

Guides Submitting Roster Requests

First, let's look at how guides submit an "Outfitter Roster Request" from the guide's Online Service account. NOTE: This example will show the guide in an "Inactive" status as they are not currently on any outfitter's roster. This indicates that the guide license is not valid until they are employed by an outfitter, which is indicated by being on an Outfitter Roster.

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

To begin the roster request process, click on the "Outfitter Roster Request" Link in the License panel:

The screenshot displays the DOPL Online Services interface. At the top, the DOPL logo and 'Online Services' are on the left, and the date '07-Feb-2025' and user icons are on the right. The user's name 'GUIDE TEST2' and address '11341 W CHINDEN BLVD, GARDEN CITY ID 83714-1021' are shown. A navigation bar includes 'Summary', 'Action Center' (with a notification icon), 'Settings', and 'More...'. Below this is a 'Filter' input field. The main content area is divided into two panels. The left panel, titled 'Guide', lists the user's name, address, and 'Action Center Items' (with a notification icon). The right panel, titled 'License/Registration Number 6011624', shows the status as 'Inactive' and includes a menu with options: 'Menu', 'Renew', 'Document Upload', 'Outfitter Roster Request', and 'Request a Good Standing Letter'. A red arrow points to the 'Outfitter Roster Request' option. Below the license panel is a 'Balance' section showing a balance of '\$0.00'.

2. You will be taken to a page like this. First, you will need the license number of the outfitter whose roster you wish to be added to. You can search for a license number using the following link, [Online Services](#). Once you have entered the information click “Next” to proceed to the questionnaire.

Request to be part of an Outfitter's Roster

Guide
6011624
GUIDE TEST2

Outfitter Roster Request

Request to be part of an Outfitter's Roster

Outfitter License Number *

Required

Required

Cancel

< Previous

Next >

3. From this page, you will need to answer each question regarding which activities you will be doing while employed by the outfitter. Once all questions are complete click “Next” to proceed to the document upload section.

Outfitter Roster Request

Activity Questions

Questions

Do you intend to do any hunting-related activities for the outfitter you have indicated? *

Yes

No

Do you intend to do any power or float boating activities on classified or unclassified river sections or lakes? *

Yes

No

Do you intend to do any activities involving the use of an ATV, UTV, or Snowmobile? *

Yes

No

Do you intend to do any activities that involve Non-motorized travel in avalanche terrain (backcountry skiing, Nordic skiing, or snowshoeing on non-groomed trails)? *

Yes

No

Do you intend to do any activities involving Rock Climbing or Mountaineering? *

Yes

No

Do you intend to do any equestrian activities (trail rides, animal pack trips, wagon rides)? *

Yes

No

Cancel

< Previous

Next >

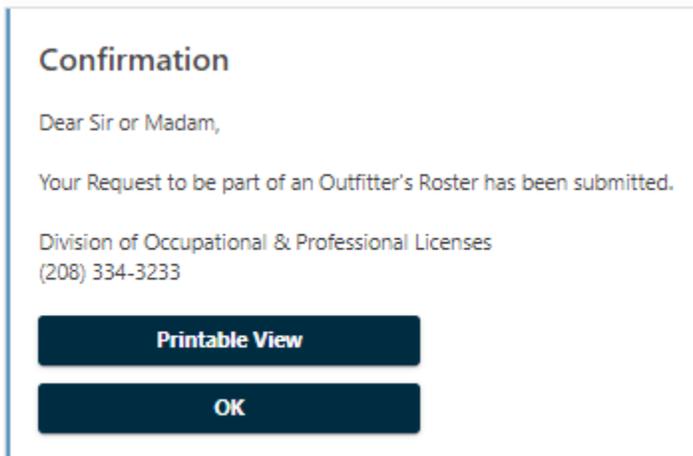
4. The required forms are the guide training forms available on the following OGLB webpage, [Guide Applications and Amendments | Division of Occupational and Professional Licenses](#). These will depend upon the activities you plan to engage in as indicated in the previous questionnaire section. Once all required forms are attached click “Next” to proceed to the review page.

The screenshot shows a progress bar at the top with four steps: 'Outfitter Roster Request' (checked), 'Activity Questions' (checked), 'Attachments' (highlighted with an orange box and a right arrow), and 'Review' (not visible). Below the progress bar is a section titled 'Required Forms' containing four file upload fields, each with a blue folder icon and the text 'Choose File or Drop Here'. The fields are labeled: 'Hunting Guide Training Form *', 'River Guide Training Form *', 'Mountain Excursion Guide Training Form *', and 'Equestrian Guide Training Form *'. At the bottom of the form are three buttons: 'Cancel' on the left, '< Previous' in the middle, and 'Next >' on the right.

5. From this page you can review the information for the outfitter number you entered in step 2. All guides must attest to having completed the required training certifications outlined in IDAPA 24.35.01.103. If the information matches the outfitter you wish to submit a roster request to then click “Submit” to complete this process.

