

APPLICATION FOR ORIGINAL REGISTRATION—OUTFITTER

APPLICANT INSTRUCTIONS

Mandatory Practice Act. Colorado has a mandatory practice act, which means that you may not practice as an Outfitter in this state without a Colorado license. Submission of this application does not guarantee licensure. Therefore, do not make life or career decisions based on the probability that you may receive a license. Plan ahead for the time it will take for us to receive all required documents and complete our evaluation.

- You must possess a current certificate of registration before advertising or representing yourself as an Outfitter. Submitting an application does not entitle you to solicit or provide outfitting services.
- Be aware that receiving an Outfitter registration from this office does not guarantee that you will be granted land use permits from the U.S. Forest Service, Bureau of Land Management, or other agencies responsible for public lands. Check with the appropriate local offices for information regarding availability of permits.

Basic Requirements. Requirements for licensure are outlined in the Colorado Revised Statutes, specifically 12-55.5-101, and the Rules and Regulations of the Colorado Office of Outfitters Registrations. Both are available online at www.dora.state.co.us/outfitters.

About the Application. This application is to be completed by you and returned to the Office of Licensing. All questions on the application are mandatory, and all supporting documents must be submitted with the application. You may copy as many forms as needed; however, each form submitted must be completed in original ink or typed. Be sure to keep a copy of the completed application for your records.

Application Good for One Year. Your application will be kept on file for one year from date of receipt. Your file and all supporting documentation will be purged if you do not submit required documents and complete your application process in one year. You will need to resubmit a new application packet and fee after that time.

Social Security Number is Required: Effective January 1, 2009, a Social Security Number is required for all licensees who are physically present in the United States. The Division will deem an application to be incomplete when the applicant is a United States resident and fails to submit his/her social security number. The Division will accept sworn affidavits in lieu of social security numbers from foreign nationals not physically present in the United States. You may call 303-894-7800 to request that an affidavit be mailed to you.

Disclosure of Addresses. Consistent with Colorado law, all addresses and phone numbers on record with the division are public record and must be provided to the public when requested. It is your responsibility to keep your address, phone numbers and contact information up-to-date in our database. All letters, renewal notices, and licenses are mailed to the last known address of record. **If your address is not current, it is possible you will not receive important documents.** You can change your address online by using Registrations Online Services at www.doradls.state.co.us.

License Expiration Grace Period for New Applicants. All new applicants who are issued a license within 120 days of the upcoming renewal expiration date will be issued a license with the subsequent expiration date. For example, licenses issued between December 1, 2007 and March 31, 2008 will reflect a license expiration date of March 31, 2009. Licenses issued prior to December 1, 2007 will reflect an expiration date of March 31, 2008 and must renew in the upcoming renewal period.

- All Colorado Outfitter registrations expire on March 31 each year and must be renewed to continue practicing.

Checking Your Application Status. Visit Registrations Online Services at: www.doradls.state.co.us to track your application from the date we log it in our database to the date your license is printed. Please allow us enough time to receive the application through the mail and enter your application into our database before you check the website. We recommend waiting at least one week from date of mailing before checking the status of your application.

APPLICANT CHECKLIST

To apply for an **Outfitter Registration**, you must:

- Submit a completed application with the non-refundable application-processing fee.** See application form for current fees.
- Complete and return the attached Affidavit of Eligibility Form.** Effective January 1, 2007, and pursuant to CRS 24-34-107, all applicants for licensure are required to complete and sign an Affidavit of Eligibility, and may also be required to provide a secure and verifiable document.
- Submit verification of insurance.** You must possess minimum liability insurance coverage in the amount of fifty thousand dollars (\$50,000) for bodily injury to one person in any single accident and one hundred thousand dollars (\$100,000) for bodily injury to all persons in any single accident.
- Submit verification of bond.** You must possess a surety bond in the minimum sum of ten thousand dollars (\$10,000), executed by the applicant as principal and by a surety company qualified and authorized to do business in this state as surety, conditioned upon compliance with the provisions of the law and with the rules and regulations promulgated under the law.
- Submit verification of first aid training.** You must possess a valid instructor's card in first aid or standard first aid card issued by the American Red Cross or evidence of equivalent training. C.P.R. courses/cards are NOT acceptable as the equivalent to first aid.
 - Other first-aid course providers include National Safety Council First Aid, E.M.T., Basic Responder, Basic Mountain Oriented First Aid, Intermediate Mountain Oriented First Aid, Certified Wilderness First Responder, Medic First Aid, Mine Safety and Health First Aid, among others.
 - You must provide proof of first-aid training for every individual who will be providing guide services.

