



Applicant Name: Group # (if applicable):

Website Address:

Location Address: City: State: Zip:

General Information

1. Describe applicants prior experience:

2. Describe the prior experience of the guides:

3. Are there operations outside of Alaska? ☐ Yes ☐ No
If yes, please describe:

4. Do the guides hold an active AK State Guides License? ☐ Yes ☐ No

5. Do the guides carry any communication devices with them? ☐ Yes ☐ No
If yes, what type?

6. Is your business operational year round? ☐ Yes ☐ No If no, how many months per year?

7. Does the applicant hire guides as sub-contractors? ☐ Yes ☐ No
If yes, for what activities?

Do you obtain insurance certificates and require that you are added as and additional insured? ☐ Yes ☐ No

8. Do you provide a written safety manual of procedures to all staff members? ☐ Yes ☐ No
If yes, please provide a copy.

9. Does the applicant require guests to sign a liability waiver? ☐ Yes ☐ No

10. Are the guides trained in first aid and CPR? ☐ Yes ☐ No

11. Do you verify the expiration of CPR/First Aid Cards? ☐ Yes ☐ No

12. Do they carry first aid material in case of injury or accident? ☐ Yes ☐ No Is this inventoried? ☐ Yes ☐ No
If yes, how often?

13. What is the minimum age requirement to participate in services/activities offered?

14. Are rules and safety guidelines provided to participants? ☐ Yes ☐ No

15. Does the applicant require guests to complete a health and physical fitness form? ☐ Yes ☐ No

16. How many boats are used at any one time?

17. What rescue and safety procedures are in place?

18. Do you provide any watercraft/boats for use? ☐ Yes ☐ No

If yes, how many and what type of watercraft/boats are available for use and how many are used at any one time?

Are the watercraft/boats rented or leased to others? ☐ Yes ☐ No

If yes, what are the receipts?

19. Do you have knowledge of any incident which may lead to a claim? ☐ Yes ☐ No

If yes, describe:

20. Do you use any of the following to transport guests, if yes how many?

ATV's: Snow Machines: Boats/Watercraft:

Horses: Number and description of any other type of transport used:

Activities of Applicant

Activities	# Guides	# Days	# Persons Per Guide	Revenue	# Subs Cost
Animal Viewing Boat Tours					
ATV or Snowmachine Tours					
Bike Tours					
Canoe/Kayaking Tours					
Cross Country Skiing Guides					
Dog Sled Tours					
Hunting Guides					
Lake or River Fishing Guides					
Lodge Tours					
Ocean Fishing Guides					
Other/Describe					

Guide Information

Name	Age	Years of Experience	First Aid Qualifications	Sub Contractor

If additional guides, please list and provide separately.

Fishing N/A ☐

1. On what bodies of water does fishing take place? ☐ River ☐ Lake ☐ Ocean ☐ Bays/Inlets

If rivers, what classes are navigated? ☐ Class I ☐ Class II ☐ Class III ☐ Class IV ☐ Class V

2. Are Coast Guard approved life vests/PFD's provided and usage required for everyone on board? ☐ Yes ☐ No
3. How often are MVR's checked for boat operators?
What is the minimum age of the operator that will be considered?
4. Do you require the State Coastguard Certification course prior to hire? ☐ Yes ☐ No
5. How many guides per guests?
6. What is the maintenance schedule of the watercraft and its equipment?
7. Do you have any watercraft over 26ft or 100 horsepower and if so what is maximum number of passengers allowed on board? ☐ Yes ☐ No Maximum number of passengers allowed on board:
8. Do you provide any overnight deep sea fishing trips? ☐ Yes ☐ No

Hunting ☐ N/A ☐

1. What type of animal is hunted?
☐ Bison ☐ Bear ☐ Deer ☐ Caribou ☐ Elk ☐ Moose
☐ Rabbit ☐ Muskox ☐ Wolf ☐ Other/Describe:
2. What is the maximum number of hunters at any one time? How many guides per guests?
3. Are firearms provided to hunters? ☐ Yes ☐ No
4. Does the applicant operate drop camps? ☐ Yes ☐ No
A drop camp, also known as a spike camp, is typically 1-3 wall tents an outfitter has set up in a hunting area and made available for the hunters' use. ... The hunters generally supply their own food and gear and are responsible for their own hunting, cooking, and meat care if the hunt is successful.
5. Are horses, ATVs, Snow machines, etc. available for use? ☐ Yes ☐ No
 If yes, please describe:
6. Are tree stands used? ☐ Yes ☐ No
7. Is alcohol consumption allowed to hunters during hunting hours or while hunting? ☐ Yes ☐ No
8. If you are leasing land for hunting, is there a written hunting lease agreement? ☐ Yes ☐ No ☐ N/A
If yes, please attach a copy.
 What are the hours of hunting allowed?
 Is there any night hunting? ☐ Yes ☐ No

Biking and Bicycle ☐ N/A ☐

1. Name of area(s) where operations occur:
2. What type of bike is available to the guest?
☐ Bicycle ☐ Mountain Bike ☐ 2-Seater ☐ E-Bike ☐ Other/Describe:
3. Are trips: ☐ Guided or ☐ Unguided?

