____	_____	_____	_____
p.	_____	_____	_____	_____
q.	_____	_____	_____	_____
r.	_____	_____	_____	_____
s.	_____	_____	_____	_____
t.	_____	_____	_____	_____
u.	_____	_____	_____	_____
v.	_____	_____	_____	_____
w.	_____	_____	_____	_____
x.	_____	_____	_____	_____
y.	_____	_____	_____	_____
z.	_____	_____	_____	_____

14. Indicate one or more of the following concerning lands where your outfitting operations are to take place (must total 100%).

Private land owned	_____%	Private land leased	_____%
Private land with permission	_____%	Public land	_____%

15. Please provide a specific detailed account of your knowledge of the requested areas of authorization. Attach an additional sheet if necessary.

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16. **Please provide a detailed and specific explanation** on how you plan to operate your business and an average day of operation. **Failure to provide a complete and accurate operation plan may result in denial of application.** Any amendments to this operation plan must be submitted to, and approved by, the Board. Failure to operate within the parameters of this plan will be considered in the investigation of complaints and overall performance. If the question or statement does not apply, mark as NA. Attach additional sheets as necessary.

A. Area of Operation

1. Base of operation (i.e. lodge, motel, camp): \_\_\_\_\_

\_\_\_\_\_

2. Transportation to/from hunt departure point: \_\_\_\_\_

\_\_\_\_\_

3. If not fully detailed in question 13; please give description/name of the land you will be utilizing (i.e. ranch name, Forest name): \_\_\_\_\_

\_\_\_\_\_

B. What experiences are you providing to your clients? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

C. Description of Operation

1. Camp sites (i.e. location): \_\_\_\_\_

2. Preferred use within hunt area: \_\_\_\_\_

3. Specify spike camps or drop camps and location: \_\_\_\_\_

\_\_\_\_\_

4. If setting up temporary facilities, caches or stages, please list location as specifically as possible:

Location/Nature of use:

Dates of Use:

BLM, FS, State or Private:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. Hunt Packages including type and length of hunt (i.e. 3 day antelope; 6 day elk, combo hunts offered, etc.)

\_\_\_\_\_

\_\_\_\_\_

6. Guide/hunter ratio: \_\_\_\_\_

7. List major roads, trails, routes etc.: \_\_\_\_\_

\_\_\_\_\_

D. Camp site procedures and sanitation

1. Latrines (i.e. locations, styles etc.): \_\_\_\_\_
2. Distance of latrines from lakes/creeks: \_\_\_\_\_
3. If waste is carried out, please describe method: \_\_\_\_\_
4. Distance of camp site from lakes/creeks: \_\_\_\_\_
5. Disposal of solid waste: \_\_\_\_\_
6. Disposal of liquid waste: \_\_\_\_\_
7. Fire (i.e. use of, safety): \_\_\_\_\_
8. Handling/control of livestock (i.e. trailering, picketing, corrals, etc.): \_\_\_\_\_

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9. Describe how livestock will be fed and watered when being used in the operation: \_\_\_\_\_

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E. Camp Safety and Rules

1. Pre-hunt orientation: \_\_\_\_\_
2. Will there be equipment inspections, how often and by whom? \_\_\_\_\_

- 
3. Are there any age, weight or height restrictions: \_\_\_\_\_
  4. What continued safety measures will be carried out during the hunt? \_\_\_\_\_
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5. Location(s) of first aid kits/equipment: \_\_\_\_\_

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6. List of emergency contacts (i.e Sheriff, Flight for Life, etc.)
  - a. Includes: \_\_\_\_\_
  - b. Where is list located? \_\_\_\_\_

7. Systems (i.e. GPS; cell/satellite phone, etc.): \_\_\_\_\_

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8. Handicap procedures: \_\_\_\_\_

F. Method of transportation during hunt (i.e. horse, ATV, etc.)

Describe how each will play a part in your operation: \_\_\_\_\_

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G. Meals

1. Provided by? (i.e. outfitter, client) \_\_\_\_\_
2. Which meals provided: \_\_\_\_\_
3. Location/types of food storage: \_\_\_\_\_
4. Where prepared (i.e. lodge, camp, etc.): \_\_\_\_\_
5. Who will prepare the meals? \_\_\_\_\_
6. Transportation of food/drink: \_\_\_\_\_
7. Potable water sources: \_\_\_\_\_

