

Montana Board of Outfitters

PO Box 200513
301 S Park, 4th Floor
Helena, MT 59620-0513
Phone: (406) 444-5711

Email: unitb@mt.gov Website: www.outfitter.mt.gov

**Licensing Requirements and Application Checklist
Licensed Guide**

License Requirements for Licensed Guide

Below are the minimum requirements you must meet in order to be licensed in the state of Montana.

1. Applicant must be 18 years of age – [[MCA 37-47-303](#)]
2. Applicant must be endorsed and recommended by an outfitter with a valid license, unless otherwise qualified under guide standards established by the board pursuant to – [[MCA 37-47-201\(4\)](#), [MCA 37-47-303](#), [ARM 24.171.601](#)]
3. An applicant must submit proof of current basic first aid certification with the application – [[ARM 24.171.602](#)]
4. Applicant must have been issued a valid wildlife conservation license - [[MCA 37-47-303](#)]

Checklist of Required Documents to Submit for Application for Licensed Guide

The following documents and additional forms are required in addition to the basic application. Some documents may be submitted directly by the applicant as part of the application. Others, such as transcripts, may need to be sent to the board directly from the source.

- Official license verification from states and jurisdictions in which the applicant holds or has ever held a professional license of any type
- If you answered yes to discipline questions, include a detailed explanation on the event(s) and documentation from the source (licensing board, federal agencies/programs, or civil/criminal court proceedings such as initiating/charging documents, final disposition/judgement documents, etc.).
- Proof the applicant has been issued a valid wildlife conservation license
- The applicant must submit proof of current basic first aid certification with the application

Application Fee(s) for Licensed Guide

The following fee(s) must be submitted with your application. Online applicants can pay using a credit card or bank account. If you submit a paper application you must submit a check or money order. Do not mail cash.

- \$150 application fee

You can apply for a license online at <https://ebiz.mt.gov/POL/> or download a paper application from the website. Online application is recommended.

Please include a valid e-mail address with your application. E-mail is the department's primary form of communication.

If you have any questions about the application process or the licensing requirements please contact the Department of Labor and Industry Professional Licensing Bureau using the contact information at the top of this checklist.