

Ohio Lake Erie Fishing Guide License

Applying Online

1. After March 16, navigate web browser to: [Applicant Search \(s3licensing.com\)](http://Applicant Search (s3licensing.com)).
2. Choose whether you're a new or returning applicant.
 - a. **Returning applicants**, use the search options to find your account and proceed to step 3.
 - i. If you're unable to find your account, please contact the Sandusky office so we can help you login.
 - b. **New applicants**, walk through the steps to create a new account and proceed to step 5. Please be aware of the following:
 - i. Have all of the application information needed before you sit down to create your account. Info needed: personal information, places of docking, USCG MMC, boat info (name listed on boat, state/fed document number, length).
 - ii. **Make sure to submit your application at the same time you create your account.** *If you don't submit your application at the same time, you won't be able to get back into your account or your application.* The Sandusky office will need to be contacted to reset your account and you'll have to start over with creating a new account.
3. Once you locate your account, verify that your information is correct and make any necessary corrections. Click Save and Continue.
4. Scroll down to where your prior licenses are listed and 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.
5. Enter your application information and submit your application.
 - 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 MMC document number and expiration date. The document number is the "USA" number located above your photo.
 - d. Enter your boat information. If you're a freelance guide, enter N/A 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.
6. Attach copy of your USCG MMC or email it to: wildlife.permits@dnr.ohio.gov
 - a. Navigate to your account if you're not already in it.
 - b. Under the Pending Applications section, click Attach File.
 - c. Browse to your saved document.
 - d. Enter any comments you may have.
 - e. Click Upload.
 - f. If you don't think it uploaded, please contact the Sandusky office to check your account before uploading again. We've run into situations where people don't think it has gone through and continue to upload documents which causes a lot of extra work on our end.
7. Wildlife staff reviews application for completeness and then either approves or denies it.
 - a. If complete, Wildlife staff approves the application. An automated email is sent to applicant with instructions to pay by logging into account. *This email may go to junk/spam folder.*
 - b. If incomplete, Wildlife staff sends an email to the email address on file with a list of what is needed with a due date listed. If the info is not received by the due date, a denial email will be sent to email address on file. There will be no reminder emails sent due to the volume of applications received.
8. Once application is approved, applicant logs into their account and pays for license. **NOTE: charters cannot be run until license and decal have been received.**
9. Once Wildlife staff processes payment, the final copy of license and decal will be mailed to the address on file.