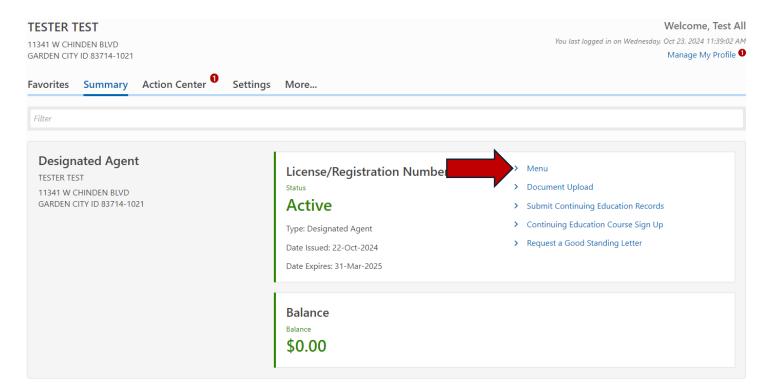
Outfitter/DA Amendment Requests

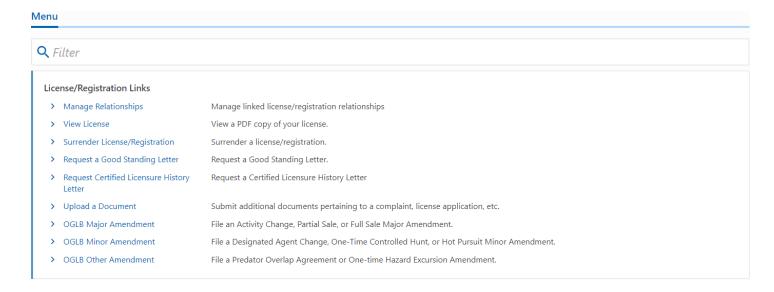
IOGLB amendments are available to Outfitters and Designated Agents. Guides do not have amendments, only 'Outfitter Roster Requests,' which is explained in another How-to guide.

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

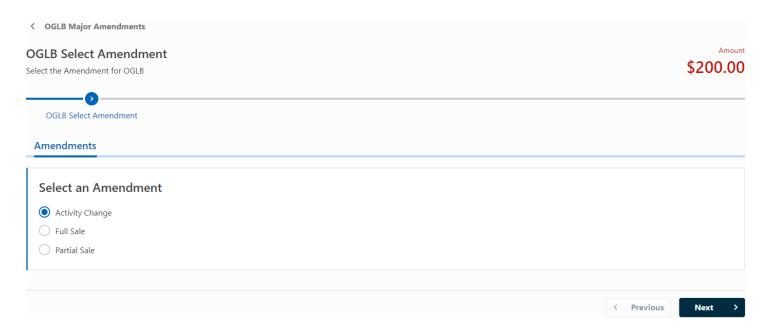
To get to the amendments, click on the "Menu" link:



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:

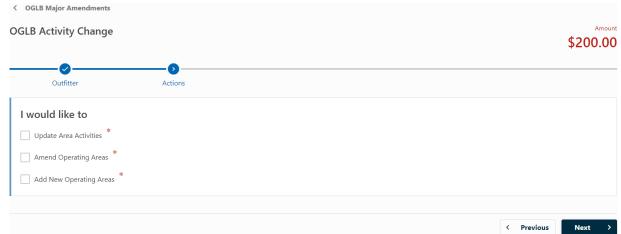


2. The structure of each amendment is similar in its workflow. Once you click on a type of amendment you will be taken to a similar screen that will ask which amendment you want to submit;



Major Amendments include;