Applicants for a business registration must also:

- Complete Attachment A.** If you are applying as a corporation, LLC, LTD, or partnership, you must provide a list of all officers, directors, members, partners, owners of least 10% of the entity, and other persons who have managing or controlling authority in the entity.
- Be sure to follow these guidelines for bond and insurance:**
 - If you are applying as a corporation, LLC, or LTD, the bond and insurance must be issued to the business entity.
 - If you are applying as a partnership, the bond and insurance must list all partners as the insured bonded.

Return your completed application packet and all supporting documentation to:

Division of Registrations
Office of Licensing—Outfitters
1560 Broadway, Suite 1350
Denver, CO 80202



Dora

Department of Regulatory Agencies

Division of Registrations
Rosemary McCool
Director

Bill Ritter, Jr.
Governor

D. Rico Munn
Executive
Director

Dear Applicant:

Thank you for your interest in becoming a licensed professional within the Division of Registrations. Before you submit your application, I want to make you aware of a few facts regarding criminal conduct, convictions, and disciplinary actions in other states.

Consumer protection is our mission. One way the Division safeguards consumers is by issuing licenses to fully qualified, competent, and ethical applicants. Therefore, during the licensing process – and depending on the specific application – the Division will ask whether you have ever been disciplined in any state, arrested, charged, convicted, or pled guilty to a crime. An arrest, subsequent criminal conviction, or disciplinary action is not an automatic disqualification from licensure. Instead, the appropriate board or program will look at the facts surrounding the criminal conduct and disciplinary action to determine whether you are fit for licensure. You should know that licensure is a privilege, not a right. One thing you must do to obtain the privilege is to be completely honest on your application.

Be sure to list all relevant complaints, disciplinary actions, arrests, charges, or convictions in response to the licensure questions. Failure to fully disclose could constitute grounds alone for denial of your application or revocation of your license. More important, avoid some of the common excuses we have heard from people who failed to disclose, such as:

My attorney told me I didn't have to disclose the criminal conduct or disciplinary actions.
I didn't think the prior conduct had anything to do with the profession.
I didn't think the disciplinary action, arrest, charges, or conviction was still on my record.
I didn't think it was subject to disclosure because I received a deferred sentence/judgment.

Remember, there is no excuse not to disclose disciplinary actions and criminal conduct. Even after licensure, you are still required to notify your professional licensing board or program about subsequent convictions and disciplinary actions in other states.

The Division conducts annual audits of its licensing database against several criminal and national disciplinary databases. This allows the Division to verify the truthfulness of your application and track subsequent criminal and disciplinary conduct after initial licensure. Keep in mind, you will not necessarily be revoked or denied a license if you have been disciplined, arrested, charged or convicted, but you will most likely be denied or revoked if you fail to disclose it.

Sincerely,

Rosemary McCool, Director
Division of Registrations

**The word "license" is used as a general term. While most of the professions and occupations are licensed, others may be registered, certified, or listed. For precise terminology and requirements related to a profession or occupation, please consult the [website](#) of the appropriate board or program.*

AFFIDAVIT OF ELIGIBILITY

Pursuant to H.B. 06S-1009, C.R.S 24-34-107, **ALL** applicants for original licensure or licensees renewing a current Colorado license after January 1, 2007 are required to complete and sign this Affidavit of Eligibility.

Section A: LAWFUL PRESENCE in the United States.

I, (please print your full name) _____, swear or affirm under penalty of perjury under the laws of the State of Colorado that (check 1, 2 or 3 below):

1. ___ I am a US citizen.
2. ___ I am not a US citizen but am lawfully present in the US as evidenced by one of the following
 - a. ___ I am a qualified alien as defined in 8 U.S.C. sec 1641.
 - b. ___ I am a nonimmigrant under the "Immigration and Nationality Act," Federal Public Law 82-414 as amended.
 - c. ___ I am an alien who is paroled into the US under 8 U.S.C. sec. 1182 (d) (5).
3. ___ I am not physically present in the US under 8 U.S.C. sec 1621 (c) (2) (c) or employed in the US pursuant to 8 U.S.C. 1621 (c) (2) (a) (check either a or b below):
 - a. ___ I am a US citizen, not physically present or employed in the United States.
 - b. ___ I am a Foreign National, not physically present or employed in the United States.

