

**WYOMING STATE BOARD OF OUTFITTERS
AND PROFESSIONAL GUIDES**

RULES AND REGULATIONS

Revised 2/2019

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WYOMING STATE BOARD OF OUTFITTERS & PROFESSIONAL GUIDES

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CHAPTER 1

GENERAL PROVISIONS

Section 1. Authority. These rules and regulations are adopted pursuant to W.S. 23-2-401, W.S. 23-2-406 et. seq., W.S. 33-1-201, and the Wyoming Administrative Procedure Act, W.S. 16-3-101 et. seq.

Section 2. Definitions.

(a) The definitions in W.S. 23-2-406 apply to these rules.

(b) Additional definitions include:

(i) "Area" means a hunt area as described in current big or trophy game hunting regulations as determined by the Wyoming Game & Fish Department.

(ii) "Booking Agent" means any individual, firm, business, partnership, or corporation that makes arrangements for the use of the services of a licensed outfitter and receives compensation therefore. A booking agent does not supply personnel or facilities and services to outfitter clientele.

(iii) "Client" means a person who engages the professional services of a licensed outfitter.

(iv) "Compensation" and "Remuneration" mean payment of any kind, without regard to value or agreement, including tips, presents, exchange of property or services, or bartering for guide services.

(v) "Conviction" means a finding of guilt, forfeiture of bail bond or collateral deposited to secure a defendants appearance, or entry of a nolo contendere plea.

(vi) "State" means the State of Wyoming.

Section 3. Savings Clause. If any provision of these rules or their application to any person or circumstances are invalid or in conflict with any other provision of these rules, the invalidity shall not affect other provisions or application of these rules which can be given effect without the invalid provision or applications and to this end the provisions of these rules are severable.

CHAPTER 2

LICENSING PROVISIONS

Section 1. Application for and Issuance of New Outfitter Licenses and Area Authorization.

(a) Any qualified person desiring to be a licensed outfitter shall make application for an outfitter license on forms provided by the Board (Application and Operation Plan). The application shall be completed by the applicant and returned to the Board, together with the new applicant fee. The study material for the exam will then be mailed to the applicant. The new applicant fee, as set by the Board, is non-refundable. The application and new applicant fee shall be valid for one (1) year from date of receipt.

(b) Applicants shall indicate the hunt area(s) in which they intend to operate and shall provide all information as required on the Operation Plan. Outfitters shall only operate in those areas approved by the Board on the Operation Plan, except as provided in paragraph (f) of this section.

(c) Applicants shall submit a letter of intent from an insurance company indicating they will insure the applicant if a license is approved. Insurance must be effective during the entire licensing period. If insurance is not in effect, the license is immediately void.

(d) Prior to final approval of an outfitter license, the applicant shall secure written endorsement from the public land agency, private landowner, owner's agent or lessor on a form provided by the Board for the areas shown on the Operation Plan. A "Surface Management Status Map" shall be submitted showing all intended areas of operation for any private lands requested on the private land form. All written records of applicants involving landowner or lease permission shall remain confidential.

(e) All applicants shall appear in person before the Board, unless this requirement is waived by the Board. The Board may, at its discretion, require an applicant to pass an equipment inspection before the approved license is issued.

(f) Licensed outfitters may apply for additional area authorizations by submitting the proper Supplemental Area Request form and amended Operating Plan to the Board or a letter of intent from the controlling public land agency, private landowner, owner's agent or lessor that indicates the species and areas where the licensee may operate.

(g) The Board shall retain final authority regarding license issuance and area authorization. The Board may restrict the species and the area where an applicant may

outfit hunting clients based upon sound game and land use management principles and purposes based upon recommendations by the commission.

(h) All outfitter licenses shall be issued in the name of the outfitter.

(i) An applicant for a new outfitters license shall have experience as a licensed professional guide for not less than one (1) year or have other training, experience or education applicable to outfitting and acceptable to the Board. The applicant shall demonstrate knowledge of the area(s) for which application is made.