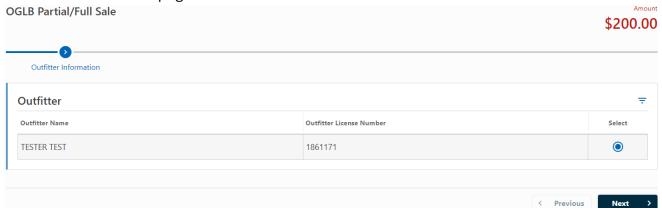
a. Activity Change(s)



i. Update Area Activities – Add or remove activities to your existing operating areas. **OGLB Activity Change** \$200.00 Outfitter Operating Areas and Activities Actions **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 < Previous ii. Amend Operating Areas - Make changes to your existing operating area description and boundaries. **OGLB Activity Change** \$200.00 Outfitter Actions Operating Areas and Activities Amend Existing Operating Area **Amend Existing Operating Areas** * Area # Required * Change Details Required + Add a Record iii. Add New Operating Areas – Add new operating areas to your current license. **OGLB** Activity Change \$200.00 Amend Existing Operating Area Outfitter Operating Areas and Activities New Operating Areas **New Operating Areas** ľшх * Area Description Required * Area Details Required

+ Add a Record

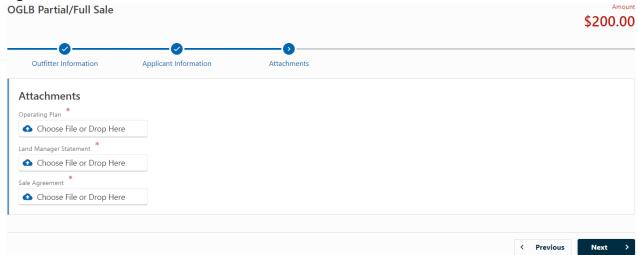
b. Partial/Full Sale – If you are a DA employed by multiple outfitters, you will see all outfitters you are linked to listed on this page.



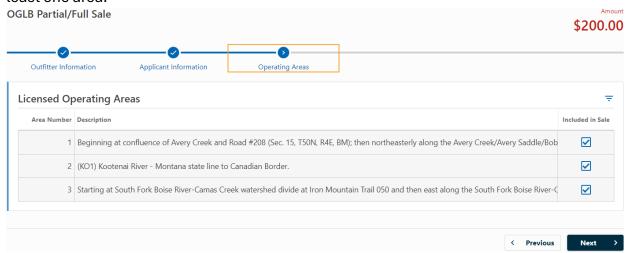
On the next page, you will select if you are the buyer or the seller. Both the selling outfitter and the buying outfitter will need to complete an amendment.

| OGLB Partial/Full Sale | | \$200.00 |
|--|-----------------------|-------------------|
| Outfitter Information | Applicant Information | |
| Full Sale Amendment I am a BUYER for this sale. I am the SELLER for this sale. | * | |
| | | < Previous Next > |

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



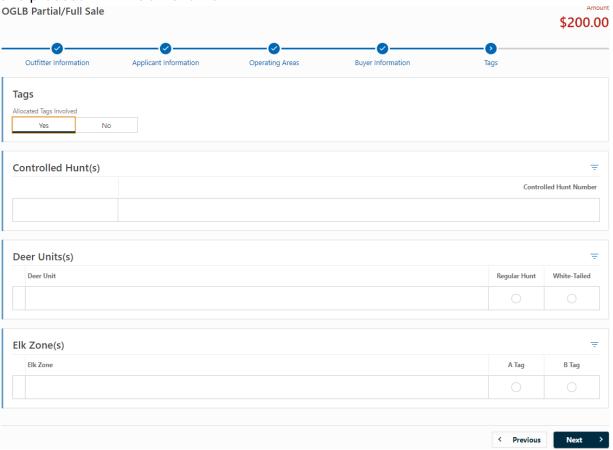
ii. Seller – If a full sale all areas will be automatically selected. If a partial sale you must select at least one area.



