

## **PRE-QUALIFICATION REQUIREMENTS FOR 2009 COMMERCIAL OPERATORS PERMIT**

To pre-qualify for a 2009 permit, all permit applicants are required to submit the following information. Photocopies can be made at the Kenai River Center.

1. A valid **Business License** for the individual business. The telephone number for the Alaska Department of Commerce and Economic Development in Juneau is (907) 465-2550 or in Anchorage is (907) 269-8173. More information about business licenses is available on the State web site. The Internet address is <http://www.state.ak.us>.
2. New permittees will need to obtain a **Kenai Peninsula Borough (KPB) Sales Tax Certificate**. Returning permittees will need to submit a **Sales Tax Update Letter** from the KPB. A copy of the letter is included in this packet. Fill the letter out and return it to the KPB. You can do this in person, by mail or by fax. The KPB needs your **signature** to release any information to us. Contact the Sales Tax Office at (907) 714-2175.
3. The **ADF&G Business Owner/Guide License** applications for 2009 are available at ADF&G offices or at the Kenai River Center. Stickers and logbooks will also be available at the Kenai River Center. You will need to pay for the ADF&G Sport Fish license with a separate check or money order. We cannot accept cash or credit cards for this registration. Licenses can be purchased online at: <http://www.sf.adfg.state.ak.us/statewide/Guides/guide.cfm>.
4. Federal law requires a valid **U.S. Coast Guard License** for all powerboat (any vessel powered by a motor) operators that carry passengers for hire. The telephone number for the U.S. Coast Guard Licensing is (907) 271-6736.
5. Documentation with expiration date that shows you are registered with a U.S. Coast Guard Certified and approved **random drug testing program**. You need to be sure your program will notify the Coast Guard in the event of a positive test or you will need to contact a program that will communicate results with the Coast Guard. This applies to those individuals who hold a U.S. Coast Guard Commercial License.
6. **Airman's Certificate**, both front and back of certificate for any pilot.

7. A **current driver's license** or picture I.D.
8. A valid Alaska **Sport Fishing License**. (Required of all operators taking clients sport fishing.) To receive an application form, contact the Alaska Department of Fish and Game: Licensing Section; P.O. Box 25525; Juneau, Alaska 99802-5525, or any vendor authorized to sell licenses. You may also purchase fishing licenses via the Internet: <http://www.state.ak.us>.
9. **Big Game Hunting License** for anyone providing hunting guide services.
10. **Transporter's License** for anyone transporting wild game.
11. A current State of Alaska Boat Registration card. On January 1st, 2001, the Division of Motor Vehicles (DMV) assumed the boat registration program (AK numbers) from the U.S. Coast Guard (USCG). The boat registration form and more information about the program are available on the State web site. The address is <http://www.state.ak.us>. If you have questions please contact the DMV in the Red Diamond Center on Kalifornsky Beach Road or call them at (907) 262-4681. AK Express Tags & Titles can also register your boats and vehicles commercially for an additional fee. They are located at 44661 Sterling Hwy, next to Dairy Queen in Soldotna. Their phone number is 260-9501.
12. The permittee shall furnish proof to the authorizing officer that he/she has commercial liability **insurance** to cover commercial boating operations and the authorizing officer shall approve such insurance. A minimum of \$100,000 per person/\$300,000 combined single limit per occurrence public liability insurance is required and the policy MUST name the **"State of Alaska as additional insured"**. All certificates must provide a 30-day prior written notice to the Kenai Area Superintendent: Division of Parks and Outdoor Recreation; Kenai River Center; 514 Funny River Road; Soldotna, Alaska 99669; telephone: (907) 714-2470; fax: (907) 260-5992, of cancellations, non-renewal or material alteration of such insurance or lapse of insurance.
13. A valid American Red Cross **Basic First Aid certification** or the equivalent with an expiration date.
14. Proof of Alaska State **Vehicle and Boat Trailer registration**. Alaska law requires that vehicles be registered in Alaska once the owner begins working in the state. **Any** vehicles and boat trailers used for a guide business must be registered commercially.

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Contact the Division of Motor Vehicles in the Red Diamond Center of Kalifornski Beach Road or at (907) 262-4681 if you have questions.

15. Payment of the Park Use Permit Fee of \$250.00 for Alaska resident permits or \$750.00 Park Use Permit fee for non- resident permits. Per client fees may also apply to your area, please check the list provided in the letter for details. All of the above fees include the \$50.00 application-processing fee.
16. If you held a 2008 Commercial Use Permit, a 2008 End of Season Report is required before any permits are issued for 2009. If you are an employer make sure you list ALL of your employee's names on the use report.

Commercial sport fishing guides who utilize Deep Creek SRA, Ninilchik SRA, Anchor River SRA, Kasilof River SRS, Crooked Creek SRS, Johnson Lake SRS, and Captain Cook SRA must submit a use report for the entire season. **This report is due before December 1, 2009.**

Commercial Operators offering guided hiking, overnight camping, guided sport fishing, water tours, water taxi services, aircraft flight seeing or charter services within the State Park units that require "per client fees" must submit an end of season use report that is **due by DECEMBER 1, 2009**. Once the end of season report is received, we will send out an invoice for payment of per client fees.

18. Signed Stipulations

**Please Note:** Permit renewals, updated documentation, and correspondence received via email or mail will be processed as soon as we receive it. **IN PERSON PERMITTING WILL BE DONE BY APPOINTMENT ONLY.** Please call 907-714-2471 or 907-714-2472 to make an appointment. We will gladly copy paperwork and add information to your file at any time.

Amended 01/05/09