(i) Seventy (70) days in the field guiding hunters as a licensed professional guide equals one (1) year experience.

(j) All applicants for a new outfitters license shall:

(i) Be certified in first aid and submit a copy of their current and valid first aid certification card with the original application;

(ii) If born on or after January 1, 1966 possess a certificate of competence and safety in the use and handling of firearms (hunter safety card) and submit a copy of their hunter safety card with the original application; and

(iii) Attend the outfitter training course provided by the Board prior to meeting with the Board for approval.

(k) The Board may deny granting a license to an applicant who is not qualified or based upon a violation of a significant state or federal wildlife, game or fish law or regulation.

(l) No license approved by the Board shall be issued unless the proper license fee and proof of insurance are received in the Board office within sixty (60) days of the date of approval.

(m) No license will be considered for approval by the Board until all licensing requirements have been met.

Section 2. New Outfitter Applicant Examination.

(a) New applicants for outfitter licenses shall be given written examination to test the applicant's knowledge of the Act, Board rules, Game & Fish laws, Forest Service and BLM outfitting and land use policies, first aid, other general hunting/outdoor skills, habits of game sought, hunting techniques, care of meat and trophies and applicable firearm laws.

(b) A written examination for a new outfitter license applicant for a current year shall be given as needed January through June. The examination shall be given as needed between July and December for the following calendar year. Applicants shall make an appointment to take the examination no less than fourteen (14) days in advance. The examination shall be a closed book test and administered in the Board office, unless otherwise authorized by the Board. Passing the examination will constitute receiving a score of at least seventy-five percent (75%). Any person failing to pass the examination may be given another examination after thirty (30) consecutive days. Upon receiving a passing score, the exam shall be valid for one (1) year from the date taken.

Section 3. Outfitters to Submit Required Outfitter Annual Report.

(a) Each licensed outfitter shall submit an Outfitter's Annual Report (report) on the form provided by the Board covering the calendar year for which the license was valid. The reported information shall be legible, accurate and complete.

(b) Each report shall be post-marked no later than January 31 of the subsequent year for which the report is being filed. Any report post-marked or received after that date is untimely, and any associated renewal application that was submitted shall be treated as a first time applicant.

(c) The U.S. Postal Service or any other mail delivery service providers are not agents of the Board. Therefore, the Board cannot assume responsibility for mail delivery to the Board. It is the applicant's responsibility to assure the delivery of required reports to the Board office in a timely manner.

Section 4. Renewal of Outfitter Licenses.

(a) Outfitter licenses expire on December 31 of the year issued per W.S. 23-2-414(b). Outfitter renewal applications are due on December 1 of each year. Any application post-marked or received after December 31 shall be treated as a first time applicant.

(b) An outfitter license may be renewed and the same license number retained for the next license year if the applicant is not applying for additional area(s) or services upon submission of the following by December 31 prior to the year for which a license is being renewed:

- (i) A completed outfitter license renewal application form;
- (ii) An original and current Certificate of Insurance if one is not on file;
- (iii) The outfitter license fee as set by the Board.

(c) No license will be considered for renewal by the Board until all licensing requirements have been met.

(d) The U.S. Postal Service or any other mail delivery service providers are not agents of the Board. Therefore, the Board cannot assume responsibility for mail delivery to the Board. It is the applicant's responsibility to assure the delivery of an application to the Board office in a timely manner.

Section 5. Application for and Issuance of Professional Guide Licenses.

(a) Any qualified person desiring to operate as a professional guide may make application for a professional guide license on the form provided by the Board.

(b) The application shall be completed by the applicant and returned to the Board together with the annual license fee as set by the Board.

(c) All applicants for a professional guide license shall:

(i) Be certified in first aid and submit a copy of their valid first aid certification card with the application; and

(ii) If born on or after January 1, 1966, a professional guide must possess a certificate of competence and safety in the use and handling of firearms (hunter safety card) and submit a copy of their hunter safety card with the application, if one is not on file.

