

Memo To: 2011 Licensed Outfitters  
From: Amanda L. Duckworth, Administrative Assistant  
Date: October 3, 2011  
Subject: 2012 Outfitter Renewal Information

**Renewal application and \$600 license fee must be postmarked by December 31, 2011.**

Enclosed for your information is the following:

**1. Renewal form for your 2012 license** - A current certificate of insurance must be on file in the Board office. Your renewal must be complete (renewal form signed and notarized; **\$600** license fee), and must be **postmarked by December 31, 2011** or you may be assessed the \$1600 new applicant fee.

Please be reminded if you were cited for any type of game and fish violation under Title 23 of Wyoming Statutes, or were convicted of a misdemeanor or felony in 2011, you should submit your application to the Board office at an earlier date with a copy of the citation, any court records, and/or other documenting information. You will then be required to meet with an appointed committee to discuss your application.

**2. Year End Report forms** - This report is due by **January 31, 2012**. Remember, this must be notarized! Should you need the license number of your guides, please call or email the Board office and we will look them up for you. Your license will not be issued until your report is received. However, as long as you submitted your renewal application for 2012 by December 31, 2011 you are still licensed under the Wyoming Administrative Procedure's Act.

Please ensure the areas listed on your report are listed correctly and **numerically**. There have been some problems in this area which could result in a citation being issued. Also ensure that all areas are correct on your license when you receive it and that you do not book any hunts for areas not listed on your license as this could also result in a citation being issued.

**3. Outfitter Directory** – Information Form: This form is not required if you wish to keep the same information that was shown in the 2011 directory (available on our website <http://outfitters.state.wy.us>). You may only list information relating to Wyoming hunting activities. The directory goes to print the first part of February so be sure to get this in early. Please verify that all information is correct if keeping the same information from 2011.

**4. Private Land Authorizations** – If applicable, a list of landowners and areas for which you are authorized is enclosed. Please make updates and/or deletions to this listing if needed. If permission has expired or you are requesting additional private land authorization you must submit a new private land authorization form and map if applicable. This form is available on our website; <http://outfitters.state.wy.us>.

If you are not renewing for 2012; please be reminded you must still submit the Year End Report for clients, if any, taken in 2011 as well as a letter stating that you will not be renewing. If you would like to take place your license on an Inactive Status, submit the renewal application, license fee, year end report and a letter requesting this.

Please return all of the above to the Board office in whole if possible; however; be reminded that the **application and license fee must be postmarked by December 31, 2011**. The year end report must be submitted by January 31, 2012.

All of the Board's Statutes, Rules & Regulations and forms are available on our website. Do not hesitate to contact the office with any questions or concerns you may have. Thank you for your continued cooperation!

Enc. Outfitter Renewal Application  
Year End Report Forms  
Directory Information Form  
Private Land Authorizations, if applicable

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>

**Renewal Application for State of Wyoming Outfitter's License**

**Incomplete or inaccurate applications will not be considered and will be returned.**

1. Applicant Name: \_\_\_\_\_  
Last First Middle

2. Business Name - - (specify whether corporation, partnership, joint venture), if any:  
\_\_\_\_\_

3. Mailing Address: \_\_\_\_\_

City State Zip County

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

4. Email Address: \_\_\_\_\_

5. Driver's License # & State of issuance: \_\_\_\_\_

6. Telephone: Home: \_\_\_\_\_ Office: \_\_\_\_\_ Cell: \_\_\_\_\_

7. Social Security #: \_\_\_\_\_

8. Date of Birth: \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_  
Hair Color \_\_\_\_\_ Eye Color \_\_\_\_\_ Height \_\_\_\_\_ Weight \_\_\_\_\_

9. Previous year's license number: \_\_\_\_\_

10. I operate on \_\_\_\_\_ Forest Service; \_\_\_\_\_ BLM; \_\_\_\_\_ State; \_\_\_\_\_ Private lands; \_\_\_\_\_ GTNP

List permit numbers:  
Forest Service \_\_\_\_\_ BLM \_\_\_\_\_ State \_\_\_\_\_

11. List any pending charges, convictions or forfeiture of any bond amounts for a violation of federal or state law or applicable regulation relating to wildlife, game and fish; and federal and state land use within the past five (5) years. Attach an additional sheet if necessary.  
\_\_\_\_\_  
\_\_\_\_\_

12. 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.  
\_\_\_\_\_  
\_\_\_\_\_

13. 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, give an explanation. Attach an additional sheet if necessary.

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14. 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, give an explanation. Attach an additional sheet if necessary.

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15. Name of the insurance company carrying the liability insurance required by Wyoming Statutes 23-2-413 (d):

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

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

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

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

16. Attach your most current refund policy provided to clients pursuant to the Board's Rules and Regulations Chapter 3, Section 1 (q) if your refund policy has changed since last application.

The applicant understands the license will be issued for areas authorized for previous years only. I certify the agency or owner has actually issued a permit, lease, or permission, directly approving use of the lands for my outfitter operation.

By signing this license application, the license applicant hereby authorizes all custodians of public records to release to the Wyoming State Board of Outfitters and Professional Guides 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 qualification for a license, pursuant to W.S. 23-2-411 and 23-2-412.

My signature also certifies I possess through ownership, lease or as a representative of an owner or lessee, equipment and facilities necessary to the type of services I offer and applicable to the area conditions in which I operate in accordance with W.S. 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)

(Seal) \_\_\_\_\_  
Signature of Notarial Officer

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

**Return this application to the Wyoming State Board of Outfitters and Professional Guides with a current certificate of insurance (if one is not on file), proof of U.S. Citizenship (if not on file or if a social security number is not listed) and the renewal fee as set by the Board under Chapter 5 of the Rules and Regulations.**

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

Outfitter's Annual Report

NOTARY PAGE MUST BE RETURNED WITH THE ANNUAL REPORT

**INCOMPLETE REPORTS WILL NOT BE CONSIDERED AND WILL BE RETURNED.**

Report Year: \_\_\_\_\_

Outfitter: \_\_\_\_\_ License #: \_\_\_\_\_ Address: \_\_\_\_\_

Pursuant to Chapter 1 Section 2 (b) (iv), "Client" means a person who engages the professional services of a licensed outfitter.

Instructions on completing annual report form:

1. List all hunting clients for whom professional guide services were provided; including their city and state; hunt date(s); kill date, NUMERIC hunt area(s) and kill area.
2. Include all clients for whom you supplied livestock, equipment, tack, transportation or food services.
3. Complete Guide Name/License # column with the name of the guide and his/her license number; if unguided or drop camp state as that if applicable.
4. All hunt and kill areas must be listed numerically.
5. This form must be signed by the outfitter, notarized and legible.
6. Copy the report form as many times as needed.
7. Use multiple lines per client if needed.

**Outfitter Affidavit**

**The undersigned, being first duly sworn, upon his/her oath says that he/she is the aforementioned outfitter in the Outfitter Annual Report attached and that said report includes, to the best of his/her knowledge; true, correct, accurate and complete information.**

**This report is required to renew an Outfitter license. Submitting false information in applying for a license is a crime punishable by a fine of up to \$10,000 imprisonment for up to one year, or both.**

\_\_\_\_\_  
Outfitter 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: \_\_\_\_\_





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**1950 Bluegrass Circle, Suite 280**

**Cheyenne, WY 82002**

**1-800-264-0981**

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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.