H. Exhibits

1. Operation Plans (FS, BLM) attached: \_\_\_\_\_
  2. Land acres (maps) attached: \_\_\_\_\_
  3. Any additional information supplied to your clients (i.e. contracts, rules, supply lists, etc.) attached: \_\_\_\_\_
- 

17. Provide the requested information for livestock and equipment.

A. Livestock (for packing and/or riding)	Number Owned	Number Leased	Total Number
1. Horses - riding	_____	_____	_____
2. Horses – packing	_____	_____	_____
3. Mules – riding	_____	_____	_____
4. Mules - packing	_____	_____	_____
5. Other - Specify: _____	_____	_____	_____

B. Tack	Number Owned	Number Leased	Total Number
1. Riding saddles	_____	_____	_____
2. Pack saddles	_____	_____	_____
3. Panniers	_____	_____	_____
4. Manties	_____	_____	_____
5. Blankets and pads	_____	_____	_____
6. Bridles	_____	_____	_____
7. Halters	_____	_____	_____

C. Cooking, Food Service and Stoves	Number Owned	Number Leased	Total Number
1. Cooking stoves	_____	_____	_____
2. Heating stoves	_____	_____	_____
3. Total number of clients you are able to serve at one time with existing equipment and utensils: _____			

- D. First Aid Kits
1. Total Number \_\_\_\_\_
  2. Types \_\_\_\_\_
-

E. Fire Extinguisher(s)

1. Total Number \_\_\_\_\_

2. Types \_\_\_\_\_

F. Vehicles – including ATV’s, snowmobiles, etc. Attach additional sheet if necessary.

Make	Model/Type	Year	Color	License # and State	Owned/Leased
1. _____	_____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____	_____

Will clients be allowed to operate vehicles? YES \_\_\_\_\_ NO \_\_\_\_\_

Are you or your employees trained and certified in ATV operation? YES \_\_\_\_\_ NO \_\_\_\_\_ Attach documentation.

G. Camper and Horse Trailers

Make	Model/Type	Year	License # and State	Owned/Leased
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____

H. Tents

Size	Sleeping capacity	Number of tents	Cots, Pads, Sleeping Bags
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____

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BUREAU OF LAND MANAGEMENT
WYOMING STATE OFFICE

ADDITIONAL INFORMATION REQUIRED BY THE BLM
(if applying for BLM authorization)

In addition to the information requested by the Wyoming State Board of Outfitters, the BLM requests the following. (Once the permit is issued, this plan, along with your compliance with permit stipulations, will be evaluated at the end of the year.

Company Background Information:

1. Year this company was established: \_\_\_\_\_ Years with current owner: \_\_\_\_\_

2. Have you ever been previously permitted for this activity? Yes \_\_\_\_\_ No \_\_\_\_\_

Permitted agency: \_\_\_\_\_ Dates: \_\_\_\_\_

Permitted agency: \_\_\_\_\_ Dates: \_\_\_\_\_

3. Have you ever been previously permitted under another name or company owner? Yes \_\_\_\_\_ No \_\_\_\_\_

Please provide all previous permit holders: \_\_\_\_\_

Recreation Services and Pricing Information:

1. Please list pricing packages and all services included (i.e. lodging, transportation, meals and additional activities). Attach brochures or flyers if available.

Example:

Price: \$1500 Package Information: Two-day elk hunt, airline tickets and overnight lodging included, meals included in price.

Price: \_\_\_\_\_ Package Information: \_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

Bookkeeping Methods:

\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

Violation Convictions:

1. In the past two years have you or any of your company representatives or employees been convicted of a federal, state or local violation in connection with your guide/outfitting operations or associated activities? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please explain:

\_\_\_\_\_
\_\_\_\_\_

I certify that the information given by me in this application is true, accurate, and complete to the best of my knowledge. I acknowledge that I am required to comply with the requirements and stipulations on form 2930-1 and any stipulations that are required by the authorized officer when the permit is issued. I further understand that the provision of false information, or the failure to keep to this Operating Plan or other permit information updated, are grounds for probation, suspension, or revocation of the permit.