The screenshot shows a progress bar at the top with four steps: 'Outfitter Roster Request' (checked), 'Activity Questions' (checked), 'Attachments' (checked), and 'Review' (highlighted with an orange box and a right arrow). Below the progress bar is a section titled 'Review' containing a checkbox with the text 'I acknowledge that I possess all the guide training certifications as provided in IDAPA 24.35.01.103 *'. Below the checkbox is the text 'Furthermore, I confirm that I would like to request to be a part of the following Outfitter's Roster.' There are two text input fields: 'Outfitter License Number' with the value '5011524' and 'Outfitter Name' with the value 'HELLO OUTFITTER'. At the bottom of the form are three buttons: 'Cancel' on the left, '< Previous' in the middle, and 'Submit' on the right.

6. When the request has been successfully sent you will land on the confirmation page. Click on the “OK” button to go back to your profile main page:



Once the Guide has submitted the request it will then be on the Outfitter to complete the process by either approving or denying the request from the Outfitter's Online Services page. Once an outfitter approves a guide to be on their roster, a guide's license will become active if not already on another roster. If a guide is removed from a roster and not on another outfitter's roster, the license will become inactive until added to another roster.

IDAPA 24.35.01.103.03. states that a guide license is not valid unless in the employ of a licensed outfitter.

Before roster approval;



After roster approval;

Board of Outfitters and Guides

GUIDE TEST2
Guide License
6011624

Expires: 31-Mar-2025



Russell Barron
Administrator

Employed By

5011524

DIVISION OF OCCUPATIONAL &
PROFESSIONAL LICENSES

1. To remove a guide for your roster, click “Menu”

The screenshot shows the user interface for 'HELLO OUTFITTER' on the DOPPL website. The header includes the DOPPL logo and 'Online Services'. The user is logged in as 'Outfitter 1'. The navigation menu includes 'Summary', 'Action Center' (with a notification icon), 'Settings', and 'More...'. A search bar labeled 'Filter' is present. The main content area displays the user's profile information, including the address: 11341 W CHINDEN BLVD, GARDEN CITY ID 83714-1021. The license status is 'Active', issued on 14-Jan-2025, and expires on 31-Mar-2025. A red arrow points from the 'License/Registration Number 7' to a 'Menu' dropdown menu. The menu options are: Renew, Document Upload, Review Guide Roster Requests, and Submit Outfitter Use Report.

2. From the Menu tab click “Manage Relationships”

The screenshot shows the 'Menu' dropdown from the previous screen. The breadcrumb is '< HELLO OUTFITTER'. The menu title is 'Menu'. Below the title, the user's name 'Outfitter' and ID '7471544' are listed. A search bar labeled 'Filter' is present. The menu items are listed under the heading 'License/Registration Links':

- > Renew License/Registration: Renew a license/registration
- > Manage Relationships: Manage linked license/registration relationships
- > View License: View a PDF copy of your license.
- > 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.
- > Submit Outfitter Use Report: Submit Outfitter Use Report
- > Review Guide Roster Requests: Review Guide Roster Requests
- > 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, Hot Pursuit, Predator Overlap Agreement, or One-time Hazard Excursion Minor Amendment.
- > OGLB Clearwater Sticker Request: Request Clearwater Stickers
- > Request Transaction Receipts: Request transaction receipts for a specified time period

A red arrow points to the 'Manage Relationships' option.

3. The screen will show you all the Links/Relationships associated with your license. This will show guides whose roster they are on. To remove one, click “Cease Link” as shown in the first image below. This will take you to a summary page similar to image two below, this is to verify the outfitter you selected on the previous page is correct. If so, click submit to cease the link also known as remove from roster.

Image 1

Manage Relationships

Manage relationships and linked entities.

Current Account:

Account Name HELLO OUTFITTER

Account Type Outfitter License

License Type Outfitter

ID Type License Number

ID 7471544

List of Linked Relationships

Export Add Link/Relationship Hide History

Link Type	Linked Name	Linked License Type	Linked ID	Commence Date	Cease Date	Cease
Guide to Outfitter	HELLO GUIDES	Guide	8471544	14-Jan-2025		Cease

Image 2

Cease Link/Relationship

Outfitter
7471544
HELLO OUTFITTER

Main

Cease Relationship

This request will cease the selected relationship, which may result in either license or registration being inactivated if a relationship is required for licensure. Verify the information of the linked relationship before proceeding.

Linked Account Name
HELLO GUIDES

Linked Account Type
Guide

Linked License Type
Guide

Linked ID Type
License Number

Linked ID
8471544

Link Type
Guide to Outfitter

Commence Date
14-Jan-2025

Current Cease Date

Cancel Submit

4. Click “OK” on the Confirmation to be taken back to the Manage Relationships page. You may need to go back to the Menu and back into the Manage Relationships page for it to update. Once it updates you will see the date the link was ceased under the Cease Date column.

Manage Relationships
Manage relationships and linked entities.

Current Account:

Account Name: HELLO OUTFITTER

Account Type: Outfitter License

License Type: Outfitter

ID Type: License Number

ID: 7471544

List of Linked Relationships [Export](#) [Add Link/Relationship](#) [Hide History](#) 

Link Type	Linked Name	Linked License Type	Linked ID	Commence Date	Cease Date	Cease
Guide to Outfitter	HELLO GUIDES	Guide	8471544	14-Jan-2025	15-Jan-2025	

5. NOTE: The “Add Link/Relationship” hyperlink is disabled. Guides will need to initiate the request to be added to a roster through their initial application or if they already hold a license through the Outfitter Roster Request mentioned on the first page.