(d) When an applicant applies for a professional guide license during the hunting season and good cause is shown, the requirements in Section 5 (c) may be waived by the Board. No guide shall receive more than one (1) waiver.

(e) An applicant may receive only one (1) fourteen (14) day permit in any twelve (12) month period.

(f) A professional guide license issued by the Board is valid if:

(i) The professional guide is employed or contracted by a licensed outfitter;

(ii) Signed on the back by the employing or contracting outfitter, including the outfitter's license number and the date(s) that the licensee is employed by or operating under an independent contract with the licensed outfitter; and

(iii) It is the original license or is a facsimile or emailed copy, properly signed.

(g) Professional guides covered under liability insurance of a licensed outfitter shall not be required to furnish a separate certificate of insurance.

(h) The Board may deny granting a license to an applicant who is not qualified or based upon a violation of a significant state or federal wildlife, game and fish law, or regulation.

Section 6. New Professional Guides Examination.

(a) New applicants for a professional guide licenses shall be given an open book, written examination prior to issuance of the license. The examination shall test the applicant's knowledge of the Act, Board rules, Game and Fish laws, Forest Service and BLM land use policies, first aid, other general hunting/outdoor skills, habits of game sought, hunting techniques, care of meat and trophies and applicable firearm laws.

(b) Passing the examination will constitute receiving a score of at least seventy-five percent (75%). Any person failing to pass an examination may be given another examination after thirty (30) days. Upon receiving a passing score, the exam shall be valid for one (1) year from the date taken.

(c) An applicant who fails the examination twice in a calendar year shall not be eligible to retake the examination without completion and submission of the new professional guide application, examination, license fee and new applicant fee.

Section 7. Renewal of Professional Guide Licenses.

(a) Professional Guide licenses expire on December 31 of the year issued per W.S. 23-2-414(b). A renewal filed after December 31 is not timely filed for purposes of W.S. 16-3-113(b). However, Professional Guides licensed in either of the prior two (2) calendar years may submit a renewal application and are exempt from taking the exam and paying the new application fee as required for first time applicants. A professional guide license may be renewed upon submission of the following:

(i) A completed professional guide application.

(ii) The annual professional guide license fee as set by the Board under Chapter 5, Section 1 and pursuant to W.S. 33-1-201.

(b) The U.S. Postal Service or any other mail delivery service providers are not agents of the Board. Therefore, the Board cannot assume responsibility for mail delivery to the Board. It is the applicant's responsibility to assure the delivery of an application to the Board office in a timely manner.

Section 8. Proof of Licensure Required.

(a) Licensees shall carry their original license, as issued by the Board, at all times when providing outfitting or professional guide services, except as authorized by Section 5 (f) (iii) of this Chapter.

Section 9. Outfitters Required to Sign and Provide License Number on Hunter's License.

(a) All outfitters shall sign their client's hunting license and include their outfitter license number before the client begins hunting.

CHAPTER 3

REGULATORY PROVISIONS

Section 1. Rules of Professional Conduct. The following includes, but is not limited to, rules of professional conduct, a violation of which may be considered unethical or dishonorable conduct;

(a) A licensee shall not submit any substantially false statements or fail to disclose any substantial facts requested in connection with an application for licensure.

(b) A licensee shall not engage in fraud in advertising or soliciting professional services to the public. Effective January 31st, 1999 licensees shall include their license number on all correspondence, including advertising brochures, contracts, etc.

(c) A licensee shall not allow an unlicensed individual to perform outfitting or professional guide services. A licensee shall report illegal outfitting and professional guide services to the Board.

(d) A licensee shall not engage in any activity which results in conviction of a felony.

(e) A licensee shall not violate any significant federal or state law or related regulations pertaining to wildlife, game and fish.

(f) A licensee shall cooperate fully with private landowners and public land management agencies and shall respect their rights and privileges.

(g) A licensee shall advise clients of applicable conservation and game laws and shall not condone or willfully allow their violation.