I hereby certify to the best of my knowledge that the information I have provided in this application and any other attachments are true and correct, and I understand that providing false information or omitting pertinent information in this application or other required forms and documents, is justification for the denial of my application.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

State of \_\_\_\_\_

County of \_\_\_\_\_

Signed and sworn to or affirmed before me on \_\_\_\_\_ by \_\_\_\_\_  
Date

\_\_\_\_\_  
Name(s) or Person(s)

(Seal)

\_\_\_\_\_  
Signature of Notarial Officer

My commission expires: \_\_\_\_\_

## Notice to all Outfitters and Professional Guides – New and Renewal Applicants:

In August of 1996, the U.S. Congress passed legislation, called the “Personal Responsibility and Work Opportunity Reconciliation Act”, restricting welfare and public benefits for aliens. The intent of the new law was to ensure that articulated public benefits, both state and federal, are granted only to persons who are lawfully present in the United States.

The law identifies what constitutes a state public benefit for the purposes of the Act. Specifically, 8 U.S.C.A. § 1621 (c)(1)(A) describes a state or local public benefit as “any grant, contract, loan, **professional license**, or commercial license **provided by an agency of a State or local government** or by appropriated funds of a State or local government.” (Emphasis added). Further, this federal law declares that should a state desire to grant public benefits to an alien who is not lawfully present in the United States, the state may do so “only through the enactment of a State law after August 22, 1996 which affirmatively provides for such eligibility.”

Wyoming has not passed any such law providing for the grant of public benefits to persons not lawfully present in the United States. Therefore, professional licensing boards in Wyoming are required by this federal law to verify the “lawful presence” of persons applying for new licenses or license renewals. This verification of lawful presence need only be submitted one time for each licensee. A new license applicant will not have to again prove lawful presence at subsequent renewals, nor will a licensee who first shows proof of lawful presence in a renewal application have to show this proof at subsequent renewals.

The Attorney General’s Office has directed that all of Wyoming’s professional licensing Boards obtain proof of lawful presence as part of their licensing process. Therefore, new guide and outfitter applicants must provide this information with their initial applications. Outfitters and guides who are renewing a license must provide this information with their next renewal application. You may submit one of any of the following documents:

1. A copy of a birth certificate issued in or by a city, county, state or other governmental entity within the United States or its outlying possessions;
2. A U.S. Certificate of Birth Abroad (FS-545, DS-135) or a Report of Birth Abroad of a U.S. Citizen (FS-240);
3. A birth certificate or passport issued from:
  - A. Puerto Rico, on or after January 13, 1941;
  - B. Guam, on or after April 10, 1898;
  - C. U.S. Virgin Islands, on or after February 25, 1927;
  - D. Northern Mariana Islands, after November 4, 1986;
  - E. American Samoa;
  - F. Swains’ Island; or
  - G. District of Columbia.
4. A U.S. Passport (expired or unexpired);
5. Certificate of Naturalization (N-550, N-57, N-578);
6. Certificate of Citizenship (N-560, N-561, N-645);
7. U.S. Citizen Identification Card (I-179, I-197);
8. An individual Fee Register Receipt (Form G-711) that shows the person has filed an application for a New Naturalization or Citizenship Paper (Form N-565);
9. Social Security Card.
10. Any other document which establishes a U.S. place of birth or indicates U.S. citizenship.

There is also an extended list of acceptable documents to establish alien status. If you fall under this category please contact the Board for this list at 800-264-0981. This document will be required before your license can be issued. Thank you.

**Wyoming State Board of Outfitters and Professional Guides**  
**1950 Bluegrass Circle, Suite 280**  
**Cheyenne, WY 82002**  
**1-800-264-0981**  
<http://outfitters.state.wy.us>

**Important Refund Policy Information – PLEASE READ**

Many of the complaints received against outfitters are in regards to refunds of deposits/payments made by the client before they hunt with you. If you require deposits/pre-payment of fees and are writing a refund policy, you may want to include some of the following statements as they pertain to your business.

