

# OHIO LAKE ERIE FISHING GUIDE LICENSE



The *Ohio Lake Erie Fishing Guide License* is available to be applied for online! There have been no Ohio Administrative Code (OAC) changes this year. **If applying online, please review both pages of this document.**

This annual license and decal are valid from April 16 of the licensing 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.

Applicants must submit an Ohio Lake Erie Fishing Guide Application and payment either online or by mail this year due to Covid-19 restrictions. *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.

## USCG License Requirement:

OAC 1501:31-3-11 requires that boat guide applicants submit a copy of their valid USCG license **every year** with their application; it does *not* 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](http://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

## APPLYING for 2021:

### • ONLINE

- License *renewals* can be obtained from 3/16/2021 – 5/15/2021. Those renewing more than 30 days after 4/15/2021 are considered a new applicant. See page 2 for more info.
- Payment accepted: credit card (preferred) or you can mail a check to the Sandusky office.
- Required to have an email address – this is how we 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, so a computer is the best way to apply without issues and a non-MAC product works best.

### • MAIL

- Please ***do not*** submit your application prior to March 15; it will be returned to you.
- You can download a digital copy of the application here: [Ohio Lake Erie Fishing Guide License \(ohiodnr.gov\)](http://ohiodnr.gov) under the Additional Downloads sections on the right side of the screen.
- Submit completed, *original* application form, copy of USCG license, and payment to the address on the application.
- Payment accepted: check or money order.

## QUESTIONS

Please email questions or concerns to Katie Cade at [katie.cade@dnr.ohio.gov](mailto:katie.cade@dnr.ohio.gov).

## ONLINE APPLICATION INSTRUCTIONS

1. After 3/16/2021, navigate web browser to: [Applicant Search \(s3licensing.com\)](http://s3licensing.com).
2. Choose whether you're a new or returning applicant.
  - a. If you're a **returning\*** 2020 applicant, use the search options to find your account. **If you're unable to find your account, please don't create a new one.** Please contact Katie Cade so she can verify and update your information, if needed.
  - b. If you're a new applicant, walk through the steps to create a new account and proceed to step 5.
3. Once you locate your account, verify that your information is correct and/or make any necessary corrections. 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 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 MMC document number and expiration date. The document number is the "USA" number located above your photo. The processing of your application may be slowed down 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 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 license. You only need to do this once. We're aware that sometimes people get error messages when uploading. Even when you see that error, we almost always have your upload on our end.
  - 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 have us 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 and then we have to delete multiple copies of the same document.
- g. OR you may email the pictures of your USCG MMC to [Wildlife.Permits@dnr.ohio.gov](mailto:Wildlife.Permits@dnr.ohio.gov). Make sure to add Fishing Guide and your last name to the subject line.



## ONLINE APPLICATION PROCESS

1. Application is submitted online.
2. Wildlife staff reviews application for completeness and then either approves or denies it.
  - a. If approved, an automated email is sent with instructions to log into your account and pay for license. This email may go to junk/spam folder.
  - b. If denied, an email will be sent from Wildlife staff regarding what is needed.
3. Applicant will login to account and pay for license. The license can be saved/printed, however **charters cannot be run until decal has been received.**
4. Once Wildlife staff sees payment come through, a copy of the license and the decal will be mailed.

\*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.*