(h) A licensee shall promptly report any violation of federal or state law or regulation governing wildlife, game or fish observed or known to him, to a commissioned game and fish law enforcement officer.

(i) A licensee shall not engage in any activity for which the licensee is not licensed.

(j) A licensee shall not operate in any area when area authorization has not been granted by the Board to that licensee.

(k) A licensee shall not substantially breach a contract with any person using outfitting or professional guide services of the licensee.

(l) A licensee shall not violate the terms and conditions under which the license is issued.

(m) A licensee shall provide any animal used in the conduct of business with proper food, drink and shelter and shall not subject any animal to needless abuse or cruel and inhumane treatment.

(n) A licensee shall maintain neat, orderly and sanitary camps at all times and shall provide clean, fresh drinking water, protect all food from contamination and dispose of all garbage, debris and human waste. Livestock facilities shall be separate from camp facilities. Streams shall be protected from contamination.

(o) A licensee shall not willfully endanger the health and safety of the public.

(p) A licensee shall provide a licensed professional guide for every two (2) hunters in wilderness areas and for up to six (6) hunters in all other areas of the State.

(q) A licensee shall provide clients with a brochure or other written statement which clearly states his refund policy.

(r) A licensee shall provide the Board, on or attached to, their new or renewal application, a statement which clearly states the refund policy. The policy shall not be changed during the year unless it is approved by the Board prior to the time the change will be effective.

(s) A licensee shall allow the Board or its agents access at all times to inspect hunting camps, whether or not the licensee is present.

(t) A licensee shall not violate any provision of the Act.

Section 2. Code of Ethics.

(a) All outfitters and guides shall:

(1) Operate with respect for the rights of others, on private and public property, endeavor to promote and practice responsible wild land ethics, exercise good stewardship of our natural resources, and provide services on public lands in a manner such that they do not interfere with general public access to public land or access to wildlife on public land;

(2) Provide for the health, safety, and well-being of their clients and employees;

(3) Leave clean camps, striving to maintain the environment in as good or better condition than before and dispose of all garbage, debris, and human waste in a proper, approved manner;

(4) Fully cooperate with officials and adhere to the laws, rules and regulations, of the Wyoming State Board of Outfitters and Professional Guides, Wyoming Game and Fish Department, United States Forest Service, National Park Service, Bureau of Land Management, State Land Office, United States Fish & Wildlife Service, and all other government agencies.

(5) Advise clients of applicable conservation standards, fish and game laws, license requirements, statutes and regulations and not condone their violation;

(6) Not excessively use alcohol, prescription or over-the-counter drugs, to the extent that the use impairs the user physically or mentally while engaged by clients;

(7) Not use illegal drugs;

(8) Not engage in fraud, deceit, misrepresentation, or concealment of any material fact in advertising, soliciting, or providing professional services to members of the public;

(9) Provide any animal used in the conduct of business with proper food, water, and shelter and not subject any animal to abuse or cruel and inhumane treatment as provided by Wyoming Law;

(10) Promptly refund deposits paid by clients upon request if such deposits are due to the client in accordance with the outfitter's written deposit refund policy or any other written agreements;

(11) Not conduct any services on private or public land, except legal transportation across such lands, without first having obtained written permission from the landowner or written authorization from the agency administering the public land, unless the agency does not require and does not provide such permission;

(12) Treat clients, employees, and the general public in a fair and professional manner and not harass or abuse clients, employees, outfitters, professional guides, or members of the general public, verbally, physically, or in any other manner;

(13) The outfitter endorsing the professional guide license shall obtain and maintain a reasonable degree of supervision over the professional guide to insure that the services offered are being provided and being provided in accordance with the law and rules, with particular regard to those laws and rules pertaining to the health, safety, and welfare of the participants, the public, and landowners;

(14) Unless done in the name of and on behalf of the endorsing outfitter, a professional guide shall not advertise services, make agreements with clients concerning monetary consideration or services offered, or collect fees from clients;