- 1.** How much of the deposit will be refunded if they fail to draw a license and in what time frame (number of days) will this be returned? If not returned, will the deposit be held for a hunt deposit next year?
- 2.** If they book a combination hunt and draw for only one species, how much (if any) of the deposit will be returned, and when? If not returned, will deposit be applied towards the total outfitted hunt price for the single species?
- 3.** You should review and possibly include some of the same requirements that the Wyoming Game & Fish Commission has for refunding hunting license fees into your refund policy. These requirements can be found under the Wyoming Game and Fish Commission Chapter 44 Regulation For Issuance of Licenses, Permits, Stamps, Tags, Preference Points, and Coupons, Section 23(d) and (e). For more information, go to the Department's website at <http://gf.state.wy.us/admin/regs/index.asp> Go to Chapter 44.
  - a)** If you incorporate some/all of the Game & Fish Commission regulation requirements for license refunds into your refund policy, please specifically write out any and all parts that you will include.
  - b)** If going to give a refund due to an incapacitating illness or injury supported by a sworn physician's statement, you will have to develop/provide your own form vs. using a Department form. The Department does not have a form that a client can use to get a refund from an outfitter. Make sure you state that the form will be supplied by the outfitter vs. the Department. You can use the Department form as a template for your form.
  - c)** May want to include information that all hunting license refunds are handled by the Wyoming Game and Fish Department.
- 4.** If you require a percentage of deposit at the time of booking and the rest at a later date, by what date(s) must the rest of the deposit be paid?

**Wyoming State Board of Outfitters and Professional Guides**  
**1950 Bluegrass Circle, Suite 280**  
**Cheyenne, WY 82002**  
**1-800-264-0981**  
<http://outfitters.state.wy.us>

**Wyoming Game and Fish Department's**  
**Summary of Information regarding draw selection, delivery of license or refund of license fees if**  
**unsuccessful in draw and license refunds for successful applicants.**

**Draw Selection.** A computerized, random selection process will determine successful applicants. If the applicant is successful, the license and a copy of regulation should be mailed within 15 business days of the draw result date, and to persons whose application and/or fees submitted are improper. All refunds will be issued in the name of the applicant, regardless of who submitted the fee accompanying the application. Applicants who do not receive a license or refund within 25 business days following the draw result date should notify the Department at 307-777-4600. Applicants who wish to obtain results prior to mail notification may access this information at the Wyoming Game and Fish Department Web Site or by calling 307-777-4600.

**Refunds, Cancellation of Licenses.** Licenses, permits, stamps and/or tags issued under Title 23, Wyoming Statutes or by Commission Regulation become the permanent property of the licensee and shall not be canceled or any fee refunded after the license, permit, stamp, tag or preference point has been issued except as follows:

- In the case of the death of the licensee, any person who has authority to represent the decedent as provided by a court order shall submit a written request for a license refund supported by a copy of the respective death certificate;
- In the case of the death of the licensee's spouse, parents, grandparents, lineal descendants and their spouses, step-parent, step-sibling, step-children, father-in-law, mother-in-law, brother-in-law, sister-in-law, step-son-in-law or step-daughter-in-law, the licensee shall submit a written request for a license refund supported by the respective death certificate. The date of death on such certificate shall have occurred during the regular season, resulting in the licensee not being able to participate in the majority of the regular season;
- In the case of incapacitating illness or injury of the licensee supported by a physician's sworn statement on a Department form;
- Military personnel who receive Permanent Change of Station (PCS) orders or are assigned away from their home duty station on Temporary Duty Orders (TDY), all of this being supported by a copy of official military orders from the Armed Forces of the United States;
- Individuals who are not able to participate in the majority of the regular season for the species specified in Commission Rules and Regulations during the year for which the license is issued as a result of a court subpoena, jury duty, Grand Jury investigation or attorneys required to attend criminal cases. A certified copy of the court document shall accompany the written request for the license refund;
- When the Department determines one hundred percent (100%) of the hunting opportunity and access to the hunt area has been closed due to administrative actions of the state or federal government in closing of the public access to public lands due to a natural disaster;
- An error on the part of the Department or its authorized agent where the applicant has been issued a license not requested;
- Any youth licensee may be granted a license refund if the youth licensee's opportunity to hunt is jeopardized as a result of any license refund granted by the Department.
- A sponsoring organization of a person with a life-threatening illness may be granted a license refund if the licensee's opportunity to hunt is jeopardized as a result of incapacitating illness or injury supported by a physician's sworn statement on forms provided by the Department that the licensee is incapable of performing tasks necessary to exercise the privileges of the license.

