

## Whitewater Outfitter & Guide License Application Checklist

Include the following items and return with your renewal application. Your renewal application will not be processed and your license will not be issued unless these items are received:

Application (must be signed & notarized)

\$500.00 License Fee – for each license

Current Certificate of Insurance

Copy of WV Business License

Current First Aid Certification

Contact Information Form

### Notations:

\*\*\*\*Each whitewater license fee is \$500.00.

\*\*\*\*If the bond information you provide does not match what the WVDNR has on file, your license will not be issued until that information is updated and correct. A blank bond form is provided in the renewal packet. If you need to acquire a new bond, provide the form to your insurance or bonding company. All new bonds must be submitted to the WVDNR for processing through the WV Attorney General's office.

\*\*\*\*Kindly ask your insurance provider to insert the WVDNR's correct address on the Certificate of Insurance in the Certificate Holder section (lower left hand corner). The address is as follows:

WV Division of Natural Resources  
Law Enforcement Section  
324 4<sup>th</sup> Avenue  
South Charleston, WV 25303



# OUTFITTER AND GUIDE - WHITEWATER RAFTING EXPEDITIONS



## LICENSE RENEWAL APPLICATION

**\*\*An outfit that holds multiple licenses may submit one renewal application. However, if an outfit has multiple licenses issued under different company names, an application for each company must be submitted. Licenses held by the the outfitter indicated on this application must be listed below in Section 4.0\*\***

<b>Section 1.0</b> Applicant Information
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Company Name \_\_\_\_\_

Owner Name \_\_\_\_\_

Address \_\_\_\_\_

Mailing Address \_\_\_\_\_

Contact Person \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Website \_\_\_\_\_ E-Mail \_\_\_\_\_

<b>Section 2.0</b> List of Owners, Partners, or Corporate Officers if this is a Partnership, Corporation, or other Legal Entity
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Name	Title

<b>Section 3.0</b> Detailed description of services offered, areas served and any other pertinent information regarding your business. List all whitewater zones you currently use or plan to use.
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<b>Section 4.0</b> List all license numbers and bond numbers associated with each. If in doubt, call DNR LE HQ's at (304) 558-2784 to discuss. This section must be completed otherwise your app will be returned.
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License #	Bond #	Effective Date	Bonding Company & Telephone Number

**Section 5.0 Property possessed and used in the Outfitter & Guide Service.**

Quantity	Item

**Section 6.0 Certification**

(I) (We) certify that (I) (We) are financially responsible citizens of the United States and (I) (We) possess the material and equipment as listed, to provide for the services and conveniences as advertised, and that such material and equipment shall be safe and free from infection and conditions inimical to the health and well-being of our customers. (I) (We) also certify that all personnel employed or used in the guide services will meet all qualifications established by rules.

(I) (We) further certify that (I) (We) are not more than six months in arrears in any child support obligations as outlined in the WV Code Chapter 48, Article 15. I also certify I am up-to-date on my Workman's Compensation and Unemployment Security payments to the State.

(I) (We) further agree to abide by the laws of the State of West Virginia, as prescribed under 20-2-23, 20-2-24, 20-2-25, 20-2-26, 20-3B-1, 20-3B-2, 20-3B-4, 20-3B-5, 20-7-12b, 20-7-16 of the State Code and Title 58 of West Virginia Legislative Rule promulgated pursuant thereto.

(I) (We) further agree to abide by Title 58 of West Virginia Legislative Rule, as prescribed under §58-12-4 (4.4) that details the necessary bond and liability insurance required to operate as a commercial whitewater outfit. (I) (We) further agree to hold a bond for each whitewater license and agree to maintain current insurance coverage.

(I) (We) further agree to abide by Title 58 of West Virginia Legislative Rule, as prescribed under §58-12-1-8 that details the necessary First Aid and CPR certifications for Trip Guides and Trip Leaders.

(I) (We) understand that, although DNR will not unilaterally distribute, disseminate or otherwise release information the applicant does not wish to be made public, applicant acknowledges and understands that DNR is a public agency of State government and may be obligated to release some or all of the information related to this application pursuant to West Virginia Supreme Court case precedent, the West Virginia Freedom of Information Act, West Virginia Code §§ 29B-1-1 et seq., or other applicable law and lawful judicial process.

**Signature of Applicant(s)** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**STATE OF** \_\_\_\_\_

**COUNTY OF** \_\_\_\_\_

Taken, subscribed and sworn to before the undersigned in the county of aforesaid this \_\_\_\_\_ day of \_\_\_\_\_.

My Commission expires: \_\_\_\_\_

**NOTARY SIGNATURE:** \_\_\_\_\_