(15) An outfitter is responsible for the acts of all employees, contracted personnel and authorized booking agents when those individuals are acting within the scope of their employment, contract, agreement, or at the outfitter's direction or supervision;

(16) Outfitters will employ an adequate number of well-trained, courteous personnel to care for their ~~guests~~ clients. Also, if appropriate, will provide adequate and properly prepared food for their ~~guests~~ clients and personnel at all times. Outfitters will be required to maintain safe, adequate and serviceable equipment; and

(17) Insure that no outfitter or employee of an outfitter, shoots, kills, or takes any big game animal while providing guiding services for clients; unless an exception is granted with the mutual consent of the client and the outfitter/guide.

Section 3. Denial, Suspension and Revocation. Failure to comply with any provision of these Rules shall be grounds for denial of an outfitter or professional guide license or any other discipline to include, but not limited to, suspension for a period not to exceed three (3) years or revocation of any outfitter or professional guide license issued by the Board. Suspension and revocation proceedings shall be conducted in accordance with the Wyoming Administrative Procedure Act W.S. 16-3-101 et seq. and these rules of the Board.

CHAPTER 4

PRACTICE AND PROCEDURE

Section 1. Overview. It is the intent of the Board through these Rules to recognize the difference between an allegation made against a licensee and the need for a formal proceeding. The Board requests the cooperation of all licensees in responding to letters of inquiry dealing with allegations as opposed to responses to formal proceedings. Responses to letters of inquiry are voluntary whereas responses to formal proceedings are mandatory to retain the rights of licensees.

Section 2. Statement of Purpose. These Board Rules are adopted to implement the Board's authority to:

- (a) Conduct investigations, hearings, and proceedings concerning:
 - (i) Actions relating to an application for a license, including granting or denying; or
 - (ii) Alleged violations of the Act or the Board Rules.
- (b) Determine and administer appropriate disciplinary action against an applicant or licensee.

Section 3. Definitions.

- (a) "Act" means W.S. 23-2-406 to 23-2-418
- (b) "ARC" means application review committee.
- (c) "Board Rules" means the rules and regulations promulgated by the Wyoming Board of Outfitters and Professional Guides.
- (d) "DC" means disciplinary committee.
- (e) For purposes of this chapter, "license" means a license or other authorization issued by the Board.

Section 4. Grounds for Discipline and Denial of License.

- (a) Disciplinary Action. The Board may take disciplinary action or refuse to issue or renew a license for one (1) or more of the following acts or conduct:

(i) A violation of the Act, including any cause listed in W.S. 23-4-416(a);

(ii) A violation of the Board's Rules, including the Regulatory Provisions listed in Chapter 3; or

(iii) Failing to meet the minimum qualifications outlined in the Act or Board's Rules.

Section 5. Application Review and Investigation Process.

(a) Application Review and Investigation. In application and licensure matters:

(i) Every application for a license issued by the Board is subject to investigation to determine whether the requirements set forth in the Act and Board Rules are satisfied; and

(ii) Every application that reveals information which merits further investigation shall be assigned to the ARC.

(A) Upon completing the investigation, the Board's investigator shall make a written report to the ARC setting forth the facts discovered. The investigator may make a recommendation to the ARC as to the disposition of the application. The ARC is not bound by the investigator's recommendation.

(B) Investigation files of any application review which is pending are confidential and not public record.

(b) Application Review Committee Action. Following investigation, the ARC may:

(i) Recommend a license be issued;

(ii) Recommend approval of a settlement agreement, which may include the issuance of a license with the imposition of a reprimand, conditions, restrictions, other discipline or a combination thereof; or

(iii) Preliminarily deny the application.

(c) Notice of Preliminary Denial.

(i) The ARC shall notify the applicant that it preliminarily denied the application:

(ii) The Notice shall contain:

(A) A brief description of the facts or conduct which warrant the preliminary denial of the application;

(B) A statement of the nature of the actions which warrant the preliminary denial of the application and a citation to the applicable statutory provisions in the Act or the Board Rules; and

(C) Notice of the right to a contested case hearing if a written request is received by the Board office within thirty (30) days of the date of mailing the Notice of Preliminary Denial.