If you selected either 3.a. or 3.b., you do not need to complete Section B. Skip to Section C.

Section B: Secure and Verifiable Document. This section must be completed if you checked number 1 or 2 in Section A.

1. Please check one of the following acceptable secure and verifiable documents. Complete documentation must be provided upon request only.
 - Any Colorado Driver License, Colorado Driver Permit or Colorado Identification Card, expired less than one year. (Temporary paper license with invalid Colorado Driver License, Colorado Driver Permit, or Colorado Identification Card, expired less than one year is considered acceptable.)
 - Out-of-state issued photo Driver's License or photo identification card, photo driver's permit expired less than one year.
 - Valid foreign passport bearing an unexpired "Processed for I-551" stamp or with an attached unexpired "Temporary I-551" visa.
 - Valid I-551 Resident Alien or Permanent Resident card.
 - Valid foreign passport accompanied by an "I-94" indicating a specific future "until" date.
 - Valid I-94 issued by Canadian government with L1 or R1 status and a valid Canadian driver's license or valid Canadian identification card.
 - Valid Temporary Resident Card.
 - Valid I-94 with refugee/asylum stamp.

(document list continued on page 2)

- Valid 1688B or 1766 Employment Authorization Card.
- Valid US Military ID (active duty, dependent, retired, reserve and National Guard).
- Tribal Identification Card with intact photo (US or Canadian).
- Certificate of Naturalization with intact photo.
- Certificate of (US) Citizenship with intact photo.
- Passport issued by the U.S. Government with one of the following documents: Social Security card; marriage, divorce or separation certificate or decree; or a Colorado or Federal tax return.
- Colorado Department of Corrections Inmate Identification Card with a Social Security card issued by the United States Government.

2. Enter the state or the federal agency name where this secure and verifiable document was issued.

_____ (If issued by a state agency, include both the state and agency name.)

3. What is the secure and verifiable document number? _____

4. What is the expiration date of your secure and verifiable document? ____/____/____ (month/day/year)
 (If you hold a document without an expiration date, such as a military ID or naturalization certificate, write N/A.)

Section C: Attestation.

- I understand that this sworn statement is required by law because I have applied for or hold a professional or commercial license regulated by 8 U.S.C. sec. 1621. I understand that state law requires me to provide proof that I am lawfully present in the United States when asked as well as submission of a secure and verifiable document. I may also be required to provide proof of lawful presence.
- I understand that in accordance with sections 18-8-503 and 18-8-501(2)(a)(I), C.R.S., false statements made herein are punishable by law. I state under penalty of perjury in the second degree, as defined in 18-8-503, C.R.S. that the above statements are true and correct.
- I am the person identified above and the information contained herein is true and correct to the best of my knowledge. I understand that under Colorado law, providing false information is grounds for denial, suspension or revocation of a license, certificate, registration or permit.
- I understand that the above information must be disclosed to the Department of Regulatory Agencies upon request and is subject to verification.

 Signature

 Date

 Please print your name as shown on your secure and verifiable document.

Professional License Type: _____

License Number (if already licensed): _____

- **For a name change**, provide a copy of the legal document (i.e. divorce decree, marriage license, or court order).
- Fees may be paid by a check or money order drawn in U.S. dollars and made payable to *State of Colorado*. All fees are non-refundable and subject to change every July 1.
- **The content of this application must not be changed.** If the content is changed, the applicant may be referred to the Colorado State Attorney General's Office for violation of Colorado law.

[Select only one] **I am applying as an:**

Individual

– OR – I am applying as a business:

Partnership Corporation LLC LTD

Other (specify): _____

If you are applying as a business, you must also complete Attachment A.

