

GUIDELINES FOR COMPLETION OF THE
RIVER OUTFITTER LICENSE APPLICATION.

DON'T RISK FILING AN INCOMPLETE APPLICATION

All applicants for a river outfitter license, whether a new applicant or an applicant for renewal of an existing license, must properly complete and submit an application form. **YOU MUST USE THE CURRENT VERSION OF THE APPLICATION ENCLOSED.** No previous versions will be accepted. Applications that are incomplete or improperly completed cannot be accepted and must be returned for correction and refile. These are some notes to assist you in the proper completion of the River Outfitter License application. When filling out the application please type or print in black ink. Only original applications are acceptable, no copies or faxes. Be sure to complete all blocks. If they don't apply enter N/A or NONE.

Item 1. **The name and date of birth of the person applying for the license.** Only enter one name. If the outfitter is a partnership this may be any general partner. If the outfitter is a corporation this **must be the president or an executive officer** of the corporation and his/her signature must be attested to by the corporation secretary.

Item 2. **Is the outfitter a corporation?** Check yes or no. If the answer is yes complete the corporate information (items 2a through 2e) on the reverse side of the application.

Item 2a. **Is the outfitter incorporated pursuant to the laws of Colorado?** Check yes or no. If the outfitter is incorporated in another state check no and continue with items 2b - 2e.

Item 2b. **Under what State's laws is the outfitter incorporated?** Enter the name of state where the outfitter is incorporated.

Item 2c. **Does the outfitter possess a current and valid Certificate of Authority issued by the Colorado Secretary of State?** Check yes or no. Remember to attach a copy of the Certificate of Authority to the application.

Item 2d & 2e. Enter the name and complete address (this cannot be a post office box) of the out-of-state corporation's registered agent in Colorado.

Item 3. **If the outfitter is a corporation or other legal entity what office do you hold?** Enter the office/position of the person applying.

Item 4. **Primary Business Name and Mailing Address?** Enter the name of the River Outfitting Business, this is the name that will be shown on the river outfitter license. The mailing address entered will be the one to which the license and all subsequent mailings will be sent. If at all possible this should be an address that is useable throughout the year not just during the river season.

Cont'd on Reverse Side

Item 5. **Physical address where the license will be displayed?** List the street address (no post office boxes) where the license will be displayed. This is also the location at which all records required for the river outfitter license must be maintained and where all office inspections will take place.

Item 6. **Doing Business as (dba)?** List all names and addresses for any dba's you will be using under this license. A dba is any other name besides the primary business name under which you will be doing business. Do not duplicate the primary business name in this block. Remember that if you add a dba after applying for, or being issued, your license you must notify our office in writing within ten days.

Item 7. **INSURANCE.** Attach a copy of your current insurance certificate and initial that you have done so. You should also carefully review the check-off list of items regarding insurance on the back of the form and initial the check off blocks. Remember that this must be a certificate with a policy number on it, "BINDERS" will not be accepted.

Item 8. **Application Fees Enclosed?** Make sure that a check for the appropriate application fee is enclosed and initial the block. The basic license fee is \$400 and the limited license is \$100. If you file after January 31, 2006 you must also enclose the \$100 late filing fee.

Item 9. **Signature of the applicant.** The person applying for this license must sign and date the application. Remember that if the outfitter is a corporation this must be the signature of the president or other executive officer.

Item 10. **Signature of Corporation Secretary.** If the outfitter is a corporation the secretary must sign the application attesting to the signature of the applicant.