



THE STATE
of **ALASKA**
GOVERNOR BILL WALKER

Department of Fish and Game

DIVISION OF WILDLIFE CONSERVATION
Hunter Information & Training Program
Ginamaria Smith, Program Coordinator

333 Raspberry Road
Anchorage, Alaska 99518-1565
Main: 907.267.2196
Fax: 907.267.2323

December 5, 2014

Dear Instructor Applicant,

Thank you for your interest in becoming a Volunteer HIT Instructor. It is the policy of the Department of Fish and Game to require student certification in your chosen discipline before applying for instructor certification. A copy of your student certification card must be attached to your completed application form. If you do not have or cannot provide us with a copy your student certification, it will be necessary for you to pass the certification course that you plan to teach. Please note that NRA certification does not fulfill this requirement.

You will be required to provide **two** reports from a background check from the Alaska State Troopers called the 1) "Interested Person Report", **AND** 2) "Fish and Wildlife Violation Report". Go to the Alaska State Troopers office in your location and obtain a copy of **BOTH** of these reports. Please be prepared to present two forms of identification: Alaska Driver's License or Alaska I. D. card; plus another form of identification that shows your signature. A \$20.00 fee will be charged by the Alaska State Troopers office for these printouts. Payment for the background check must be either cash or a check written on a local bank. Be sure to get a receipt. Upon meeting all requirements to become a volunteer instructor and satisfactory results of the background check you may submit the receipt to this office for reimbursement of the background check fee.

You will also be required to complete an online IHEA Hunter Education Instructor course. Information about taking this course will be provided during your policy training.

Enclosed you will find an application form, Assurance Agreement form and Firearm Possession form (for Basic Hunter Education and Muzzleloader Education only). If you have any questions, please call 267-2373.

Please complete these forms and return them along with the background check reports to:

Ginamaria Smith, Coordinator
ADF&G Hunter Information and Training Program
333 Raspberry Road
Anchorage AK 99518

If you have any questions, please call 267-2196 or 267-2373.

Enclosures

12/1/14