

Outfitter/DA Amendment Requests

IOGLB amendments are available to Outfitters and Designated Agents. Guides do not have amendments, only 'Outfitter Roster Requests,' which is explained in another How-to guide.

1. Once you have logged into your online profile, click on the "Summary" tab. The "Summary" tab will show your License(s).

To get to the amendments, click on the "Menu" link:


TESTER TEST
11341 W CHINDEN BLVD
GARDEN CITY ID 83714-1021

Welcome, Test All
You last logged in on Wednesday, Oct 23, 2024 11:39:02 AM
[Manage My Profile](#)

[Favorites](#) [Summary](#) [Action Center](#) [Settings](#) [More...](#)

Filter

Designated Agent
TESTER TEST
11341 W CHINDEN BLVD
GARDEN CITY ID 83714-1021

License/Registration Number  [Menu](#)
Status: **Active**
Type: Designated Agent
Date Issued: 22-Oct-2024
Date Expires: 31-Mar-2025

- > Document Upload
- > Submit Continuing Education Records
- > Continuing Education Course Sign Up
- > Request a Good Standing Letter

Balance
Balance
\$0.00

Amendments are located at the bottom and separated into three categories. Start by selecting the amendment type for the request you wish to submit, Major, Minor, or Other:

[Menu](#)

Filter

License/Registration Links

- > [Manage Relationships](#) Manage linked license/registration relationships
- > [View License](#) View a PDF copy of your license.
- > [Surrender License/Registration](#) Surrender a license/registration.
- > [Request a Good Standing Letter](#) Request a Good Standing Letter.
- > [Request Certified Licensure History Letter](#) Request a Certified Licensure History Letter
- > [Upload a Document](#) Submit additional documents pertaining to a complaint, license application, etc.
- > [OGLB Major Amendment](#) File an Activity Change, Partial Sale, or Full Sale Major Amendment.
- > [OGLB Minor Amendment](#) File a Designated Agent Change, One-Time Controlled Hunt, or Hot Pursuit Minor Amendment.
- > [OGLB Other Amendment](#) File a Predator Overlap Agreement or One-time Hazard Excursion Amendment.

2. The structure of each amendment is similar in its workflow. Once you click on a type of amendment you will be taken to a similar screen that will ask which amendment you want to submit;

< OGLB Major Amendments

OGLB Select Amendment

Select the Amendment for OGLB

Amount
\$200.00

OGLB Select Amendment

Amendments

Select an Amendment

Activity Change

Full Sale

Partial Sale

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Major Amendments include;

a. Activity Change(s)

< OGLB Major Amendments

OGLB Activity Change

Amount
\$200.00

Outfitter Actions

I would like to

Update Area Activities *

Amend Operating Areas *

Add New Operating Areas *

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i. Update Area Activities – Add or remove activities to your existing operating areas.

OGLB Activity Change Amount
\$200.00

Outfitter Actions **Operating Areas and Activities**

Current Operating Area Activities

Area #	Activity	Other Species Description
1	Deer	
2	River Float Boating	
3	Technical Mountaineering	
3	Trail Rides	

New Operating Area Activities

Area #	Activity	Other Species Description

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ii. Amend Operating Areas – Make changes to your existing operating area description and boundaries.

OGLB Activity Change Amount
\$200.00

Outfitter Actions **Operating Areas and Activities** Amend Existing Operating Area

Amend Existing Operating Areas

* Area # Required

* Change Details Required

[+ Add a Record](#)

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iii. Add New Operating Areas – Add new operating areas to your current license.

OGLB Activity Change Amount
\$200.00

Outfitter Actions **Operating Areas and Activities** Amend Existing Operating Area **New Operating Areas**

New Operating Areas

* Area Description Required

* Area Details Required

[+ Add a Record](#)

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- b. Partial/Full Sale – If you are a DA employed by multiple outfitters, you will see all outfitters you are linked to listed on this page.

OGLB Partial/Full Sale Amount
\$200.00

Outfitter Information

Outfitter

Outfitter Name	Outfitter License Number	Select
TESTER TEST	1861171	<input checked="" type="radio"/>

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On the next page, you will select if you are the buyer or the seller. Both the selling outfitter and the buying outfitter will need to complete an amendment.

OGLB Partial/Full Sale Amount
\$200.00

Outfitter Information Applicant Information

Full Sale Amendment

I am a **BUYER** for this sale. *

I am the **SELLER** for this sale. *

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- i. Buyer – Buyers will need to upload an Operating Plan, Land Manager Statement, and Sale Agreement for Partial/Full Sales.

OGLB Partial/Full Sale Amount
\$200.00

Outfitter Information Applicant Information Attachments

Attachments

Operating Plan *

Land Manager Statement *

Sale Agreement *

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- ii. Seller – If a full sale all areas will be automatically selected. If a partial sale you must select at least one area.

