



2021 Oregon Outfitter Guide Application Instructions

Return to: OSMB - Guide Desk
435 Commercial St NE #400
PO Box 14145
Salem OR 97309-5065

For questions, call, fax or email:
(503) 378-8587 Fax: (503) 378-4597
outfitter.guide@oregon.gov
boat.oregon.gov

Please allow at least 10 business days for processing. You may bring your paperwork to our office; however, licenses will not be issued over-the-counter. We ask you to plan accordingly. Remember, if your guide license has expired, you may not advertise or provide guided outdoor recreational activities until your Outfitter Guide Registration has been issued.

Applicant Requirements:

- A completed application
- Certificate of Liability Insurance
- American Red Cross or equivalent First Aid / CPR card
- \$5000 Surety Bond (if you or your agent/online booking company accepts deposits, see below)
- United States Coast Guard Operator License (if operating a motorized boat in federally navigable or non-navigable waters) **OR** OSMB Motorized Passenger Boat Operator's Certification (MPBOC) (if operating a motorized boat on Inland non-federally navigable waters only).
- 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 of not less than \$500,000 combined single limit per occurrence, covering the Outfitter Guide and their employees for bodily injury or property damage, must be current and on file at the Marine Board. The certificate must match the name and business name(s) 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 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 a valid certificate for the Outfitter Guide must be on file at all times. 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, 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 the last page of this application (or a similar format) by mail, email, or fax, noting any additions or deletions of employees.

US Coast Guard Operator License or Motorized Passenger Boat Operator's Certification

A valid USCG Merchant Mariner's Credential (MMC) must be carried by all Outfitter Guides or employees who operate a motorized boat in federally navigable waters of the United States. If operating a motorized boat **on non-federally navigable waters**, the operator must have **either a MMC or an OSMB Motorized Passenger Boat Operator's Certification (MPBOC)**. Copies of a these certifications must be submitted or already on file. See our website for the information regarding applying for the MPBOC.

NOTE: Please submit **proof of current random drug screening consortium participation** with your application.

Surety Bond

A Surety Bond in the amount of \$5,000 naming the Oregon State Marine Board must be submitted for any Outfitter Guide or their agent that accepts deposits of more than \$100 per person. An agent may be a broker, representative or booking company or website that may accept money on your behalf. A deposit is any money accepted in advance.

Secretary of State Business Registry

In Oregon, if you conduct your guiding service under a business name, and your business name does not include your first, middle initial and last names, you must annually register the business name with the Oregon Secretary of State's Business Registry. For more information or to register, go to: sos.oregon.gov/business



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Oregon Resident Fee - \$150 annually – Make checks payable to OSMB

Non-Resident Fees:

Arizona: \$300, Hunting and Fishing; \$150 Other Services
 California: \$539, Hunting and Fishing; \$150 Other Services
 Colorado: \$200 Any Service

Nevada: \$250, Hunting, Fishing, \$150 Other Services
 Other States Not Listed: \$150 Any Service
 Washington: Fishing: \$2575 Below Longview Bridge, \$1490
 Above Longview, \$760 Sole State Water; Other Services: \$150

2021 Oregon Outfitter Guide Application

Are you a resident of Oregon? Yes No If "No", see Non-Resident Fee Schedule Above

| | | | | | |
|--|--------------------|-------------------------------------|--------------------------------------|-------|--------------------|
| Applicant Name: (Print FULL LEGAL NAME) | | First: | MI: | Last: | Suffix: (Jr. etc.) |
| Mailing Address: | | | City | State | ZIP |
| Physical Address: | | | City | State | ZIP |
| Email: | | | Phone: | | |
| Website: | | | Alternate Phone: | | |
| Date of Birth: (mm/dd/yyyy) | Driver's License # | Driver's License State of Issuance: | Last 4 Digits of Social Security No: | | |

Business Name(s): Make sure your business name is registered with the Oregon Secretary of State's Registry.

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: (an updated copy must be on file with the OSMB)

Insurance Agent / Company Name: Policy Number: Expiration Date:

Guided Activities and/or Boats Covered:

Insurance Provider Address/City/State/Zip: Insurance Provider Phone:

Surety Bond: \$5000 Surety Bond is required if you or your agent accept any money in advance of over \$100 pp.

Do you or your agent accept deposits of more than \$100?: No Yes (If yes, a bond must be on file w/ OSMB)

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.