(d) Applicant's Request for Hearing.

(i) The applicant may request a hearing if the ARC preliminarily denies the application.

(ii) The applicant shall submit a written request for a contested case hearing to the Board office within thirty (30) days of the date of the Notice of Preliminary Denial.

(iii) Failure of the applicant to request a contested case hearing within thirty (30) days of the date of the Notice of Preliminary Denial shall result in a final denial of the application.

Section 6. Complaint Review and Investigation Process.

(a) Complaint Review and Investigation.

(i) All complaints against an outfitter or professional guide shall be filed with the Board in writing and shall provide at least the following information:

(A) Name and address of licensee;

(B) Name, address and telephone number of complainant;

(C) Nature of alleged violations;

(D) A short and concise statement of facts relating to the alleged violations; and

(E) Signature of complainant.

(ii) Complaints shall be investigated by the DC or the Board staff.

(A) The DC and the Board's investigator are empowered to conduct a full and complete investigation of a scope necessary to determine whether or not the allegations in the complaint, or any other information discovered during the investigation, are sufficient enough to warrant a formal proceeding.

(B) The DC and Board's investigator may review documents and interview the complainant and other witnesses. The committee shall interview the licensee only if the licensee voluntarily agrees.

(C) Upon completing the investigation, the Board's investigator shall make a written report to the DC setting forth the facts discovered. The investigator may make a recommendation to the DC as to whether there is sufficient evidence to warrant a formal proceeding. The DC is not bound by the investigator's recommendation.

(D) Investigation files of any complaint which is pending are confidential and not public record.

(b) Voluntary Surrender. A licensee may petition the Board in writing to voluntarily surrender their license. The Board shall hold an expedited hearing at its earliest convenience. The Board may accept or reject the petition for voluntary surrender and may consider whether the licensee is under investigation.

(c) Disciplinary Committee Action. Following investigation, the DC may:

(i) Recommend dismissal of the complaint;

(ii) Recommend dismissal with issuance of a notice of warning or advisory letter;

(iii) Recommend approval of a settlement agreement, which may include a reprimand, conditions, restrictions, non-renewal, suspension, voluntary surrender, other discipline or a combination thereof; or

(iv) Recommend disciplinary action which may include a reprimand, conditions, restrictions, non-renewal, suspension, revocation, other discipline or a combination thereof.

Section 7. Summary Suspension.

(a) Recommendation. If the DC recommends summary suspension, the Board shall conduct an expedited hearing to determine whether the licensee's continued practice presents a clear and imminent danger to public health, safety or welfare.

(b) Notice of Intent to Recommend Summary Suspension.

(i) The DC shall notify the licensee of its intent to recommend summary suspension.

(ii) The Notice of Intent shall contain:

(A) Copy of the complaint;

(B) Notice that a summary suspension hearing shall be set for expedited hearing at the earliest opportunity a quorum of Board members may be assembled; and

(C) Statement that failure to answer to the complaint or appear at the hearing may result in default.

(c) Notice of Expedited Hearing. Upon confirmation of the date and time of the expedited hearing, the DC shall notify the licensee of the date and time of the hearing.

(d) Default. The Board may enter an order of default in any summary suspension where the licensee or the licensee's representative has not provided an answer to the complaint and not appeared at the expedited hearing.

Section 8. Formal Proceedings for Disciplinary Action.

(a) Notice of Intent to Recommend Disciplinary Action.

(i) The DC shall notify the licensee of its intent to recommend disciplinary action.

(ii) The Notice of Intent shall:

(A) Include a brief description of the facts or conduct which warrant the intended action; and

(B) Provide the licensee an opportunity to show compliance or respond to allegations for disciplinary action within fifteen (15) days of the date of the mailing.

Section 9. Informal Procedures.