OGLB Partial/Full Sale Amount
\$200.00

Outfitter Information Applicant Information **Operating Areas**

Licensed Operating Areas

Area Number	Description	Included in Sale
1	Beginning at confluence of Avery Creek and Road #208 (Sec. 15, T50N, R4E, BM); then northeasterly along the Avery Creek/Avery Saddle/Bob	<input checked="" type="checkbox"/>
2	(K01) Kootenai River - Montana state line to Canadian Border.	<input checked="" type="checkbox"/>
3	Starting at South Fork Boise River-Camas Creek watershed divide at Iron Mountain Trail 050 and then east along the South Fork Boise River-C	<input checked="" type="checkbox"/>

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Next, sellers will need to enter information about the buyer. If the buyer is a new outfitter, we only need the individual or business name and the buyer will need to complete an application for an outfitter license. If the buyer is an existing outfitter the seller must enter the buyer's license number.

OGLB Partial/Full Sale Amount
\$200.00

Outfitter Information Applicant Information Operating Areas **Buyer Information**

Buyer Information

New Outfitter
 Existing Outfitter

Outfitter Name

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If outfitter-allocated tags are involved in the sale the seller needs to click “Yes” and provide more information on the type and number of tags involved. If there are none, then click “No” and proceed with the amendment.

OGLB Partial/Full Sale Amount
\$200.00

Outfitter Information ✓ Applicant Information ✓ Operating Areas ✓ Buyer Information ✓ Tags >

Tags

Allocated Tags Involved

Yes No

Controlled Hunt(s)

Controlled Hunt(s)	Controlled Hunt Number
<input type="text"/>	<input type="text"/>

Deer Units(s)

Deer Unit	Regular Hunt	White-Tailed
<input type="text"/>	<input type="radio"/>	<input type="radio"/>

Elk Zone(s)

Elk Zone	A Tag	B Tag
<input type="text"/>	<input type="radio"/>	<input type="radio"/>

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Sellers must include a Sale Agreement, and Relinquishment Form with their amendments. The Allocated History Release Authorization is optional if outfitter-allocated tags are involved.

OGLB Partial/Full Sale Amount
\$200.00

Information ✓ Applicant Information ✓ Operating Areas ✓ Buyer Information ✓ Tags ✓ Attachments >

Attachments

Sale Agreement *

Relinquishment Form *

Allocated History Release Authorization

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Minor Amendments include;

< OGLB Minor Amendments

OGLB Select Amendment

Select the Amendment for OGLB



OGLB Select Amendment

Amendments

Select an Amendment

- Designated Agent Change
- Hot Pursuit Agreement
- One-time Controlled Hunt

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- a. Designated Agent Change – Outfitters and Designated Agents can add, remove, or replace licensed designated agents linked to the outfitter.

Designated Agent Change

OGLB Amendment to Change an Outfitter's Designated Agent

Amount
\$35.00



Outfitter Information



Select Change Type

Change Type

- Adding *
- Removing *
- Replacing *

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- b. Hot Pursuit Agreement – Select either black bear or mountain lion or add both and list the number of clients. A completed Request Authorization Form will be required in the Uploads section.

One-Time Authorizations

One-Time Authorizations

Amount
\$35.00



Outfitters



Hot Pursuit Agreement

Hot Pursuit Agreement

Agreement For	Number of Client
<input type="text"/>	<input type="text"/>

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c. One-time Controlled Hunt – A completed Request Authorization Form will be required in the Uploads section.

One-Time Authorizations Amount
\$35.00

One-Time Authorizations

Outfitters One-Time Controlled Hunt

One-Time Controlled Hunt

* Hunter Name

* Hunter License Number

* Tag Number

* Controlled Hunt Number

Hunting Dates

	Commence	Cease
	<input type="text"/>	<input type="text"/>

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Other Amendments include;

[OGLB Other Amendments](#)

OGLB Select Amendment

Select the Amendment for OGLB

OGLB Select Amendment

Amendments

Select an Amendment

One-time Hazard Excursion Outside

* Operating Area

Predator Overlap Agreement

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- a. One-time Hazard Excursion Outside Operating Area – A completed Request Authorization Form will be required in the Uploads section.

One-Time Authorizations Amount
\$100.00

One-Time Authorizations

Outfitters One-Time Hazard Excursion
Outside Operating Area

One-Time Hazard Excursion Outside Operating Area

Activity	Activity Commence Date	Activity Cease Date	Number of Participants

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- b. Predator Overlap Agreement – A completed Request Authorization Form will be required in the Uploads section.

One-Time Authorizations Amount
\$100.00

One-Time Authorizations

Outfitters Predator Overlap Agreement

Predator Overlap Agreement

Bear

Mountain Lion

Wolf

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3. Once you have completed the requirements for the type of amendment you selected, continue through the fee payment process to submit your request.