

## CORPORATE or PARTNERSHIP APPLICATION INSTRUCTIONS

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

For questions, call or email:  
(503) 378-2519  
marine.board@state.or.us

You may not advertise or solicit guided outdoor recreational activities until the Outfitter/Guide Registration has been issued. Please allow 7 to 10 business days for processing. If you would like the registration expedited, you may provide a prepaid mailer at the time of application.

### Applicant Requirements:

- ✓ A completed application
- ✓ Certificate of insurance
- ✓ First Aid / CPR card
- ✓ Surety Bond
- ✓ United States Coast Guard Operator License (if operating in navigable waters)
- ✓ Annual non-refundable fee (Oregon Residents, \$50; out-of-state residents, see schedule)

### Liability Insurance

Proof of liability insurance covering occurrences by 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 of Insurance must cover not less than \$300,000 combined single limit per occurrence general liability insurance. The certificate must match the name and/or business name on the application; list the Marine Board as the certificate holder; list the descriptions of 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. The outfitter/guide is responsible to make sure all employees carry valid First Aid / CPR certificates.

### Employees

The outfitter/guide must provide the names of all employees, agents, and parties of interest who physically provide or who directly assist in physically providing outfitting and guiding services. The outfitter/guide must notify the Marine Board by mail, email or fax of any additions or deletions of employees immediately.

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

A valid USCG Operators License must be carried by all outfitter/guides or employees who operate a motorized boat in navigable waters of the United States. The original USCG Operators License should be submitted and will be returned. An outfitter/guide registration does not allow operation in the ocean. A partial list of navigable waters is attached. A full list may be viewed at [http://www.uscg.mil/d13/docs/CG\\_Navigable\\_Waterways.pdf](http://www.uscg.mil/d13/docs/CG_Navigable_Waterways.pdf)

### Surety Bond

A \$5,000 Surety Bond or Letter of Credit issued by a financial institution in the amount of \$5,000 must be submitted for any outfitter/guide who accepts deposits more than \$100 per person. The Surety Bond form is available at [www.boatoregon.com](http://www.boatoregon.com) or can be emailed, faxed or mailed upon request.

### Aquatic Invasive Species Prevention Permit (AISPP) – REQUIRED FOR NON-MOTORIZED BOATS

An Aquatic Invasive Species Prevention Permit is required for each non-motorized watercraft in use. Motorized boats with current registration do not need an additional permit. A separate payment is required for accounting purposes.

- This year your non-motorized decal or raft tag will verify that you have paid the fee.
- If a non-motorized decal or raft tag needs to be replaced you will be charged \$5 per item.

Partial List of Oregon Federally Navigable Waters:

- Alsea Bay & River up to RM 13
- Bear Creek ( Coos County)
- Beaver Slough
- Big Creek (Lane County)
- Big Creek Slough
- Blind Slough (including Gnat Ck)
- Bonneville Channel
- Bradbury Slough
- Burnside Channel
- Calandar Slough
- Canal Creek (mouth to Bridge to RM 0.06)
- Catching Slough (mouth to RM 6.0)
- Cathlamet Bay
- Chetco Cove
- Chetco River
- Clatskanie River
- Clifton Channel
- Coalbank Slough
- Columbia River
- Columbia Slough
- Coos Bay
- Coos River
- Coos River, South Fork
- Cooston Channel
- Coquille River
- Coquille River (North Fork)
- Dean Creek
- Depoe Bay
- Duncan Slough
- Eslick Creek
- Gardiner Channel
- Goble Channel
- Government Island Channel
- Haynes Slough
- Hood River
- Hudson Slough (Farey Creek)
- Isthumus Slough
- Joe Ney Slough
- John Day River (Astoria)
- John Day River (The Dalles)
- Kentucky Slough
- Kilches River
- Knappa Slough
- Larson Slough
- Lewis & Clark River
- Mcintosh Slough
- McKenzie River
- Mill Creek (on Umpqua)
- Millicoma River
- Millport Slough
- Molalla River
- Multnomah Channel
- Necanicum River
- Nehalem Bay
- Nehalem River
- Nehalem River (North Fork)
- Nestucca Bay
- Nestucca River (Big, Little)
- Netarts Bay
- Noel Creek
- North Slough (Coos Bay)
- Oregon Slough (N. Portland Harbor)
- Oswego Canal
- Oswego Lake
- Palouse Slough
- Pony Slough
- Port Orford
- Prairie Channel
- Pulaski Creek
- Randolph Slough
- Rogue River
- Sand Lake
- Santiam River
- Siletz Bay
- Siletz River
- Siuslaw River
- Siuslaw River (North Fork)
- Skipanon River
- Smith River
- Snake River
- Sough Slough (Coos Bay)
- Swan Island Lagoon
- Tillamook Bay
- Tillamook River
- Tualatin River
- Umpqua River (including South Fork)
- Walker Island Channel
- Wallace Slough
- Wallooskee River (Walluski)
- Warren Slough
- Westport Slough
- Willamette River
- Willanch Slough
- Winchester Bay
- Yachats River
- Yamhill River
- Yaquina Bay
- Yaquina River
- Youngs Bay
- Youngs River