The appropriate refund form can be requested by calling (307)777-4600. Under no circumstances shall the Department approve a refund of any license, permit, stamp or tag if the written request for refund is received after December 31st of the calendar year in which the license, permit, stamp or tag was issued. Refunds shall be denied in any circumstance where the licensee hunted on the license for the designated species as specified in Commission Rules and Regulations, including special archery seasons, during the year for which the license is issued.

For additional information on the above go to the Department's website at <http://gf.state.wy.us/admin/regs/index.asp> - Wyoming Game and Fish Commission Chapter 44 Regulation For Issuance of Licenses, Permits, Stamps, Tags, Preference Points, and Coupons. This regulation may change, so it is advised that you look at the regulation prior to providing any type of information to your clients or advise your clients to review the regulation themselves.

**\*\*\*Please be reminded that the above is the Wyoming Game and Fish Department's information regarding refunds of hunting licenses. A client can not request a refund for outfitting services from the Wyoming Game and Fish Department.\*\*\***

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***REFUND POLICY EXAMPLE***

**Thick Timber and Open Prairie Outfitters Refund Policy**

Thick Timber and Open Prairie Outfitters (Outfitter) has the following refund policy as it pertains to all deposits and fees paid to them by a client (Client) for any/all services provided or requested.

1. Within 15 days of booking a hunt, a \$500 deposit for each species that you are booking to hunt is required. The deposit can be by cash, personal check, certified check or money order. Outfitter not responsible for cash being sent via mail.
  - a. If Client does not draw license for any species that Client has put a deposit on, Client's money will be refunded in full to Client within 30 days after the Outfitter has been notified by the Client that the Client was unsuccessful in the license draw. If Client fails to notify the Outfitter within 30 days (based on actual WGFD license draw date), of not drawing a license in the license draw the deposit will not be returned and kept by the outfitter.
  - b. If the Client so chooses, due to not drawing a license, any/all deposits may be held by the Outfitter as a deposit for a hunt the next year. This request shall be done within 30 days (based on actual WGFD license draw date), of the client not drawing a license in the license draw. Failing to notify Outfitter within 30 days after not drawing a license that Client wants deposit money held for a hunt next year shall result in Client not getting a deposit refund and not being booked for a hunt the next year.
2. Within 45 days of the Clients starting hunt date, all remaining fees shall be paid in full to the Outfitter. Any money paid as a deposit shall be applied to the total hunt price. These fees shall be paid by cash, personal check, certified check or money order. Outfitter not responsible for cash being sent via mail.

In addition to the above, full refunds for all deposits and fees shall only be returned by the Outfitter to the Client in the following situations. However, no refunds shall be granted after December 31 of the year in which the hunt was booked. Refunds shall be returned from the Outfitter to the Client within 30 days.

- a. In the case of the death of the licensee, any person who has authority to represent the decedent as provided by a court order shall submit a written request for a license refund supported by a copy of the respective death certificate;
- b. In the case of the death of the licensee's spouse, parents, grandparents, lineal descendants and their spouses, step-parent, step-sibling, step-children, father-in-law, mother-in-law, brother-in-law, sister-in-law, step-son-in-law or step-daughter-in-law, the licensee shall submit a written request for a license refund supported by the respective death certificate.
- c. The date of death on such certificate shall have occurred during the regular season, resulting in the licensee not being able to participate in the majority of the regular season;
- d. In the case of incapacitating illness or injury of the licensee supported by a physician's sworn statement on a form supplied by the Outfitter;
- e. Military personnel who receive Permanent Change of Station (PCS) orders or are assigned away from their home duty station on Temporary Duty Orders (TDY), all of this being supported by a copy of official military orders from the Armed Forces of the United States;
- f. Individuals who are not able to participate in the majority of the regular season for the species specified in Commission Rules and Regulations during the year for which the license is issued as a result of a court subpoena, jury duty, Grand Jury investigation or attorneys required to attend criminal cases. A certified copy of the court document shall accompany the written request for the license refund;