INDIVIDUAL APPLICANT INFORMATION ONLY:

Last Name of Applicant			First Name			Middle Name				
Previous Name(s)										
Social Security Number *			Date of Birth (mm/dd/yy)			Place of Birth			<input type="checkbox"/> Male	<input type="checkbox"/> Female
Preferred Mailing Address (PO Box, Street, City, State, ZIP)						This is a: <input type="checkbox"/> Home <input type="checkbox"/> Business				
Daytime Telephone Number					E-mail Address					
List All Other DBAs:										

*Social Security Number Disclosure: Section 24-34-107(1) of the Colorado Revised Statutes requires that every application by an individual for a license issued pursuant to the authority set forth in title 12, C.R.S., by the Department of Regulatory Agencies, shall require the applicant's social security number. Disclosure of your social security number is mandatory for purposes of establishing, modifying, or enforcing child support under § 14-14-113 and § 26-13-126, C.R.S.; and locating an individual who is under an obligation to pay child support as required by § 26-13-107(3)(a)(I)(A), C.R.S. Failure to provide your social security number for these mandatory purposes will result in the denial of your licensure application. Disclosure of your social security number is voluntary for disclosure to other state regulatory agencies, testing and examination vendors, law enforcement agencies, and other private federations and associations involved in professional regulation for identification purposes only. Your social security number will not be released for any other purpose not provided for by law.

OFFICE USE ONLY **LICENSE NUMBER:** _____ **DATE ISSUED:** _____

BUSINESS APPLICANTS ONLY:

Responsible Party

Name of Business

Preferred Mailing Address (PO Box, Street, City, State, ZIP)

This is a: Home Business

Physical Location of Business (if different from mailing address) City

State

Zip

Daytime Telephone Number

E-mail Address

List All Other DBAs:

LICENSING INFORMATION

Are you now or have you ever been licensed to practice as an outfitter or guide in any state, territory, or district?

YES NO

▶ If YES, list all jurisdictions in which you are or have ever been licensed (if needed, attach an additional sheet):

<u>State / Country</u>	<u>License / Registration #</u>	<u>Year issued</u>	<u>Disciplinary action?</u>	<u>Is this license current/active?</u>
_____	_____	_____	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
_____	_____	_____	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
_____	_____	_____	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
_____	_____	_____	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
_____	_____	_____	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO

Have you ever filed a license application in Colorado?

YES NO

▶ If YES, give date of previous application: _____

LAND USE

An outfitter's registration shall be valid only upon lands where the Outfitter has a current valid permit from the appropriate state or federal agency, or, in the case of private land, written consent from the landowner or person authorized to grant permission to trespass upon private lands for the sole purpose of hunting or fishing.

Operations will be conducted on (*check all that apply*):

Private Land:

Name of legal owner of property and/or person(s) responsible

Contact address

County in which property is located

Public Land:

Name of Agency and Office granting authority

Area of Operations (Boundaries and County in which property is located)

List Game Management Unit numbers where hunting or fishing services will be provided: _____

BACKGROUND QUESTIONS

Completely answer the following questions for yourself, and all partners or officers of your business (if applicable).

1. Have you purchased, or are you purchasing an existing outfitting business? YES NO
➤ If YES, list the previous owner's name and dba: _____

2. Were you previously employed by a registered outfitter, or do you now have or have you previously had a business or personal relationship with an individual who is now or was previously an outfitter? YES NO
➤ If YES to either question, please explain (include names, dates, and relationships): _____

3. Within the last 10 years, have you been found guilty of or admitted guilt to a violation of the laws or rules and regulations pertaining to the Colorado Division of Wildlife, United States Forest Service, Bureau of Land Management, or any other local, state, or federal wildlife or land management agency in Colorado or any other state? YES NO
4. Within the last 10 years, have you received a deferred judgment or paid a collateral forfeiture as a result of any violations pertaining to any of the aforementioned agencies? YES NO
5. Are there any pending charges against you not yet resolved involving any of the aforementioned agencies? YES NO
6. Within the last 10 years, have you been found in violation of or admitted to violation of any of the laws or rules and regulations governing the practice of outfitting, guiding, hunting, or fishing in Colorado or any other state? YES NO
7. Are there any pending charges against you not yet resolved alleging violation of outfitting, guiding, hunting, or fishing laws or regulations? YES NO
8. Have you ever been convicted, pled nolo contendere or guilty to a felony? YES NO

ATTACHMENT A

Complete this section if applying as a Corporation, LLC, LTD, or Partnership.

Pursuant to 12-55.5-105 (C.R.S.), an application for registration of an entity shall include the names of all officers, directors, members, partners, owners of at least ten percent (10%) of the entity, and other persons who have managing or controlling authority in the entity.

Complete the following information for ALL officers, partners or other individuals (including yourself) who share in control or operation of your outfitting business. Attach a separate sheet if necessary.

You must enclose **proof of first-aid training** for any individual who will be providing guide services.

