



New York State Licensed Guide Renewal Application



For more information on this license visit:

<https://dec.ny.gov/regulatory/permits-licenses/fish-wildlife-plant/licensed-guide-program>

License # _____

STATUTORY AUTHORITY: Environmental Conservation Law Section 11-0533 and Title 6 NYCRR Part 197.

APPLICANT INFORMATION: If there has been any change to your mailing/ home/business address, please fill out the change of address form found [here](#)

Last Name First Name M.I.

Address PO Box

City State Zip Code

Email

(_____) _____

Telephone

NYS County of Legal Residence

Check the appropriate renewal categories: License renewal of a single category is \$100, with \$20 for each additional category

1. Fishing
2. Camping
3. Hiking
4. Hunting

Select which activity/activities you wish to conduct under the following categories

5. Climbing Rock Tier I Tier II Ice Tier I Tier II
6. Whitewater Activity Rafting Canoeing Kayaking

Will you use boats and canoes in your guiding business? There is no fee to renew boats and canoes. Yes No

(Directions- If you answer "YES" to any of the following questions, please provide a detailed explanation. Attach a separate sheet if necessary.)

Have you ever been convicted of, or entered into a plea of guilty or nolo contendere (no contest) to any felony or misdemeanor that has not been sealed? Do not include any conviction or plea that has been sealed pursuant to the New York State "Clean Slate Act" (NYS Criminal Procedure Law § 160.57), other provisions of the Criminal Procedure Law, or pursuant to any other provision of law. Yes No _____

Are there any criminal actions or proceedings charging a felony, misdemeanor or violation in any jurisdiction currently pending against you? Yes No _____

Have you ever been found liable, or admitted liability (including by way of consent order, consent judgment, or consent decree) in any administrative or civil proceeding(s) for violation(s) of the New York State Environmental Conservation Law, the New York State Navigation Law, or any regulations thereunder, or any environmental violations under the laws or regulations of the United States or another jurisdiction? Yes No _____

Are there any administrative or civil proceedings currently pending against you for violations of the New York State Environmental Conservation Law, the New York State Navigation Law, or any regulations thereunder, or any environmental violations under the laws or regulations of the United States or another jurisdiction? Yes No



Required Documentation: All applicants are required to submit copies of the following documents:

- Recent Full-face Colored Photo (no hats or sunglasses)
- **Proof of Identity, Age and Legal Residence
- Appropriate License Renewal Fee- Check or Money order
- Standard Current First Aid Card or Certificate
- Current CPR Card or Certificate
- [Physician Statement](#)
(Must be submitted on the Department form with the physician's, physician's assistant or nurse practitioner's ORIGINAL signature)

Valid first aid, CPR, and water safety certifications are required for all guiding categories. Proof of current certification must be provided before your license will be issued. A list of acceptable courses is available on the [DEC website](#). If you are having difficulty locating a Water Safety Course, you may contact the Outdoor Guides Association at nysoga.org.

** Copies of your driver's license can be used

Additional Documentation: additional documents required based on guide categories

- Copy of Current NYS Hunting License (only for hunting guides)
- Copy of Current NYS Fishing License (only for fishing guides)

APPLICATION CHECKLIST

(before sending this application, please verify the following)

- All application fields/sections are complete
- You have included all the applicable required documents listed above
- You signed and dated below in ink

***NOTICE:** False statements made herein are punishable as a Class A misdemeanor pursuant to Section 210.45 of the Penal Law

Applicant's Signature

Date

MAIL YOUR COMPLETED APPLICATION AND REQUIRED DOCUMENT(S) TO:

NYS Department of Environmental Conservation
Special Licenses Unit · 5th Floor
625 Broadway, Albany, New York 12233

For questions or concerns, please contact us
Phone: (518) 402-8985 · Fax: (518) 402-8925
Email: SpecialLicenses@dec.ny.gov
Website: www.dec.ny.gov/63.html