# OUTFITTER and GUIDE REGISTRATION APPLICATION

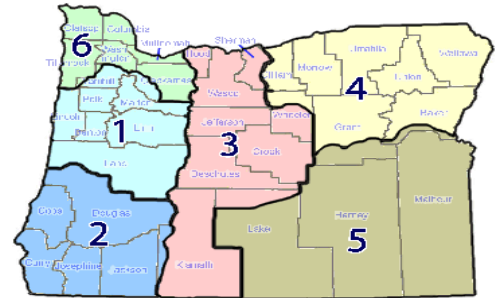
Corporations, LLC's, LLP's, INC's and other Oregon or Foreign (out of state) Registered Businesses

Business Name: (must be actively registered with the Oregon Secretary of State Business Registry)

Mailing address	City	State	ZIP
Physical address	City	State	ZIP
Phone: ( )	E-mail:		
Name of Representative signing Application:	DOB for Representative:	Oregon Corporation #	

### Type of Guide Service and Areas served map

- White water rafting
- Fishing – specify species: \_\_\_\_\_
- Hunting – specify species: \_\_\_\_\_
- Back country
- Bicycling
- Outdoor youth program – requires proof of registration through DHS
- Lower Columbia River charter – below the Longview/Rainier Bridge, Oregon residents only
- Other – specify type: \_\_\_\_\_



Areas served \_\_\_\_\_

### Experience: How many years experience do you have in the activity or activities you plan to guide in?

Activity/Years: \_\_\_\_\_ Activity/Years: \_\_\_\_\_ Activity/Years: \_\_\_\_\_

### Surety Bond

Do you collect deposits of more than \$100 per person? A deposit is any advance payment. **ORS 704.020 (3)(a)**

- No       Yes – you must furnish a \$5,000 Surety Bond or a letter of credit

### Equipment

- Included – you provide supplies       Not included – client provides supplies

Boats Used (List number of each.)	Waterway (List rivers, lakes and/or ocean, then mark navigable or not in the next column.)	Navigable? Y or N *	Boat Certificate of No.	No. of Passengers
motorized _____				
non-motorized _____				
whitewater raft _____				

\*Guiding in navigable waterways requires the operator to carry a USCG Operators License valid for the area of operation.

**Note:** An Aquatic Invasive Species Permit is required for each non-motorized watercraft in use. The trip leader may carry the permits for the entire group. Registered guides with multiple non-motorized boats may qualify for a discount. Contact our office for details.

An Oregon registered motorboat pays the surcharge as part of their registration and is not required to carry an additional permit unless the motorboat is registered in another state and operating in areas other than the Columbia or Snake Rivers.

**Employees:**

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 under my Oregon Outfitter and Guide Certificate of Registration. (ORS 704.020(l)(c)(2)) Notice of additions or deletions must be immediately provided to the Board in writing. The notification must include the outfitter/guide's name and registration number and the individual's full name to be added or deleted.

1)	6)
2)	7)
3)	8)
4)	9)
5)	10)

**In the last 24 months have you or an employee been cited and/or convicted of:**

Yes	No	Any criminal offense or violation of the fish and wildlife laws (ORS 496, 497, 498, 501, 506, 508, 509, 511), Fire Prevention Laws (Chapter 477) or Outfitter and Guide Laws (Chapter 704)?
Yes	No	Any violation of the wildlife laws which occurred while acting as an outfitter and guide and which resulted in court ordered revocation of the hunting or fishing license of the outfitter and guide?
Yes	No	Had an outfitting/guiding license, permit or certificate suspended, revoked, canceled by another state or by an agency of the United States?
Yes	No	Denied the right to apply for an outfitting and guiding license, permit or certificate by another state or by an agency of the government of the United States?
Yes	No	Had a Coast Guard vessel operator license revoked, suspended or canceled by the United States Coast Guard?
Yes	No	Guiding without a current Outfitter and Guide Registration?

**If any items are marked "Yes", explain below.**

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I hereby certify that each and all of these individuals possess a current standard first aid card issued to them by the American Red Cross, or a medical equivalent approved by the State Marine Board and that each of these individuals operating on federally navigable waters possess a valid Coast Guard operator's license. If I accept deposits in excess of \$100 per person, I will maintain a \$5,000 bond. Each of my employees and I meet the insurance requirements contained in ORS Chapter 704. I hereby certify that the information that I have provided to complete this form is true and correct.