(a) A licensee may attend an informal conference with the DC. The licensee may appear either with or without counsel. Notice of the conference shall be mailed at least fifteen (15) days prior to the date of the conference. The purpose of the conference will be to obtain additional information and discuss informal settlement of the matter.

(b) At any time before or after formal disciplinary proceedings have been instituted against a licensee, the committee and the licensee may jointly submit to the Board a proposed consent agreement whereby, in lieu of a formal hearing by the Board, the licensee agrees to accept certain disciplinary actions. If the Board determines that the proposed consent agreement will adequately protect the public welfare, the Board may accept the offer and enter a decision that is consented to by the licensee and incorporates the proposed consent agreement.

Section 10. Petition. The DC shall initiate formal proceedings for disciplinary action by serving a Petition and Notice of Hearing to the licensee by certified mail, by regular mail, by electronic mail to the e-mail address indicated to be the preferred method of communication or by personal service at least thirty (30) days prior to the date set for hearing.

Section 11. Contested Case Proceedings.

The uniform rules for contested case practice and procedure adopted by the Office of Administrative Hearings shall govern all contested case proceedings.

Section 12. Incorporation by Reference.

(a) For any code, standard, rule or regulation incorporated by reference included in these rules:

(i) The Board has determined that incorporation of the full text in these rules would be cumbersome and inefficient given the length and nature of the rules;

(ii) The incorporation by reference does not include any later amendments or editions of the incorporated matter beyond the applicable date identified in subsection (b) of this section; and

(iii) The incorporated code, standard, rule or regulation is maintained at the Board's office and is available for public inspection and copying at cost at the same location.

(b) Each rule incorporated by reference is further identified as follows:

(i) Chapter 2 – Uniform Rules for Contested Case Practice and Procedure, adopted by the Office of Administrative Hearings and effective on October 17, 2014, found at <http://soswy.state.wy.us/Rules/RULES/9644.pdf>.

Section 13. Appeals.

Costs of transcripts and any reasonable costs assessed by the Board regarding the record on appeal shall be borne by the party making the appeal.

CHAPTER 5

LICENSE FEES

Section 1. Fees Generally.

- (a) License fees are:
 - (i) Outfitter license fee: \$600
 - (ii) Full Term Professional Guide license fee: \$145
 - (iii) Temporary (14-day) Guide license fee: \$70
- (b) New Applicant Fees (in addition to the license fee) are:
 - (i) New Outfitter Application Fee in addition to license fee \$1600
 - (ii) New Professional Guide Fee in addition to license fee \$25
- (c) Administrative Fees
 - (i) Faxed/E-mailed license fee – Professional Guides (for Emergency licenses): \$20
- (d) All fees are non-refundable.

CHAPTER 6

UNIFORM PROCEDURES, FEES, COSTS, AND CHARGES FOR INSPECTING, COPYING, AND PRODUCING PUBLIC RECORDS

Section 1. Authority. The Wyoming State Board of Outfitters and Professional Guides is required under W.S. 16-3-103(j)(ii) to adopt the Department of Administration and Information's uniform rules pertaining to procedures, fees, costs, and charges for inspecting, copying, and producing public records.

Section 2. Adoption of Uniform Rules. The Wyoming State Board of Outfitters and Professional Guides hereby incorporates by reference the following uniform rules:

(a) Chapter 2 – Uniform Procedures, Fees, Costs, and Charges for Inspecting, Copying, and Producing Public Records adopted by the Department of Administration and Information and effective on September 6, 2016, found at: <https://rules.wyo.gov>.

(b) For these rules incorporated by reference:

(i) The Wyoming State Board of Outfitters and Professional Guides has determined that incorporation of the full text in these rules would be cumbersome or inefficient given the length or nature of the rules;

(ii) The incorporation by reference does not include any later amendments or editions of the incorporated matter beyond the applicable date identified in subsection (a) of this section; and

(iii) The incorporated rules are maintained at the Wyoming State Board of Outfitters and Professional Guides office and are available for public inspection and copying at the same location.