Name	Title or Office Held	Address	Date of Birth	Social Security # *	Driver's License # and State of Issuance	Provide Guide Service?
						Y N
						Y N
						Y N
						Y N
						Y N
						Y N
						Y N
						Y N
						Y N
						Y N
						Y N
						Y N

*** Social Security Number Disclosure.** Section 24-34-107(1) of the Colorado Revised Statutes requires that every application by an individual for a license issued pursuant to the authority set forth in title 12, C.R.S., by the Department of Regulatory Agencies, shall require the applicant's social security number. Disclosure of your social security number is mandatory for purposes of establishing, modifying, or enforcing child support under § 14-14-113 and § 26-13-126, C.R.S.; and locating an individual who is under an obligation to pay child support as required by § 26-13-107(3)(a)(I)(A), C.R.S. Failure to provide your social security number for these mandatory purposes will result in the denial of your licensure application. Disclosure of your social security number is voluntary for disclosure to other state regulatory agencies, testing and examination vendors, law enforcement agencies, and other private federations and associations involved in professional regulation for identification purposes only. Your social security number will not be released for any other purpose not provided for by law.

CONTRACT REQUIREMENTS

All contracts must meet specific requirements set forth in the Outfitters Registration Statute and in the Rules and Regulations. When you are developing a contract for use with clients or potential clients, please ensure that all the following requirements have been met. A sample contract and more information is available on our website at www.dora.state.co.us/outfitters/contractinfo.htm.

From the Outfitters Registration Statute:

1. Outfitters must provide written contracts to their clients, and the contracts must be signed by both the outfitter and client. Section 12-55.5-109(1), C.R.S. (*Individual outfitters must use their own signatures, and if the outfitter is a partnership or corporation the contract must be signed by one of the responsible partners or corporate officers listed in the Office's registration file.*)
2. Outfitter contracts must include all of the following information: Section 12-55.5-109(1), C.R.S.
 - a. Types of services to be provided (*This needs to be descriptive, i.e. fully guided hunt, "drop camp only, what species, fishing instruction only, etc.*);
 - b. Dates of service (*Should be specific dates, i.e. October 12-17, not simply "third season"*);
 - c. Transportation arrangements (*Should include transportation of individuals from a specific location to a specific location, i.e. from the Grand Junction airport to the trailhead or base camp. Should also include arrangements for transporting equipment, supplies of wildlife to and from the hunt location. Even if no transportation will be provided, contract should indicate .N/A.*);
 - d. Cost of the services;
 - e. Ratio of clients to guides (*Even if the service is for a "drop camp" only and there will be no guides, the contract must indicate that there are no guides*);
 - f. The outfitter's policy regarding cancellation of the contract and refund any deposit.
3. No action may be maintained by an outfitter for breach of a contract or agreement to provide outfitting services or for the recovery of compensation for services rendered under such contract or agreement if the outfitter has failed to comply with the provisions of this article. Section 12-55.5-109(2), C.R.S.
4. Any written contract provided pursuant to this section shall also contain a written statement that pursuant to Section 12-55.5-105(1)(c) and (1)(d) outfitters are bonded and required to possess the minimum level of liability insurance and that the activities of outfitters are regulated by the Director of the Division of Registrations in the Department of Regulatory Agencies. Section 12-5.5-109(3), C.R.S.

From the Rules and Regulations:

1. A written contract as defined in Section 12-55.5.109, C.R.S., shall be provided to the client within thirty (30) days of receipt and acceptance of a deposit from the client. Rule D-8
2. Any deposit made by a client who is not accepted must be returned within thirty (30) days. Rule D-8
3. For any contract executed on or after January 1, 2001, in addition to the basic refund policy language, the contract shall include language which defines the refund policy when the prospective client does not draw the required license or tag for the species he is negotiating to hunt, and shall specify the location or locations of the actual hunt using game management units assigned by the Division of Wildlife. Rule D-8
4. A copy of the contract shall be provided to the Director or authorized agent upon request. Rule D-8 and Rule D-14
5. An outfitter shall honor the terms of his contractual obligations to his clients. If the outfitter is unable to honor the terms of his contract for any reason, including active suspension or revocation of the outfitter's registration, each client shall be notified immediately. Rule D-11
6. An outfitter shall maintain accurate and complete records of all outfitting services, including copies of contracts with clients, and the outfitter shall provide such records to the Director or authorized agents upon request. Rule D-14(i)