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

 **COMPLETE CLASS III TRAINING and EXPERIENCE AFFIDAVIT for CLASS III+ RIVERS on next page if applicable.**

<i>Office use only</i>		
First aid exp:	Surety Bond: Y N	Fees rcvd:
Insurance exp:	Affidavit: Y N	Decals: Motorized          Non-motorized          Raft
Coast Guard exp:	LEDS check: Y N P	

## Aquatic Invasive Species Prevention Permit Application Form REQUIRED FOR ALL NON-MOTORIZED BOATS

January 1, 2010 a new law was implemented requiring non-motorized boats 10' or longer to carry an Aquatic Invasive Species Prevention Permit (AISPP) and motorized boats to access a \$5 surcharge with their registration. The fees fund a statewide invasive species prevention program designed to protect Oregon's recreational opportunities, fisheries and the aquatic environment.

### Motorized Outfitter/Guide Requirements for 2011:

- Motorboats pay a \$5 surcharge to their registration fees. No additional permit is required for motorboats.

### Non-Motorized Outfitter/Guide Requirements for 2011:

- Non-motorized guide decals or raft tags will not be issued until the Aquatic Invasive Species Prevention permit fees have been paid for all applicable boats. **A SEPARATE CHECK MUST BE SUBMITTED FOR AISPP FEES.**
- Non-motorized guide decals or raft tags are proof of an Aquatic Invasive Species Prevention Permit.
- The proper display of valid non-motorized guide decals, raft tags or motorboat registration decals satisfy permit requirements with law enforcement officers.
- Lost or damaged non-motorized guide decals or raft tags cost \$5 each to replace regardless of discounts.

Guides with group-guided activities involving six or more non-motorized boats, requesting discounted permit rates as outlined in **ORS 830.575** must meet the following requirements:

- ✓ Be an actively registered outfitter/guide.
- ✓ Guide groups of six or more non-motorized or manually powered boats.

<b>Non-Motorized Aquatic Invasive Species Prevention Permit Request:</b>			
Applicant Name:	Business Name:	Guide Reg #:	
<b>AISPP Fee Schedule:</b>			
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
<b>Number of Boats (should match outfitter/guide application):</b>			
Non-motorized boats:	Total Boats/AISPP Permits Requested:	Fee Enclosed:	
Rafts:			

- \* **Please make checks payable to the Oregon State Marine Board**
- \* **AISPP fees must be paid using a separate check from your guide registration renewal for accounting purposes because non-motorized boats are not tracked in the boat registration database.**
- \* **Livery Operators (rental businesses), contact the Marine Board to obtain a separate discount permit application for non-motorized boats rented to the public without guide service.**

<b>Office use only</b>	Non-Motorized Decal #s:	Raft Tag #s:
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## TRAINING and EXPERIENCE AFFIDAVIT for Class III and Higher Rivers

**ORS 704.070 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.

### LIST ALL EMPLOYEES WHO PHYSICALLY PROVIDE SERVICES: (use an additional page if necessary)

1)	7)	13)
2)	8)	14)
3)	9)	15)
4)	10)	16)
5)	11)	17)
6)	12)	18)

(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 outfitter 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:
 

<ul style="list-style-type: none"> <li>✓ Equipment preparation and boat rigging.</li> <li>✓ Understanding and recognizing river characteristics and hazards.</li> <li>✓ Methods of scouting rapids.</li> <li>✓ Methods of physically guiding boats through rapids.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Proper client communication.</li> <li>✓ How to provide paddling and safety instruction.</li> <li>✓ Methods of river rescue techniques, including emergency procedures and equipment recovery.</li> </ul>
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I hereby certify that all boats used on any section of waters rated as Class III and higher, on a commonly accepted scale of river difficulty are equipped with a rescue throw bag, complete with a length of artificial fiber rope and a buoyant bag and that all employees and passengers will be required to wear a properly secured United States Coast Guard approved personal flotation device of a type prescribed in Oregon Administrative Rule 250-010-0154, Personal Flotation Devices when in Class III or higher waters. I further certify that the employees listed above have completed the requirements under ORS 704.070 (c) (1) and (2).

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

#### DEFINITIONS:

“Employee” means an individual who, in exchange for compensation or other pecuniary gain, provides outfitting and guides services exclusively under the direction, supervision and control of an outfitter and guide.

“Outfitting and guiding services” include but are not limited to leading, protecting, instructing, training, cooking, packing, guiding, transporting, supervising, interpreting or otherwise assisting any person in the conduct of outdoor recreational activities. The rental of equipment alone does not constitute outfitting and guiding services.

The outfitter and guide must provide the names of all employees, agents and parties of interest who physically provide, or who directly assist in physically providing outfitting and guiding activities in Oregon. Employees must carry proof of valid First Aid and CPR training.