- g. When the Department determines one hundred percent (100%) of the hunting opportunity and access to the hunt area has been closed due to administrative actions of the state or federal government in closing of the public access to public lands due to a natural disaster;
- h. An error on the part of the Department or its authorized agent where the applicant has been issued a license not requested;
- i. Any youth licensee may be granted a license refund if the youth licensee's opportunity to hunt is jeopardized as a result of any license refund granted by the Department.
- j. A sponsoring organization of a person with a life-threatening illness may be granted a license refund if the licensee's opportunity to hunt is jeopardized as a result of incapacitating illness or injury supported by a physician's sworn statement on forms provided by the Outfitter that the licensee is incapable of performing tasks necessary to exercise the privileges of the license.

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***SAMPLE OPERATION PLAN***

**ABC OUTFITTERS OPERATION PLAN**

ABC Outfitters runs two private land camps during our Wyoming hunting seasons. These are our hunts for deer, elk, and antelope.

The main camp is called "The ABC Lodge" which is run by me. A maximum of eight (8) hunters and four (4) guides will be here at any given time. The second camp is called "The ABC Creek Camp" and is run by my head guide. A maximum of six (6) hunters and three (3) guides will be here at any given time.

Both camps are modern facilities with a full time cook, telephone, showers, and made up single beds. The two camps are 4 ½ miles apart with all weather roads coming in to them.

Archery deer and antelope hunts: We begin hunting the 10<sup>th</sup> of September. Blinds are set up before hunters arrive for antelope on water holes. A guide will check these antelope hunters off and on through out the day. Hunters will take a lunch in to the field each day. Blinds will be accessed by ATV or four wheel drive. The archery deer hunts will be 1x1 spot and stalk four wheel drive hunts. These deer and antelope archery hunts end September 30<sup>th</sup>. Archery antelope hunts are three (3) day hunts but can be extended to four (4) days. Archery mule deer hunts are five (5) day hunts.

Bull elk rifle hunts: Start between the 10<sup>th</sup> and 15<sup>th</sup> of September and run until the 30<sup>th</sup> of October at the latest. I guide almost all of these elk hunts myself. These can be 1x1 or 2x1 hunts, which is the hunter's choice. The hunts will be spot and stalk four wheel drive hunts. These hunts are 1x1 five (5) day hunts or 2x1 seven (7) day hunts.

Rifle deer and/or antelope hunts: Begin October 1<sup>st</sup>. These hunts are 1x1 or 2x1 hunts lasting up to four (4) days and are all spot and stalk four wheel drive hunts. This season ends October 14<sup>th</sup>. All rifle mule deer and / or antelope combination hunts are four (4) days. Rifle only antelope hunts are three (3) days.

NOTE: Regardless of when you harvest your animal(s), you are welcome to stay the duration of your hunt. We allow varmint hunting but can not guarantee there will be an opportunity to do this.

We will pick up and deliver back to the Sheridan, Wyoming airport at no charge. I ask all hunters to arrive after 1:00 P.M. the day before their hunt begins and depart by 12:00 A.M. the day after their hunt ends. As hunters arrive I check them in and sign their licenses. All paper work is completed at this time and guests are shown to their rooms. After unpacking, all hunters must shoot their firearms at one of our two 100 yard rifle ranges. Archery hunters will practice with their bows. I have archery targets.

We begin every hunt each day with a complete, large, home cooked breakfast before daylight. While the cook is preparing breakfast, the guides will make a lunch for himself and his hunters. The guides and I consult with each other to go over where every one is headed that day. We always leave each morning with the intent of being gone all day. The weather and harvesting of animals sometimes dictates how long you stay in the field. No hunter is allowed to neither hunt without a guide nor consume any alcohol while hunting.

