



State of Idaho  
Division of Occupational and Professional Licenses  
Idaho Outfitters and Guides Licensing Board

**BRAD LITTLE**  
Governor  
**RUSSELL BARRON**  
Administrator

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P.O. Box 83720  
Boise, ID 83720-0063  
(208) 334-3233  
dopl.idaho.gov

**IDAHO OUTFITTER HARDSHIP REQUEST**

Outfitter Business Name: \_\_\_\_\_

Outfitter Name (first and last): \_\_\_\_\_

Outfitter License No. \_\_\_\_\_

Contact Phone Number(s): \_\_\_\_\_ Contact Email: \_\_\_\_\_

**Hunt(s) Requested for Consideration** *(If Elk, specify zone and tag type i.e., Panhandle A, Panhandle B; if Controlled Hunt, specify 4-digit hunt number, not the hunt area; if Deer, specify unit and tag type, regular or white-tailed).*

**Reason for Hardship:**

Select all that apply and include requested documents regarding your hardship. **MUST also include proof of tag purchases.**

- Illness or Injury that disables your ability to use your designated tags.**
  - Include supporting documentation detailing the medical condition, date of occurrence or diagnosis, and expected recovery date.
- or**
- Include a letter from a licensed medical provider on the medical provider's letterhead.
- Act(s) of nature**
  - Include supporting documentation detailing the act(s) of nature, such as fire orders, closure orders, maps outlining any closures, duration of season impacted, and how it affected the area.
- State or Federal restrictions on hunting area or access**
  - Include documentation of the restrictions from the agency issuing the restrictions.
- Other**, explain what prevented or limited your ability to seek or accommodate clients provide any supporting documentation.

**Explain the reason for your request or provide additional details:**

I certify that the above information is true and correct.

I understand that providing inaccurate or incomplete information may lead to Board denial of the above request.

Pursuant to Idaho Code § 36-2113(a)(5) and IDAPA 24.35.01.002.27(a), a licensee is subject to discipline for providing false, fraudulent, or misleading information to the Board, including the use or verification of allocated tags.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Submission Instructions:**

- Review Idaho Administrative Code for hardship requests: Rule 24.35.057.11
- Complete all information on Page 1 of this request form
  - Fill in outfitter information and contact information
  - Fill in **Hunt(s) Requested for Consideration** for all hunts related to the outfitter operation by species, zone/unit, and tag type or controlled hunt number if a controlled hunt
  - Select **Reason for Hardship:** and include further information and supporting documents related to your request
- Submit completed form along with supporting documentation via email or mail
  - Email: [OGLB-Allocation@dopl.idaho.gov](mailto:OGLB-Allocation@dopl.idaho.gov)
  - Mail:
    - Idaho Outfitters and Guides Licensing Board
    - PO Box 83720
    - Boise, ID 83720-0063

**IDAHO ADMINISTRATIVE CODE FOR HARDSHIP REQUEST RULE 24.35.057.11 states:**

An outfitting operation may submit a written hardship request to maintain all or a portion of previous outfitted hunter tag use history when the outfitting operation shows good cause that its use of allocated designated tags was impacted by circumstances beyond the outfitting operation's control. The request must be submitted on or before a deadline set by the Board. The outfitting operation must provide information or documentation as requested by the Board to substantiate the request.

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**Additional Information About the Hardship Request Process:**

- After your request has been received, it will be sent to all other outfitters in the hunt(s) for which you are requesting a hardship.
- The Board will review all submitted requests at the next board meeting.
- A final determination will be made at that time and outfitters will be notified of the board's decision via a written response within 2 weeks.
- Failure to include all requested information or submit by the deadline may result in Board denial.