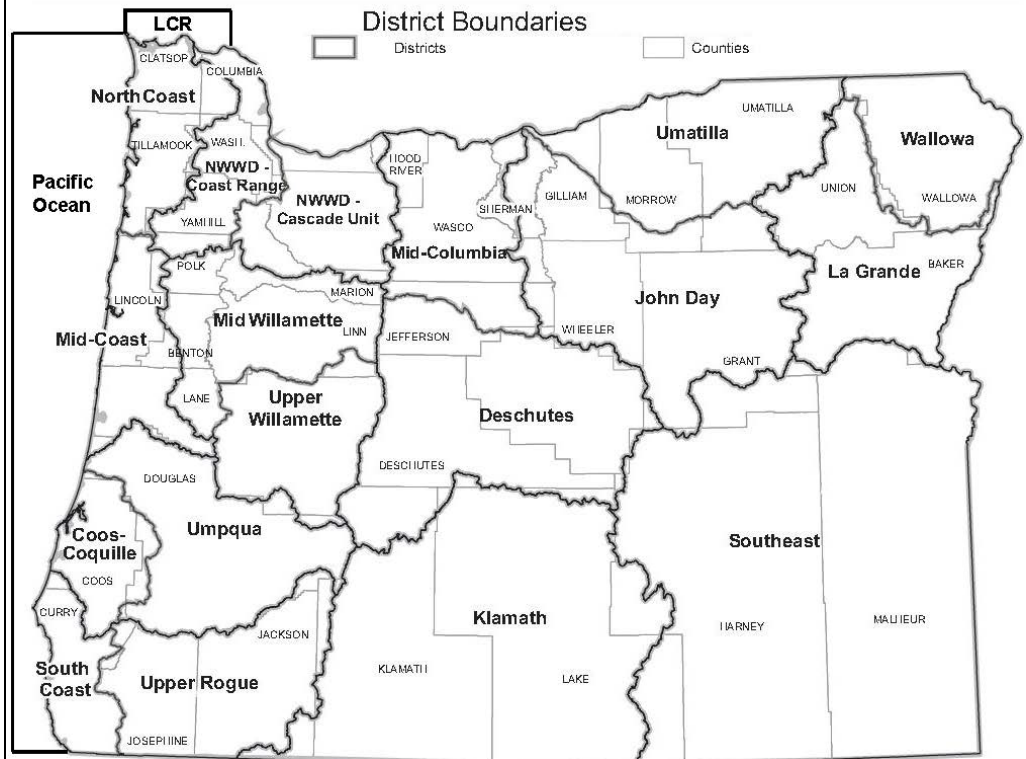
Applicant First Aid Exp. Date: (mm/dd/yyyy) **CPR Exp. Date:** (mm/dd/yyyy)

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

Service Areas (ALL GUIDES): Please mark the areas where you conduct your guiding services. This is for informational/statistical use only and is not a restriction.

- Coos-Coquille
- Deschutes
- John Day
- Klamath
- La Grande
- Lower Columbia River
- 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



Do you provide the equipment necessary for the guided activity?: Yes No

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 |
|-------------------------------------|------------|---------------------------------|-----------------|
| | | | |
| | | | |
| | | | |

Non-Motorized Boats: Guide decals/tags must be displayed only on boats operated by guides. These boats may or may not be registered boats. No motor of any kind may be used with these boats while guiding. *Guide decals on non-motorized boats are not proof of Waterway Access permits. You must purchase your Waterway Access permits separately. There is no discount for 1-5 permits; you may purchase them at our online store or anywhere fishing licenses are sold.*

| Please list the non-motorized boats that are actively operated by guides. Rentals: If you have boats available for rental other than guiding, do not declare them here. | Boat Types | Number of Boats | Registration # (OR#, WN# etc. if applicable) | # Needed for Each Type | |
|--|----------------------|-----------------|--|------------------------|-------------------|
| | | | | Tyvek Tags | Decals (set of 2) |
| | Canoe | | | n/a | |
| | Drift Boat | | | n/a | |
| | Kayak | | | | |
| | Raft | | | | n/a |
| | Standup Paddle Board | | | | n/a |
| | Sailboard | | | | n/a |
| | Other (describe): | | | | |

