



OREGON OUTFITTER/GUIDE PROGRAM INSTRUCTIONS NON-PROFIT ORGANIZATION OR CORPORATION

1. In order to apply as a corporation, you must be incorporated in the State of Oregon. To register as an Oregon Corporation contact the Secretary of States office, Business Registry at (503) 986-2200. The officer of the corporation/organization listed on the application must sign to complete your application. The officer must be listed with Corporation Division. The application will be returned if incomplete.
2. Complete and sign the affidavit. In signing the affidavit as the primary contact person of the corporation/organization you are stating that you or any of your employees have not been convicted of any criminal offense or violation of any of the applicable laws, that the employees have current, valid first aid and CPR cards, insurance coverage and a current Coast Guard operator's license if operating on federally navigable waters. The Training and Experience Affidavit is to be completed and submitted **ONLY** if you or an employee will operate a non-motorized boat on Class III Rivers or larger.
3. Submit the annual fee. The Oregon resident fee is \$50. A non-resident fee schedule is attached. **These fees are Non-Refundable**

SURETY BOND

If you accept deposits from clients in excess of \$100 per person, a \$5,000 surety bond or a letter of credit must be submitted. A deposit is any advance payment, including a credit card, for a trip in excess of \$100 per person. Submit the enclosed surety bond form to your insurance agent for completion. A Letter of Credit is issued by a financial institution, such as a bank or credit union, licensed to do business in Oregon. The financial institution acts as the bonding company and must complete the enclosed bond form. **Make sure the name in the "Principal" portion of the bond form is identical to the corporation or organization listed on the outfitter/guide registration and insurance.** If you have a brochure and/or price list describing your services, please include it with your application.

LIABILITY INSURANCE.

Contact your insurance company to obtain insurance. A list of insurance companies providing outfitter/guide coverage is attached. Oregon law requires that outfitter/guides have insurance of at least \$300,000 combined single limit per occurrence general liability coverage. This insurance must cover the outfitter/guide and employees for occurrences of bodily injury and property damage. Your insurance agent must submit a full year certificate of insurance to the board naming your company as the "Insured." **The name on your insurance must be identical to the legal name listed on your application.** The certificate must name the Oregon State Marine Board as a certificate holder, and specifically name all types of guiding that you are applying to provide in addition to any boats under the description of operations. If you want your business name to appear on your outfitter/guide registration card, it must be shown on your insurance.

You are responsible for keeping your insurance current and submitting certificates of insurance to the Board prior to expiration. Your outfitter/guide registration is valid only for the type of guiding activities listed under "description of operations" on your insurance.

COAST GUARD OPERATORS LICENSE

If the corporation or organization uses motorboats to carry passengers for hire on federally navigable waters, **a notarized copy, front and back, of the current Coast Guard operator's license of the person operating motorized boats must be on file with the Marine Board.** Information on Coast Guard operator's licenses and federally navigable waters can be obtained from the U.S. Coast Guard Office in Portland at 503-240-9346.

Corporation and organizations are required to display a decal identifying them as outfitter/guides and the number of passengers they are insured to carry. The certificate of insurance must identify the motorized boats used in the corporation/organization's guiding business. **On the application list the motorized boats by registration number and the number of passengers each is rated to carry. If the boat is sold, the outfitter/guide decals must be removed and returned to the Marine Board.** Decals are non-transferable.

NON-MOTORIZED BOATS

If non-motorized boat(s) are used in your guiding business, an outfitter/guide decal must be displayed on the boat(s).

Non-motorized boats include driftboats, rubber rafts and kayaks. Decals issued for rubber rafts are designed to be attached to the side D-ring. Be sure and include the number of decals required on the application

Non-motorized boats used in the outfitter/guide business that display identifying numbers, letter, or decals issued by another governmental agency and used only within that agency's area of operation, are exempt from display of an outfitter/guide decal. Boats not under the direct operation of an outfitter/guide or employee are also exempt from the decal requirement.

EMPLOYEES

Employees that work under your Outfitter/Guide registration must be listed on your affidavit. You are required to cover employees under your liability insurance, insure that they have current first aid and CPR and are responsible for their payroll taxes. As an Oregon Outfitter/Guide you must maintain a current employee list with our office. Notify the board anytime that you add or remove an employee. Employee notification must be received by the State Marine Board before an employee may begin working under your registration.

OCEAN OPERATION

To operate in the ocean, you must have a charter vessel license. Information on this program can be obtained from the Marine Board.

LOWER COLUMBIA RIVER

If the corporation/non-profit **Oregon resident** representative operates a guide motorboat on the Lower Columbia River (LCR) below the Longview/Rainier bridge, it will be required to display LCR charter decals. **These decals do not allow you to engage in charter ocean trips.**

PERMITS

An outfitter/guide registration does not take the place of other local, state or federal use permits. The guide registration is required to obtain a federal use permit. If you will be guiding on Federal land, contact the Forest Service and Bureau of Land Management regional managers in the appropriate regions. If you are a hunting guide and you are interested in the Non-Resident Hunting Tags there is a separate application process.

Please allow 7-10 business days processing time after all items have been received at the Marine Board. If you have questions, please call the Outfitter/Guide Coordinator, at 503-378-2519, Monday through Friday.

Mail Application to: Oregon State Marine Board PO Box 14145 Salem, OR 97309. Phone: 503-378-2519