With the exception of archery antelope, your normal day will start out glassing from the guide's pickup. When game to your liking is spotted you will go after them on foot. Your guide will make sure you do not leave the vehicle without taking food and water with you (we have cases of bottled water on hand at all times). I ask all hunters to bring a small day pack. Do not ask your guide to carry your personal items for you. Some hunters prefer to walk all day and others prefer to stay closer to the vehicles. Again, this is the hunter's choice.

When an animal is harvested the priority is to immediately recover your animal and get it back to camp. As the guides and their hunters start returning to the camps each evening, we immediately start skinning and capeing each animal. All capes will be frozen and skull plates cleaned. Identification will be placed on both the cape and antlers as to whom they belong. By the time supper is ready; all animals will be ready for us to take to the locker plant the following day or day after depending on weather and temperatures. We deliver to the locker plant at no charge, the hunter pays for the processing. Supper will be a complete, large home cooked meal. All sleeping is in house so all clients can take showers, watch T.V., make phone calls, and go to bed at there leisure. If there are certain foods you can not eat, please let the cook know.

ABC Outfitters also offers public land hunts on the Bighorn National Forest 50 miles west of Sheridan, Wyoming. These are based out of our cabin and bunkhouse near Burgess Junction. These are modern facilities with electricity and running water but no telephone. The buildings are on private land in the middle of our hunting areas. A home cooked breakfast starts out a very early day followed by a sack lunch in the middle of the day and ending with a home cooked supper at night.

Expect long hunting days. We hunt elk (areas 37 & 38), moose (area 1), and mountain lion (area 15) from here. The elk and moose are spot and stalk with four wheel drives. Elk hunts are 7 day 1x1 guide service; rifle only. Moose hunts are 5 day 1x1 guide service; archery or rifle. Mountain lions are four wheel drive then turning loose the dogs on a set of tracks. Once the dogs are turned loose, the hunt will be on foot and very physical. We also hunt lion areas 15 and 23 from town, staying either at our home in Buffalo or a motel. Mountain lion hunts are 5 day 1x1 guide service; archery or rifle.

All meals will be furnished and game will be properly taken care of. Meat will be delivered to the locker at no charge, but hunter will pay for processing.

We offer free pick up and delivery to and from the Sheridan, Wyoming airport. Hunters need to be checked in to camp the afternoon before hunt starts and check out by noon the day after hunt ends. I will meet with the hunter(s) and their guide(s) to check them in, sign their licenses, and complete any paper work.

#### YOUTH HUNTS

ABC Outfitters donates many youth hunts every year. These hunts start in September and end November 30<sup>th</sup>. I guide these young hunters every chance I get at no charge. I may have one of these kids either in camp or in the field while you are here. Please make them feel welcome. They are the future of our hunting.

#### THANK YOU

For more complete information and questions possibly not answered here, please check out our website at [www.abcoutfitters.sample](http://www.abcoutfitters.sample) or contact us at 555-555-5555.

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**OUTFITTER DIRECTORY INFORMATION**

The Wyoming State Board of Outfitters and Professional Guides publish and distribute a free list of licensed outfitters. The Board feels the list should be one of value to the outfitters and useful to those potential clients receiving it.

Rather than use a coded listing of the species hunted, the Board decided to allow each outfitter to write the information they want published next to their name. This is a personal advertisement used to tell a little bit about the outfitter and the hunting services being offered.

**The directory goes to print the first week of February. If we have not received this form, your advertisement will be the same as the prior year.**

Here is an example of how you might want to compose your advertisement:

John Doe  
Doe Outfitters  
1234 Doe Road  
Nowhere, WY 80000  
307-123-4567  
website:

Specializing in trophy combination  
4-wheel drive hunts. Elk, deer and  
black bear. Guided horseback hunts  
in wilderness areas. We accommo-  
date handicapped persons also.  
email:

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

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

website: \_\_\_\_\_

e-mail: \_\_\_\_\_

**Information – please list Wyoming HUNTING activities only! Space is limited as shown above so please be as brief as possible.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Return this form to the address listed above.