

## **PRE-QUALIFICATION REQUIREMENTS FOR 2009 KENAI RIVER GUIDES**

To pre-qualify for issuance of a 2009 permit, all permit applicants shall be required to submit the following information. Photocopies can be made at the Kenai River Center. **Non-Fishing commercial operators** will be required to provide the information described except for Numbers 5, 6, 7, 8 and 9. **There have been changes made below so please take time to look them over.**

1. Applicants for Kenai River sport fishing guide permits must be 18 years of age.
2. All new guides need to successfully pass the Kenai River Guide Academy course prior to applying for an Alaska State Park permit. For more information you can contact the Kenai Peninsula College at 907-260-0330 or Pam Russell or Amber Wheat at the Kenai River Center at 907-714-2471 or 907-714-2472. A web site is also available with the KRGGA information: [www.krga.org](http://www.krga.org). **A copy of your Kenai River Guide academy certificate is required for registration.**
3. 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>.
4. A **Kenai Peninsula Borough (KPB) Sales Tax Account:** For established accounts: Enclosed is the form that you will need to obtain your account update. You can do this in person, by mail, or by fax. The Borough needs your **signature** to release any information to us. For new tax accounts: Please contact the KPB Sales Tax Department to open a sales tax account. The KPB building is at 144 North Binkley Street, Soldotna, Alaska 99669. Contact the KPB at (907) 714-2175 if you have any questions.
5. The **ADF&G Business Owner/Guide License** for the current year. 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. Plan to pay for the ADF&G 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/guides/cfm>.

6. A valid **U.S. Coast Guard Commercial six-passenger license**. This is required by federal law of all powerboat operators (any vessel powered by any motor). Non-motorized boating operations not carrying a motor do not need this license. The telephone number for the U.S. Coast Guard Licensing is (907) 271-6736.
7. **SPORT FISHING POWER BOAT OPERATORS:** 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 U.S. Coast Guard License. Drug testing requirements: Kenai River sport fishing guides who hold Coast Guard licenses to operate a vessel under power must provide proof of their enrollment in a random drug testing program (per Coast Guard requirements).  
  
**SPORT FISHING DRIFT BOAT OPERATORS:** Unless otherwise registered in a random drug testing program, Kenai River sport fishing guides who operate non-motorized vessels are now required to provide proof of a negative drug test within 30 days of having their permit issued. Please contact us at 907-714-2470 regarding program specifics.
8. Applicants for sport fishing guide permits may not have been convicted of a felony within the past five years and may not have been convicted of **more than one** misdemeanor violation of a provision of 5 AAC47-5AAC 75 (Fish and Game regulations) within the past five years.
9. 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>.
10. A **current driver's license** or picture I.D.
11. A current State of Alaska Boat Registration card is required for both power and non powered boats. The state registration is valid for three years and will expire at the end of the month in which the boat is first registered. The Certificate of Number must be carried aboard the boat whenever it is in operation. The boat registration form and more information about the program are available from the Department of Motor Vehicles 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.

12. The permittee shall furnish proof to the authorizing officer that he/she has commercial liability **insurance** to cover commercial boating operations and such insurance will be approved by the authorizing officer. A minimum of \$100,000 per person/\$300,000 combined single limit per occurrence commercial 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 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 or boat trailers used for a guide business need to be registered commercially. Contact the Division of Motor Vehicles in the Red Diamond Center of Kalifornsky Beach Road or at (907) 262-4681 if you have questions.
15. Fishing Guides: Payment of the Park Use Permit Fee of \$750.00 for Alaska resident guides; or \$1,650.00 Park Use Permit fee for non-resident guides.

Non-Fishing Guides: Payment of the Park Use Permit Fee of \$200.00 for Alaska resident guides; or \$500.00 Park Use Permit Fee for Non-resident guides.

For Non-fishing Guides operating within that portion of the Kenai River Special Management Area, bounded by the Kenai National Wildlife Refuge and who are required to obtain a special use permit from the Kenai National Wildlife Refuge will pay a reduced permit fee to Alaska State Parks as follows; \$150.00 for Alaska resident guides or \$350.00 for non-resident guides.

All of the above fees include the \$50.00 application-processing fee.

16. **END OF SEASON REPORTS:** Any person operating under a Commercial Use Permit must submit their State Park Use Report prior to any permits being issued for the following season. This report is due on or before December 1 of the permitted season. Commercial sport fishing guides who in conjunction with their Kenai River Guide permit list that they guide from Deep Creek SRA, Ninilchik SRA, Anchor River SRA, Kasilof River SRS, Crooked Creek SRS, Johnson Lake SRS, or Captain Cook SRA must submit a State Park Use Report for each area they are registered. If you are an employer make sure you list ALL your employee's names on the use report.
  
17. Signed Stipulations

**Registration by Appointment Only:** You may register in person or by mail. 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.