



**Maine Department of Inland Fisheries and Wildlife  
353 Water Street, 41 SHS, Augusta, ME 04333  
Phone 207-287-5232 / Fax 207-287-9037**

## NEW GUIDE LICENSE APPLICATION

Hunting  Fishing  Recreation  Specialized Sea Kayaking  Special Tidewater Fishing

MOSES ID: \_\_\_\_\_

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
First \_\_\_\_\_ Last \_\_\_\_\_ MI \_\_\_\_\_ MM \_\_\_\_\_ DD \_\_\_\_\_ YYYY \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

### Required

Height: \_\_\_\_\_ Weight: \_\_\_\_\_ Hair Color: \_\_\_\_\_ Eye Color: \_\_\_\_\_ Gender: \_\_\_\_\_

**New Applicants (Resident & Non-Resident) complete application and sign.**

**Step 1:** Effective November 1st, 2017, Maine Law requires all hunting, fishing, recreational, sea-kayaking and tide-water fishing guide applicants submit to a criminal history records check, that includes criminal history record information obtained from the Maine Criminal Justice Information System and the Federal Bureau of Investigation.

To start the fingerprint process, visit <https://me.ibtfingerprint.com> or call 1-855-667-7422 and select “Schedule a New Appointment.” **Non-Resident only** will also need to print blank finger print cards to take to the appointment location, through <https://www.fbi.gov/file-repository/standard-fingerprint-form-fd-258-1.pdf/view>.

**Step 2:** The application and testing process for new applicants may take six months or more to complete from start to finish. New applicants must be currently certified by the American Red Cross standard first aid or completion of any standard first aid course that meets the criteria established by rule of the commissioner.

New applicants will need to pay a \$125.00 fee for each classification to be examined and may only test up to 2 classifications in one day. If an applicant is unsuccessful in any portion of the oral exam, the applicant will need to pay an additional \$125.00 examination fee to retake that portion of the oral exam. The \$125.00 examination fee is non-refundable and cannot be credited toward the guide license fee. Oral exams (portions) are broken down into navigation, situational event, and questions relative to the classification (see guide rules).

**Step 3:** Wait approximately 30 days after the submission date of fingerprints through IdentoGO, then hand deliver, mail, or email a completed new guide application, copies of both sides of current first aid certification, along with the \$125.00 examination fee for each classification to be tested. The Department's address is Maine Dept of Inland Fisheries and Wildlife, **Attention:** Billie-Jo Walker, 353 Water St, 41 SHS, Augusta, ME. 04333-0041, or email: [Guide.IFW@Maine.gov](mailto:Guide.IFW@Maine.gov). **Note:** The 30-day waiting period for the submission of your application is necessary to ensure the department has received your background information from the agencies responsible.



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**Guide Applicant Notification:** Applicants will be notified via email that your application has been received, approved, and will have the date, time and location to appear for your guide exam. If additional information is needed before the department can process your application, it will be returned along with the method of payment and instructions on what information is needed for processing your request.

**If the department could offer your guide exam at one of the following remote test site locations, which would you prefer?** \_\_\_\_\_ Augusta \_\_\_\_\_ Bangor \_\_\_\_\_ Greenville \_\_\_\_\_ Millinocket \_\_\_\_\_ Ashland \_\_\_\_\_ Presque Isle \_\_\_\_\_ Gray \_\_\_\_\_

**Note:** Failure to reply within the time frame specified in your confirmation (notification) email will result in the loss of the appointment and your application will be placed in the next round of testing.

If, due to a disability, you need any accommodation(s) for the exam process (written or oral exam), you must notify the Licensing Division within 10 business days prior to the exam date.

**Cancelations After Exam Confirmation:** If you cannot appear on the specified test date, you must notify Licensing Division, via email at [Guide.IFW@Maine.gov](mailto:Guide.IFW@Maine.gov) or call 207-287-5232 at least 24-hours prior to your exam. Failure to comply will the notification requirement will result in the forfeit of your guide examination fee(s) and will be required to repay before being able to receiving a new examination date.

**New Applicants Must Answer Questions 1-4**

1. Have you been charged with or convicted of a fish and wildlife violation in Maine, any other state or province within the past 5 years?

Yes: \_\_\_\_\_ No: \_\_\_\_\_ If yes, explain:

2. Have you been charged with a crime in the State or any other jurisdiction that is punishable by imprisonment for a term of one year or more **or** has been found not criminally responsible by reason of insanity of committing a crime in the State or any other jurisdiction that is punishable by imprisonment for a term of one year or more?

Yes: \_\_\_\_\_ No: \_\_\_\_\_ If yes, explain:

3. Have you been convicted of committing a crime in the State or any other jurisdiction that is punishable by imprisonment for a term of one year or more or has been found not criminally responsible by reason of insanity of committing a crime in the State or any other jurisdiction that is punishable by imprisonment for a term of one year or more (If additional space is needed submit supporting documents)?

Yes: \_\_\_\_\_ No: \_\_\_\_\_ If yes, explain:

4. Have you been charged or convicted of any guide violation in this state or any other state or province?

Yes: \_\_\_\_\_ No: \_\_\_\_\_ If yes, explain:



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**BRIEFLY EXPLAIN HOW YOU INTEND TO EXERCISE YOUR PRIVILEGE AS A MAINE GUIDE**

New guide applicants must document field experience related to the license classification in which you are applying. Provide a written summary that verifies a minimum of 100 hours within the past 4-years of field experience, training, job shadowing and / or apprenticeship for the discipline related to the classification. If experience is not documented, your application will be denied and returned. If space is not sufficient, submit additional documents with application (see guide rules, Chapter 24.03 (c) <https://www.maine.gov/sos/rulemaking/agency-rules/department-inland-fisheries-and-wildlife-rules>

**BY AFFIXING YOUR SIGNATURE BELOW, YOU:**

- A. Certify that all statements made hereon, and any documents provided are true and accurate. I Understand that any false statement made in this application or in any documents provided may result in denial, suspension or revocation of my guide's license with the department.
- B. I further understand that making any false statements on this document is punishable as a Class "D" crime pursuant to M.R.S.A. 17-A, Section 453.

**Applicant Signature:** \_\_\_\_\_ **Signature Date:** \_\_\_\_\_

**HAND-DELIVER OR MAIL APPLICATION AND DOCUMENTS, WITH THE APPROPRIATE FEE:**  
Make check payable to: Treasurer, State of Maine

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Licensing Division - Guide**  
353 Water Street, SHS 41  
Augusta, ME 04333  
207-287-5232 or Email: [Guide.IFW@Maine.gov](mailto:Guide.IFW@Maine.gov)

<b>CREDIT CARD PAYMENT</b> All Major Credit Cards Accepted	
Name on Card: _____	
Card #: _____	
Expiration Date: _____ / _____ Code: _____	
Billing Address: _____	

If more space is needed to answer any questions, please use back of form or attach an additional document to this application.