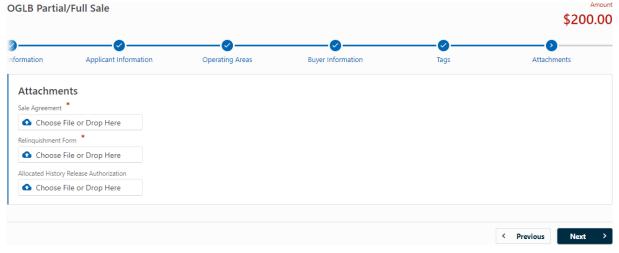
Next, sellers will need to enter information about the buyer. If the buyer is a new outfitter, we only need the individual or business name and the buyer will need to complete an application for an outfitter license. If the buyer is an existing outfitter the seller must enter the buyer's license number.



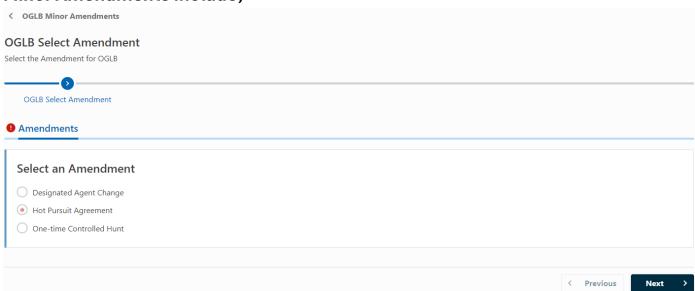
If outfitter-allocated tags are involved in the sale the seller needs to click "Yes" and provide more information on the type and number of tags involved. If there are none, then click "No" and proceed with the amendment.



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.



Minor Amendments include;



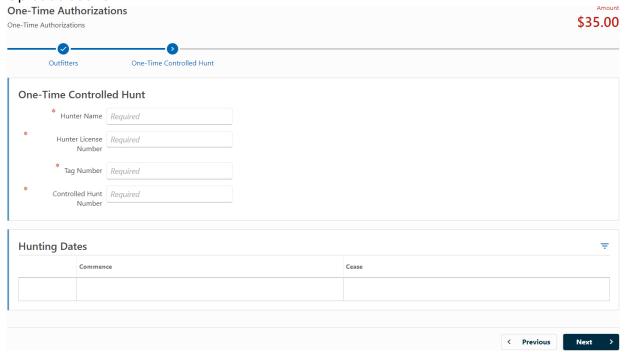
a. Designated Agent Change – Outfitters and Designated Agents can add, remove, or replace licensed designated agents linked to the outfitter.



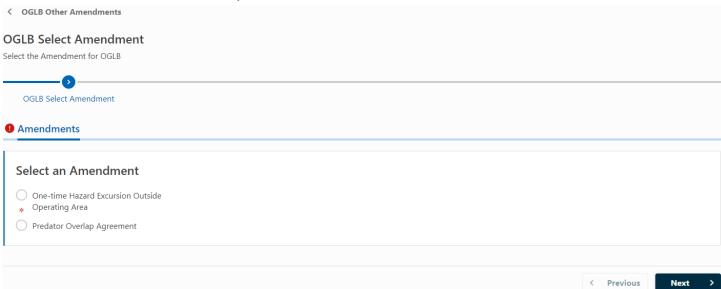
 b. Hot Pursuit Agreement – Select either black bear or mountain lion or add both and list the number of clients. A completed Request Authorization Form will be required in the Uploads section.



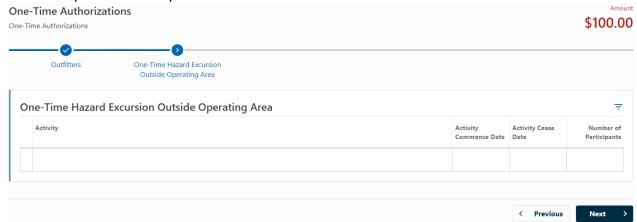
c. One-time Controlled Hunt – A completed Request Authorization Form will be required in the Uploads section.



Other Amendments include;



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



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



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