

Guide-Outfitter Business Checklist

Licensing

- Guide License
- Sport Fish Guide License
- Waterfowl Guide License
- Hunting/Fishing/Trapping License
- Guide Use Area Registration
- First Aid/CPR Certification

Land Use Authorization

- Refuge
- DNR
- BLM
- Private
- NPS
- Forest Service

Industry Administration

- Hunt Records submission
- DNR Use Report/Fees
- Refuge Use Report/Fees
- NPS Use Reports/Fees
- Sport Fishing Saltwater Logbook
- Sport Fishing Freshwater Logbook
- Sport Fishing Logbook(s) submission
- Drawing Permit client application
- Sport Hunting Reports

- APHA membership
- Hunter Preservation Fund Fees
- Drug Testing Requirements

Business Administration

- Business License
- Liability Insurance
- Workers' Compensation Insurance
- City/Borough Use Tax
- Payroll Taxes/Quarterly Reports
- IRS Payments
- Annual Tax Return
- I-9 Form
- W-2
- 1099
- W-3

Watercraft Administration

- Coast Guard License
- TWIC ID
- Boat Registration
- Trailer Registration
- Boat Insurance
- Boat Launch Permit
- 406 registration

Aviation Administration

- Aircraft Registration
- Insurance
- Pilot License

- Annual Flight Review
- Biannual Flight Review
- Required Aircraft Inspections
- Flight Physical

