To pre-qualify for a 2015 permit, all permit applicants are required to submit the following information as applicable to your commercial activities. Those items marked with an asterisk are required for all permits regardless of the type of permitted activity.

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) 269-8160. More information about Business Licenses is available on the State web site. [http://commerce.state.ak.us/dnn/cbpl/Home.aspx](http://commerce.state.ak.us/dnn/cbpl/Home.aspx)

2. The **ADF&G Business Owner/Guide License** applications for 2015 are available at ADF&G offices or at the Gilman River Center. Stickers and logbooks will also be available at the Gilman River Center. You will need to pay for the ADF&G Sport Fishing license with a separate check or money order. Licenses can be purchased online at: [https://www.adfg.alaska.gov](https://www.adfg.alaska.gov)

3. 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 1-888-427-5662.

4. 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. **If you have any questions regarding the drug-testing program, please contact the U.S. Coast Guard in Anchorage at 1-888-427-5662**

5. **Airman’s Certificate**, both front and back of certificate for any pilot.

6. *A **current driver’s license** or picture I.D.*

7. 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: [https://www.adfg.alaska.gov](https://www.adfg.alaska.gov)

8. **Big Game Hunting License** for anyone providing hunting guide services.

9. **Transporter’s License** for anyone transporting wild game.

10. A current State of Alaska Boat Registration card. The Boat Registration form and more information about the program are available at: [http://doa.alaska.gov/dmv/forms/forms.htm](http://doa.alaska.gov/dmv/forms/forms.htm).
11. *Proof of commercial liability insurance to cover commercial operations 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 Permitting Office: Division of Parks and Outdoor Recreation; Gilman River Center; 514 Funny River Road; Soldotna, Alaska 99669; telephone: (907) 714-2471; fax: (907) 260-5992, of cancellations, non-renewal or material alteration of such insurance or lapse of insurance.

12. *A valid American Red Cross Basic First Aid Certification or the equivalent with an expiration date.

13. *A $100.00 non-refundable permit application processing fee will be applied to all State Park commercial operator permits. The permit fee for Alaska residents for the 2015 season is $250.00 (total of $350.00 including application processing fee) and for non-residents $750.00 (total of $850.00 including application processing fee).

14. *Proof of Alaska State Vehicle Registration and, if it applies, a Boat Trailer Registration. Alaska law requires that vehicles be registered in Alaska once the owner begins working in the State. Any vehicle and boat trailer used for a guide business must be registered commercially.

15. *If you held a 2014 Commercial Use Permit, a 2014 End of Season Report is required before any permits are issued to you for 2015. If you are an employer make sure you list ALL of your employee’s names on the use report.

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 by DECEMBER 1, 2015. Once the end of season report is received, we will send out an invoice for payment of per client fees.

16. *Signed Stipulations

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.