Good news! You’ve been asking and we’ve been working – the Ohio Lake Erie Fishing Guide License can now be applied for online. We have also made changes to the Ohio Administrative Code (OAC) regarding submission of your USCG license. Please review both pages of this document, especially if you are applying online.

This annual license and decal are valid from April 16 of one year through April 15 of the following year. The license fee is $50.00 per year. Proof of valid U.S. Coast Guard (USCG) license is required prior to the issuance of a Lake Erie Fishing Guide license. See CHANGE listed below.

Applicants must submit an Ohio Lake Erie Fishing Guide Application and payment online, by mail or in person at the Sandusky Wildlife office. The application must be filled out in its entirety (including SSN or TIN) and may be returned to you if any of the required information listed on the application is incomplete. The number we use for your USCG license is the document number above your photo that begins with “USA”.

ICE GUIDES: You must provide the number of ice shanties used and general area of guiding. If you are only applying for an ice fishing guide license, you don’t need to provide boat or USCG information; unless, you are using an airboat. If you are using an airboat to transport people to/from your ice shanties, a USCG license will be required.

**CHANGE FOR THIS YEAR:**
Due to recent changes to OAC 1501:31-3-11 (boat guide) applicants are required to provide a copy of their valid USCG license every year and it will no longer need to be notarized. Required pages include those containing your photograph and signature as well as the next two pages (pages 4 and 5). Please make sure copies (digital or paper) submitted are legible.

**USCG LICENSE INFORMATION**
The USCG requires a license of all people taking passengers for hire on the Great Lakes. Information concerning the USCG license can be obtained online at www.uscg.mil or by contacting:

U.S. Coast Guard, Marine Safety Office
420 Madison Ave., Suite 700 Toledo, OH 43604
Phone: 419.418.6000

**APPLICATION**

• **ONLINE**
  - License renewals will only be allowed within 30-days before and after the permit expiration date. Those renewing more than 30 days after expiration are considered a new applicant.
  - Payment accepted: credit card.
  - Required to have an email address – this is how we will communicate with you about your application status and payment.
  - Digital copy of USCG license will need to be uploaded to your account. Please make sure that your scan/photo is legible prior to submitting. We may reject your application if it’s not legible.
  - The online application system is not yet mobile-device friendly.
  - See page 2 for additional application instructions.

• **MAIL**
  - Please do not submit your application prior to March 15; it will be returned to you.
  - Digital application is found at http://wildlife.ohiodnr.gov/fishing/fishing-lake-erie under the “Fishing Guide Information”.
  - Submit completed, original application form, copy of USCG license (pages with your signature and photo and the next two pages) and payment to the address on application.
  - Payment accepted: check/money order.

• **IN-PERSON**
  - Licenses are issued 9:00am – 4:00pm at the Sandusky office starting on March 18; this is due to changes in our licensing system. Closed weekends and holidays.
  - Payments accepted: credit card, check/money order, cash.
  - Application will need to be filled out when applying in person. Digital copies of the application can be found at http://wildlife.ohiodnr.gov/fishing/fishing-lake-erie under the “Fishing Guide Information” section if you would like to fill it out before coming into the office.
  - Make sure to bring either your current USCG license or a copy of the same.

**QUESTIONS**
Please email questions or concerns to Katie Cade at katie.cade@dnr.state.oh.us.
ONLINE APPLICATION INSTRUCTIONS

1. Go to: http://wildlife.ohiodnr.gov/licenses-and-permits/specialty-licenses-permits
2. Click Ohio Lake Erie Fishing Guide License
3. Click the orange Apply Online button.
4. If you’re a new applicant, create a new account and click the blue Apply button.
5. If you’re a returning* 2018 applicant, use the Last Name, Birthdate, SSN search option to find your account.
   a. The information provided on your 2018 application is the information that is currently connected to your account. If you’re unable to find your account, please don’t create a new one. Please contact the Sandusky office so we can verify that your information has been entered correctly.
   b. Verify that your information is correct or make any necessary corrections. Save and Continue.
   c. Click the “Renew” button to the right of your current license. If the Renew button is grayed out, you will have to click the blue “Apply” button located under Applicant Information.
6. Enter your current application information.
   a. Select the type of guiding you provide.
   b. Enter your places of docking (include city & marina or docking area). If you’re a freelance guide, please enter FREELANCE in this section.
   c. Enter your current USCG document number and expiration date. The document number is the “USA” number located above your photo. The processing of your application may be held up if you provide an incorrect number or if it doesn’t match what is on your USCG license.
   d. Enter your boat information. If you’re a freelance guide, enter NA in both the Name of Boat and OH fields and any number in Length field. You can add as many boats as you need. Note that the Length field can only take whole numbers, so round accordingly.
   e. In order to proceed you need to check the box at the bottom if you agree and click Continue.
7. Attach copy of your USCG license by navigating to your account (if needed). Under Pending Applications section, click Attach File. Browse to your saved document. Enter any comments you may have and click Upload.

*If you’ve held a Fishing Guide license within the last five years and cannot find your information in the system, please contact the Sandusky office to have your account information updated. Please do not create a new account.

Once you apply, your application will be reviewed by the Sandusky office and it will either be approved or denied.

Once your application is approved, you will receive an email notifying you that payment is due. These are automated emails, so please make sure to check your junk/spam folder if you’re waiting to hear from us. You can always login to your account to see the status of your application.

Once paid, you can save and print your license, however **you are not legal to run charters until you receive your decal.** Decals are mailed from the Sandusky office once payment has been verified/processed. We currently do not have an easy way of notifying you when your decal has been mailed. If you need to know this information, please email Katie Cade.

If your application is denied, you will get an email with further instructions of the corrections that need to be made before an approval can be issued.

We appreciate your patience as we navigate this new process. Unforeseen issues may slow us down however we will work as quickly as possible to get your application processed and your decal to you.