



OREGON OUTFITTER/GUIDE PROGRAM INSTRUCTIONS SOLE PROPRIETOR

1. Complete the application for outfitter/guide registration. Complete all sections of the application. Sign your legal name (as it appears on your driver's license) and date the form to complete your application. **The application will be returned if incomplete.**
2. Complete and sign the affidavit. In signing the affidavit the outfitter/guide is stating he/she and all employees have not been convicted of any criminal offense or violation of any of the applicable laws, that they have current, valid first aid and CPR cards, insurance coverage and a current Coast Guard Operator's license if operating on federally navigable waters. The Training and Experience Affidavit is to be completed and submitted **ONLY** if you or an employee will operate a non-motorized boat on Class III Rivers or larger.
3. Submit the annual fee. Oregon resident fee is \$50. A non-resident fee schedule is attached. **These fees are nonrefundable.**

SURETY BOND

If you accept deposits from clients in excess of \$100 per person, a \$5,000 surety bond or a letter of credit must be submitted. A deposit is any advance payment, including a credit card, for a trip in excess of \$100 per person. Submit the enclosed surety bond form to your insurance agent for completion. A Letter of Credit is issued by a financial institution, such as a bank or credit union, licensed to do business in Oregon. The financial institution acts as the bonding company and must complete the enclosed bond form. **Make sure the name in the "Principal" portion of the bond form is identical to the name and, if applicable, business listed on your outfitter/guide registration and your insurance.** If you are using one or more DBA's or assumed business names, all of them must appear on the bond. If you have a brochure and/or price list describing your services, please include it with your application.

FIRST AID AND CPR

Send your current **original** first aid card, and current CPR card, with your application. You must provide original proof of a first aid course that is issued by the American Red Cross, or a comparable course. The American Red cross basic course includes CPR, if you choice a course other than the American Red Cross please be sure that the course is comparable and includes CPR.

You are responsible for maintaining your CPR card, but are only required to submit it to the Marine Board when your first aid card expires. You are also responsible for making sure each of your employees maintains a current first aid card and CPR cards.

BUSINESS NAMES Business names must first be registered with the Business Registry office of the Secretary of States Office at (503) 986-2200.

LIABILITY INSURANCE, Contact your insurance company to obtain insurance. A list of insurance companies providing outfitter/guide coverage is attached

Oregon law requires that outfitter/guides have insurance of at least \$300,000 combined single limit per occurrence general liability coverage. This insurance must cover the outfitter/guide and employees for occurrences of bodily injury and property damage. Your insurance agent must submit a full year certificate of insurance to the board naming you as the "Insured." **The name on your insurance must be identical to the legal name listed on your application.** The certificate must name the Oregon State Marine Board as a certificate holder, and specifically name all types of guiding that you are applying to provide in addition to any motorized boats under the description of operations. If you want your business name to appear on your outfitter/guide registration card, it must be shown on your insurance.

You are responsible for keeping your insurance current and submitting certificates of insurance to the Board prior to expiration. Your outfitter/guide registration is valid only for the type of guiding activities listed under “description of operations” on your insurance.

COAST GUARD OPERATOR’S LICENSE. A notarized copy, front and back, of your current Coast Guard Operator’s license must be on file with the Marine Board if you use a motorboat in your business to carry passengers for hire on federally navigable waters. A list of federally navigable waterways is enclosed. Information on Coast Guard operator’s licenses and federally navigable waters can be obtained from the U.S. Coast Guard Office in Portland at 503-240-9346.

You are required to display a decal identifying you as an outfitter/guide and the number of passengers you are insured to carry. Your certificate of insurance must identify the boats used in your guiding business. On the application, list the motorized boats by registration number and the number of passengers each is rated to carry.

If you sell your boat, the outfitter/guide decals must be removed and returned to the Marine Board. Decals are non-transferable.

NON-MOTORIZED BOATS If you use a non-motorized boat(s) in your guiding business, you are required to display an outfitters/guide decal.

Non-motorized boats include driftboats, rubber rafts and kayaks. Decals issued for rubber rafts are designed to be attached to the side D-ring. Be sure and include the number of decals required on your application.

Non-motorized boats used in the outfitter/guide business that display identifying numbers, letters, or decals issued by another governmental agency and used only within that agency’s area of operation, are exempt from display of an outfitter/guide decal. Boats not under the direct operation of an outfitter/guide or employee are also exempt from the decal requirement.

EMPLOYEES Employees that work under your Outfitter/Guide registration must be listed on your affidavit. You are required to cover your employees under your liability insurance, insure that they have current up to date first aid and CPR, and are responsible for their payroll taxes. As an Oregon Outfitter/Guide you must maintain a current employee list with our office. Notify the board anytime that you add or remove an employee. Employee notification must be received by the State Marine Board before an employee may begin working under your registration.

Please be advised that providing false information when applying for registration is a Class B Misdemeanor. Guiding without a current outfitter/guide registration is also a Class B Misdemeanor. Conviction may result in a fine up to \$1,000 or imprisonment up to 6 months or both and denial of an outfitter/guide registration for up to 24 months.

OCEAN OPERATION To operate in the ocean, you must have a charter vessel license. Information on this program can be obtained from the Marine Board.

PERMITS An outfitter/guide registration does not take the place of other local, state or federal use permits. The guide registration is required to obtain a federal use permit. If you will be guiding on Federal land, contact the Forest Service and Bureau of Land Management regional managers in the appropriate regions. Information on Coast Guard Operator’s licenses and federally navigable waters can be obtained from the U.S. Coast Guard Office in Portland at 503-240-9346.

LOWER COLUMBIA RIVER If you are and **Oregon resident** and use a guide motorboat on the Lower Columbia River (LCR) below the Longview/Rainier bridge, it will be required to display LCR charter decals. **These decals do not allow you to engage in charter ocean trips.**

Send the completed application to: **Oregon State Marine Board PO Box 14145 Salem OR 97309. Phone: 503-378-2519. Allow 7-10 business days for processing.**

