



Maine Department of Inland Fisheries and Wildlife
353 Water Street, 41 SHS, Augusta, ME 04333
Phone 207-287-8000 / Fax 207-287-9037

NEW GUIDE LICENSE APPLICATION

Effective October 25, 2023, first-time applicant, and examination fee for each classification is \$125.00

I wish to be tested in the following classifications:

Hunting Fishing Recreation Specialized Sea Kayaking Special Tidewater Fishing

MOSES ID: _____ Social Security #: _____

Name: _____ Date of Birth: ____/____/____
First Last MI

Mailing Address: _____
Street/Road or Box # City or Town State Zip Code

Physical Address: _____
Street or Road City or Town State Zip Code

Email Address: _____ Phone Number: (____) ____ - _____

Gender: _____ Height: _____ Weight: _____ Hair Color: _____ Eye Color: _____

Driver's License State: _____ Driver's License Number _____

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

As of November 1, 2017, all guide applicants must complete a background check as defined under Inland Fisheries and Wildlife, Title 12, Section 12853 (4-A). **Note:** The Department will not accept a background check that is over 6 months old. To start the fingerprint process, visit <https://me.ibtfingerprint.com> or call 1-855-667-7422 and select "Schedule a New Appointment." You then need to select "Maine Inland Fisheries and Wildlife Guide License" and follow the instructions.

Non-Resident only will also need to print a 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>.

Note: Only applicants that have underlying issues with their background history will receive a letter from the Bureau of Warden Service.



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NEW APPLICANTS- The Department's testing process for new applicants can take six months or more to complete. 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. Effective October 25, 2023, each new guide applicant must pay a \$125.00 fee for each classification to be examined to become a guide. If an applicant fails any portion of the oral exam, the applicant must 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 license fee.

You must send the completed and signed new guide application, copies of both sides of current first aid certification, along with the \$125.00 fee for each classification, to Inland Fisheries and Wildlife, Licensing Division, **Attention:** Billie-Jo Walker, 353 Water Street, Augusta, ME 04333; or email application to billie-jo.walker@maine.gov.

Note: You will be notified via email that your application has been processed and it will include your guide examination date / time at the Department's office in Augusta. You will need to reply within the time frame specified in the confirmation email, or your application will be held for the next examination date. An applicant will only be allowed to test for two classifications on the same exam date.

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

If you cannot appear on the test date, you will need to inform the Licensing Division by contacting billie-jo.walker@maine.gov or call 207-287-5232 at least 24-hours prior to your exam, or it may result in your application being placed at the end of all scheduled exams for the year.

Answer questions 1-6

1. Have you been charged with or convicted of a fish and wildlife violation in Maine within the past 5-years?

Yes: _____ No: _____ If yes, explain:

2. Have you been charged with a fish and wildlife violation in another state or province within past 5-years?

Yes: _____ No: _____ If yes, explain:

3. Have you been convicted of a fish and wildlife violation in another state or province within past 5-years?

Yes: _____ No: _____ If yes, explain:

4. Have you been charged with any felony?

Yes: _____ No: _____ If yes, explain:

5. Have you been convicted of a felony?

Yes: _____ No: _____ If yes, explain:

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

Yes: _____ No: _____ If yes, explain:



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Explain briefly how you intend to exercise your privilege as a guide:

First-time 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 Below (See Chapter 24.03 (c) for Details).

I certify that all statements made hereon, and any documents provided, are true and accurate. Understand that any false statement made in this application or in any documents provided may result in denial, suspension or revocation of your guide's license, and possible criminal prosecution.

Applicant Signature: _____ **Signature Date:** _____

MAIL APPLICATION AND DOCUMENTS, WITH THE APPROPRIATE FEE:

Make check payable to: Treasurer, State of Maine

Department of Inland Fisheries and Wildlife
Licensing Division - Guide
353 Water Street, SHS 41
Augusta, ME 04333
Email: billie-jo.walker@maine.gov

CREDIT CARD PAYMENT
All Major Credit Cards Accepted

Name on Card: _____

Card #: _____

Expiration Date: ____ / ____ **Code:** _____

Billing Address: _____
