



January 2023

Dear Alaska Sport Fishing Charter Business Owner and/or Guide,

You are receiving this letter because you were a registered sport fishing charter business owner or guide in 2022. I am writing to remind you of our requirements and to inform you of some recent updates to the program and registration process.

REGISTRATION

Who needs to register?

All businesses, guides, and vessels engaging in guided sport fishing activity in salt or fresh waters must register in 2023. Registration is free of charge in 2023.

How can I register as a business or guide?

Method	Processing Time (registration received within):
Online via the Online Store	3 business days
By Mail via the Renewal Application	21 business days
In Person at any ADF&G Office	3 business days. 14-day temp number issued immediately

For additional information please refer to the [ADF&G sport fishing guide website](#).

Note: Guide and Business registration cards are **emailed** within 3 or 21 business days depending on the method of registration. Please print your card and carry it with you. **Cards are not valid until you print them.** Retain the email for re-prints if you lose or damage your copy. **Owner-operators can register their business and register as a guide simultaneously by using a COMBINATION registration application.**

How can I register my vessels?

Method	Notes
In Person at any ADF&G Office	Done by filling out logbook sign-out and vessel registration sheet in paper logbook. Year stickers and vessel decals (if needed) are issued when logbooks are signed out.
eVessel Registration	Done through the review application of the Electronic Logbook. Year stickers, vessel decals, and paper logbooks can be picked up in person or mailed directly to operators. 14-day temp vessel registrations are provided.

Note: Operators in Southeast Alaska will only be issued one backup paper logbook per vessel.

If you have questions or need help with registering, please contact:

ADF&G Guide Registrations:
Anthony Severson
907-267-2369
anthony.severson@alaska.gov

What do I need to carry with me while guiding? *Do not operate until you have received the materials below **

Carry With You	Notes
Logbooks 5 AAC 75.075(g)(1)(B)	Only needed while guiding in saltwater (freshwater logbook program ended in 2019)
Vessel Registration	Required for both freshwater and saltwater. Always carry your registration paperwork with you and have the correct year stickers and ADF&G decals affixed to both sides of the vessel* .
Guide Registration	Must be printed and carried with you. Cards are not valid until you print them.
Business Registration	Guides must carry a current physical (printed) copy of the business registration for the guide's employer. The vessel must be registered to this business.
Sport Fishing Licenses 5 AAC 75.075(g)(5)	Guides must carry a valid State of Alaska sport fishing license and must ensure their clients possess a valid sport fishing license or harvest card for any trips in salt or freshwater.
Identification	Guides and clients must carry a valid state/federal ID that matches their registration information.

**If you operate prior to vessel registration materials (logbooks, year stickers, vessel decals) being made available by ADF&G, you may print out the [temporary/pre-season logbook page](#) to track your activity. Enforcement is aware that you will not have a current vessel registration or year tabs at that time. Upon receiving these materials, immediately carry them with you.*

***Please follow the above protocol until materials are available. ADF&G will inform the public through multiple press releases when materials are available.**

LOGBOOK & eLOGBOOK REPORTING

Who needs to report?

Businesses operating in saltwater must report their trip activity. Reporting includes trip details such as the date, location, time spent fishing, end time of trip, and any permits used (CHP/GAF) as well as the angler details such as name, sport fishing license number, residency and total harvest/release of fish required in the logbook. For a preview of the logbook page please refer to the [temporary/pre-season logbook page](#) on our website. Saltwater trip reporting must still be conducted using either a paper or eLogbook, not both.

For operators in Southeast Alaska, the eLogbook continues to be mandatory in 2023.

Who can use the eLogbook?

eLogbooks are available to all operators but continue to be mandatory in Southeast Alaska in 2023. We were pleased to see an increase in use outside of SEAK in 2022. See below for a few helpful points about the eLogbook and why you should consider using yours in 2023!

- The eLogbook collects the same information as the paper logbook in an electronic format.
- Two business-specific web-links (web-based applications) – the **Review application and the Entry application** – work together to allow operators to record, report, and submit their saltwater trips.
 - The **Review application is designed for business owners** and allows owners to review, edit, and summarize trip data. Consistent internet is needed to use the Review app.
 - **The Entry application is designed to be used by guides and is what is used to record and report trip data.** Consistent internet is not needed to record trip data, only to upload/submit it.
- Like paper logbooks, these links are issued to the business. eLogbooks are shared by all guides operating for the business. It is the responsibility of the business owner to distribute the link to their guides.
- Operators **do not need internet connectivity to record trip data, only to submit, review, and summarize data.**

- The eLogbook is designed to be used on any device (such as smartphones, tablets, or laptops) that supports a web-browser. We recommend a tablet to make data entry easier.
- The eLogbook uses the web-browser (Chrome, Firefox, Safari, etc.) to save trip data when offline. If you close the browser, the data will be saved. Ensure you have private browsing turned off and do not clear your history/cache or you may lose data.
- Upload your trips in accordance with the annual submittal schedule found in the paper logbook or in the help menu of your eLogbook. We recommend uploading as often as possible to avoid data loss, but you are not required to upload daily.
- We recommend carrying your paper backup logbook in the event of technical difficulty. If you do encounter issues, contact ADF&G at 907-267-2299 or 907-267-2337 within 24 hours.

If you are interested in using the eLogbook please contact:

Ben Jevons:
907-267-2299

ben.jevons@alaska.gov

Kayla Carr:
906-267-2337

kayla.carr@alaska.gov

OTHER HELPFUL INFORMATION FOR 2023

- The federal government has implemented an annual registration requirement for Charter Halibut Permits (CHP) before they can be used for the year. For more information about the annual registration requirement, please contact National Marine Fisheries Service (NMFS) – Restricted Access Management (RAM) Program at 1-800-304-4846 option #2 or ram.alaska@noaa.gov.
- Stable registration numbers continue to be used since their creation in 2017. This means that when you register your business you will receive the same BL# that you have been given in the past (if you began operating after 2016). This is also true for guide registrations (GL#). BL#s only change when the operator registers under a new State of Alaska (SOA) business license with the Department of Commerce, Community, and Economic Development.
- **Remember: all businesses must maintain a logbook while providing sport fish guiding services in saltwater. Registration applications, paper logbooks, vessel decals, year tabs, and statistical area maps will be available at ADF&G area and regional offices. We will email you when these materials become available to us in the spring.**

Thank you for your ongoing support of fisheries management in Alaska.

We hope you have an excellent season.

Regards,



Ben Jevons,
Program Coordinator
Alaska Dept. of Fish & Game – Div. of Sport Fish RTS
333 Raspberry Rd. Anchorage, AK 99518
(907) 267-2299
ben.jevons@alaska.gov