If **unguided** trip, is there a check-in station and trip route established? ☐ Yes ☐ No

If **guided** trip, what's the maximum # of guests in a group ride? # of guides per group:

4. Is drafting or pace-line riding allowed and covered in the pre-ride safety briefing for guided rides? ☐ Yes ☐ No

5. What is the minimum age requirement to participate?

6. Is there any cycling at night? ☐ Yes ☐ No

If yes, are bikes equipped with mounted lights for visibility? ☐ Yes ☐ No

7. Describe the location/route of the trip and type of terrain:

☐ Public Road ☐ Off Road Trails Cut & Maintained ☐ Unexplored trails ☐ Other:

What is the length of the trip? Hours Miles

Are water bottles mounted on bikes? ☐ Yes ☐ No

Describe the rest stops and breaks:

8. Does the applicant sell or repair bikes? ☐ Yes ☐ No

If yes, please describe:

9. Are alcoholic beverages allowed at any time? ☐ Yes ☐ No

If yes, give details:

10. Does the applicant pre-screen guest riders and determine ability prior to riding? ☐ Yes ☐ No

11. How often is equipment checked? ☐ Before each use ☐ Daily ☐ Weekly ☐ Other:

12. Is a maintenance procedure or program in place for equipment provided to guests? ☐ Yes ☐ No

If yes, provide a copy.

13. Are certified bicycle helmets available and usage required? ☐ Yes ☐ No

14. Is a tool kit taken on all trips for bike repairs? ☐ Yes ☐ No

Is a first aid kit taken on all trips for emergencies? ☐ Yes ☐ No

15. Is there a support vehicle for tired or injured riders? ☐ Yes ☐ No

Cross-Country Skiing ☐ N/A ☐

1. Name of area(s) where operations occur:

2. Is this operation a concessionaire for a ski resort? ☐ Yes ☐ No

Do they operate any separate concessions? ☐ Yes ☐ No

If yes to either, please describe:

Is other insurance available for these concession operations? ☐ Yes ☐ No

If yes, attach Certificate of Insurance.

3. Is the ski area named as an additional insured? ☐ Yes ☐ No

4. Are releases signed by all participants? ☐ Yes ☐ No

If yes, attach copy of Release.

5. Operations/Procedures Manuals: ☐ Yes ☐ No

6. Describe Employee Training Program (including experience and age requirements):

7. Are there designated trails for cross-country skiing? ☐ Yes ☐ No

8. Are trail maps available? ☐ Yes ☐ No Is night skiing provided? ☐ Yes ☐ No

9. Do the designated trails cross over onto other than ski area land? ☐ Yes ☐ No

10. Are any ski lifts used in this operation? ☐ Yes ☐ No Are ski rentals provided? ☐ Yes ☐ No

11. Are lessons provided? ☐ Yes ☐ No Are trails properly signed and marked? ☐ Yes ☐ No

12. Are there any jumps in cross-country trails? ☐ Yes ☐ No Are there any avalanche areas? ☐ Yes ☐ No

13. Is avalanche area in or out of ski area boundaries? ☐ In ☐ Out

14. If within ski area boundaries, what controls are in place?

15. Are guided tours provided? ☐ Yes ☐ No

If yes, how many people per tour?

How far and how long is the tour?

How many guides per tour?

16. What rescue and safety procedures are in place?

17. Are overnight tours provided? ☐ Yes ☐ No Do you have hut-to-hut tours? ☐ Yes ☐ No

18. Do you allow telemarking? ☐ Yes ☐ No Do you have a Nordic ski patrol? ☐ Yes ☐ No

19. Does the patrol do trail sweeps? ☐ Yes ☐ No

Backpacking and Hiking N/A ☐

1. Name of area(s) where operations occur:

2. Date(s) of activity: From: To:

3. Are there designated trails for hiking? ☐ Yes ☐ No Are trail maps available? ☐ Yes ☐ No

4. If guided, how many people per tour? How many guides per guest?

5. How far and how long is the tour?

6. Are overnight tours provided? ☐ Yes ☐ No

7. Is hiking allowed during winter months? ☐ Yes ☐ No Is there any mountain climbing? ☐ Yes ☐ No

Watercraft Liability N/A ☐

Year	Make & Model	Length	HP	Prop/Jet	OB/IB/IO	# Passengers	Guided	
							☐ Yes	☐ No
							☐ Yes	☐ No
							☐ Yes	☐ No
							☐ Yes	☐ No

I DECLARE THAT THE STATEMENTS MADE IN THIS SUPPLEMENTAL ARE COMPLETE AND TRUE

Any person who, with the intent to defraud or knowing that he or she is facilitating a fraud against an insurer, submits a supplemental or files a claim containing a false or deceptive statement may be guilty of insurance fraud and subject to criminal and civil penalties. Any changes in your operation must be reported to your agent. **(Not applicable in MN, NY, OR, or WA)**

Minnesota: A person who submits an application or files a claim with intent to defraud or helps commit a fraud against an insurer is guilty of a crime.

New York: Any person who knowingly and with intent to defraud any insurance company or other person files an application for commercial insurance or a statement of claim for any commercial or personal insurance benefits containing any materially false information, or conceals for the purpose of misleading, information concerning any fact material thereto, and any person who, in connection with such application or claim, knowingly makes or knowingly assists, abets, solicits or conspires with another to make false report of the theft, destruction, damage or conversion of any motor vehicle to a law enforcement agency, the department of motor vehicles or an insurance company commits a fraudulent insurance act, which is a crime, and shall be subject to a civil penalty not to exceed five thousand dollars and the value of the subject motor vehicle or state claim for each violation.

Oregon: Any person who knowingly and with intent to defraud or solicit another to defraud the insurer by submitting an application containing a false statement as to any material fact may be violating state law.

Washington: It is a crime to knowingly provide false, incomplete, or misleading information to an insurance company for the purpose of defrauding the company. Penalties include imprisonment, fines, and denial of insurance benefits.

Insured's Signature: Date:

Agents's Signature: Date:

[PRINT](#)

Please submit completed application to your Independent Insurance Agent in electronic or printed format.

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 4700 West 77th Street, Edina, MN, 55435
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