Motorized Boats: List the motorized boats that you use in providing your guiding services. List the state registration number (OR#, WN#, etc.) or Documented number. To operate these boats, you must have a USCG Merchant Mariner Credential or OSMB's MPBOC. Do not list a boat that has been declared as a guide boat by another Outfitter Guide.

| State or Documented Vessel # | # of Passengers | Does this boat operate below Longview Bridge? | | State or Documented Vessel # | # of Passengers | Does this boat operate below Longview Bridge? | |
|------------------------------|-----------------|---|----|------------------------------|-----------------|---|----|
| | | Yes | No | | | Yes | No |
| | | Yes | No | | | Yes | No |

Motorized Boat Operator Credentials: If you operate a motorized boat carrying passengers for hire in your guiding business, then you **must** have either A. USCG Merchant Mariner Credential (for navigable waters of the US) or B. OSMB's Motorized Passenger Boat Operator's Certification (for Inland non-navigable water only).

A. USCG Merchant Mariner Credential (MMC) :

*Provide a photocopy of both the identity and limitations pages **AND** a copy of your drug consortium enrollment*

| | | |
|-----------------------------------|----------------------------------|--|
| <input type="checkbox"/> Operator | <input type="checkbox"/> Ocean | MMC Document # _____ Expiration Date: _____ |
| <input type="checkbox"/> Master | <input type="checkbox"/> Inland | |
| | <input type="checkbox"/> Limited | |

B. OSMB Motorized Passenger Boat Operator's Certification (MPBOC): *provide copies of the items below.*

| | |
|---|-------------------------------|
| <input type="checkbox"/> Knowledge Test Certificate (if file copy is expired) | Expiration Date: _____ |
| <input type="checkbox"/> Health Screening Certificate (if file copy is expired) | Expiration Date: _____ |
| <input type="checkbox"/> Drug Consortium Enrollment and current Drug Screen | Date of Last Screening: _____ |

GUIDES OPERATING ON WHITE WATER

SPECIAL TRAINING and EXPERIENCE REQUIREMENT for Class III and Higher Rivers

ORS Chapter 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:
- 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;
 - 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.
 - 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:

- | | |
|--|--|
| A. Prior to providing the services, have completed at least one trip on that section of water in a non-motorized boat; and | |
| B. Have been trained in: | |
| ✓ Equipment preparation and boat rigging. | ✓ Proper client communication. |
| ✓ Understanding and recognizing river characteristics and hazards. | ✓ How to provide paddling and safety instruction. |
| ✓ Methods of scouting rapids. | ✓ Methods of river rescue techniques, including emergency procedures and equipment recovery. |
| ✓ Methods of physically guiding boats through rapids. | |

Outfitter Guide and Employee Background: Responses can have legal consequences, please verify before submitting.

| Yes | No | In the last 24 months have <u>you</u> or <u>an employee</u> (those without their own guide license) been <u>arrested for, issued a citation for, or convicted of:</u> |
|--------------------------|--------------------------|--|
| <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) <u>EVER</u> been convicted of: |
|--------------------------|--------------------------|---|
| <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? |

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.

Employee/Agent List & Training/Experience Affidavit: (attach an additional copy of this page if necessary)

Employee means an individual who, in exchange for compensation or other monetary gain, physically provides, or directly assists in physically providing outfitting and guiding services under the direction, supervision and control of an Outfitter Guide. 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.

Each Outfitter Guide must maintain a current list with the OSMB of **all employees, agents, or parties of interest.**

| Full Legal Name | Address, City, State, Zip | Date of Birth (mm/dd/yyyy) | Class III or Higher Experience & Training |
|-----------------|---------------------------|----------------------------|--|
| | | | <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 |

| Agent Name | Agent Website | Agent Ph# | Agent Email |
|------------|---------------|-----------|-------------|
| | | | |

I hereby swear that all information provided on this application is true and correct. 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 a motorized boat on federally navigable waters possess a valid U.S. Coast Guard operator's license or OSMB MPBOC for non-federally navigable waters. 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 certify each of my employees and I have read and understand the Outfitter Guide Ethical and Professional Standards in OAR Chapter 250. I further certify that I will maintain the required first aid/ certification and insurance in full force and effect for the entire period of my Outfitter Guide registration.

APPLICANT SIGNATURE: _____

DATE: _____

APPLICANT NAME (Printed): _____

Please send me a digital guide card.