



Board of Outfitters
 301 S. Park Avenue
 PO Box 200513
 Helena, MT 59620
 (406) 444-6880
DLIBSDHELP@MT.GOV

OUTFITTER RENEWAL APPLICATION

To expedite your license renewal, we encourage you to renew online at EBIZ.MT.GOV/POL
 Outfitter licenses expire on December 31.

Fee Schedule	
Please select the license being renewed	
<input type="checkbox"/> Active Outfitter License	Renewal Fee: \$210.00 Late Fee: \$420.00 (Renewal Fee + \$210.00)
<input type="checkbox"/> Inactive Outfitter License	Renewal Fee: \$100.00 Late Fee: \$200.00 (Renewal Fee + \$100.00)

LICENSEE INFORMATION			
If needed, update your address, and provide a current phone number and email address.			
Licensee Name	License Number Being Renewed		
Street Address			
City	State	Zip Code	
Phone Number		Email Address	

LICENSE RENEWAL APPLICATION CHECKLIST:

To renew by mail, submit your fully completed renewal application form, proof of first aid certificate, client logs, and your renewal fee to the address listed in the upper left corner.

- Make your check or money order payable to “The Montana Board of Outfitters” clearly legible. **DO NOT SEND CASH.**
A late fee (100% of renewal fee) will be assessed if the renewal is not complete or postmarked before December 31.

FIRST AID INFORMATION:

Outfitters are required to submit a copy of a current first aid certificate of the provider and expiration date of their first aid training from the list of board approved providers found at: BOARDS.BSD.DLI.MT.GOV/OUT

Name of Provider: _____ Expiration Date: _____

LIABILITY INSURANCE STATEMENT (Active Status Only):

Active licensees are required to maintain current liability insurance as the named insured. Proof of insurance can be submitted along with your renewal application by email at DLIBSDHELP@MT.GOV, updating your online account, or via mail at the address listed on this form.

- I affirm that I am the named insured on the current liability insurance that I hold. Additionally, the minimum amounts of liability insurance shall be \$10,000 for property damage, \$100,000 for personal injury to one person, and a total of \$300,000 for personal injury to more than one person.

Provide the expiration date and name of provider below and follow the above instructions for providing a copy of your current liability insurance.

Name of Provider: _____ Expiration Date: _____

CLIENT LOGS:

Hunting and fishing outfitters are required to submit to the Board office complete and accurate outfitter client logs no later than December 31 of the current renewal year. Online logs are NOT available at this time, so licensees are encouraged to mail their logs to the board office or upload to this renewal or send outfitter client logs via email to: DLIBSDHELP@MT.GOV

WATERCRAFT IDENTIFICATION DECAL (BOAT STICKERS):

If you operate any type of watercraft while providing services, you must obtain and display watercraft identification decals. Your first set of watercraft identification decals are provided at no charge. (2 stickers per set)

- Check here to purchase additional sets of watercraft decal stickers at \$5.00 per set. Number of additional decal sets requested _____.

OPERATION PLAN STATEMENT:

- I affirm that the Outfitter Operation Plan on file with the board is updated and current including reporting of all lands public and private permitted to operate.

RENEWAL DISCIPLINARY STATEMENT:

Have any legal or disciplinary actions been instituted against you or any of your professional licenses since either your initial licensure in Montana or since you renewed your license, whichever occurred latest? Montana Code Ann. Sec. 37-1-105 requires that you report this information. Failure to accurately furnish this information is grounds for denial or revocation of your license.

YES

NO

Licensee Signature: _____ Date: _____