



THE STATE
of **ALASKA**
GOVERNOR MIKE DUNLEAVY

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

Dear Instructor Applicant,

Thank you for your interest in becoming a HIT Program Volunteer Instructor. The HIT Program, with the assistance of over 400 volunteer instructors statewide, offers quality training and education throughout Alaska. The public certification classes provided by the HIT Program assist in developing safe Alaskan hunters and pass on our hunting heritage. As Alaskans, we are incredibly lucky to live in a state where public land is abundant and there is a huge variety of game species. Not only does Alaska's wildlife benefit when you provide students with the knowledge to participate in wildlife conservation and hunt safely, but so does the public at large and the entire state.

Enclosed you will find the following forms to be completed:

1. **Application form**
2. **Firearm Possession form**
3. **Request for Criminal Justice Information (Interested Person Report and Fish & Wildlife Violation Report)**

Complete the Request for Criminal Justice Information form and mail it to the address on the form with payment. Send the **TWO** reports and receipt for the \$20.00 fee with your HIT Program application forms. Or you can visit the Alaska State Troopers office to obtain the reports. Be prepared to present two forms of identification (an Alaska Driver's License or Alaska ID card and 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 from a local bank.

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

ADF&G-HIT Program
333 Raspberry Rd
Anchorage, AK 99518

If you have any questions about becoming a HIT Program volunteer, contact (907) 267-2196 or (907) 267-2373. We look forward to meeting you and having you become a part of the HIT Program.

Sincerely,

A handwritten signature in cursive script that reads "Ginamaria Smith".

HIT Program Coordinator

APPLICATION PROCEDURE

HUNTER, BOWHUNTER, CROSSBOW, & MUZZLELOADER EDUCATION VOLUNTEER INSTRUCTOR

The following items are required to become a Volunteer Instructor for the ADF&G HIT Program:

1. **Application form**
2. **Firearm Possession form**
3. **Criminal History Background Check**
 - A) ***Interested Person Report*** **AND**
 - B) ***Fish and Wildlife Violation Report***

Complete the Request for Criminal Justice Information form and mail it to the address on the form with payment. Send the **TWO** reports and receipt for the \$20.00 fee with your HIT Program application forms. Or you can visit the Alaska State Troopers office to obtain the reports. Be prepared to present two forms of identification (an Alaska Driver's License or Alaska I. D. card and 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 from a local bank.

4. **Photocopy of Hunter, Bowhunter, Crossbow, or Muzzleloader Education student certification**

It is the policy of the HIT Program 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 it is from another state. If you do not have your student certification, it will be necessary for you to complete this in conjunction with the instructor training. We will provide details of the student certification upon receipt of your instructor application.

5. **Instructor Policy & In-Service Training**

The Policy Training lasts approximately 3 hours and the In-Service lasts approximately 8 hours. These trainings are regularly scheduled around the state and travel costs are covered by the HIT Program upon approval.

6. **Assist with a Class**

Assist with instructing a class so you can meet other instructors and learn from their experience.

Return all application materials to:

**ADF&G-HIT Program
333 Raspberry Road
Anchorage, AK 99518**

For further information or assistance:

ANCHORAGE (Statewide Office): (907) 267-2373 or dfg.dwc.hitprogram@alaska.gov



Alaska Department of Fish & Game
Hunter Information & Training Program
Volunteer Instructor Application

I am interested in becoming a (*check all that apply*):

- Hunter education instructor Bowhunter education instructor
 Muzzleloader education instructor Crossbow education instructor

Name _____ Date of Birth _____ SS# _____
(Last) (First) (Middle) (mm / dd / yyyy)

Address _____ City _____ State & Zip _____

Telephone _____ Occupation _____
(Home) (Work) (Cell)

Email _____ Second Email: _____

Name as you want it to appear on your nametag: _____

I have successfully completed a (*check all that apply*):

- Hunter education course AK# _____
 Bowhunter education course AK# _____ *If you were not certified in Alaska, please include a copy of*
 Muzzleloader education course AK# _____ *your certification card(s) with your application materials.*
 Crossbow education course AK# _____

Have you ever been cited for a violation of state or federal wildlife laws? YES NO

Have you ever been convicted of a misdemeanor or felony? YES NO

If yes, please describe the circumstances in detail on a separate sheet.

Briefly describe any teaching or public speaking experience that you have. Use a separate sheet if necessary _____

List any qualifications, experience, special skills, or club memberships pertinent to being a volunteer instructor _____

I learned about becoming a volunteer instructor (you can check more than one):

- During a certification course From the ADF&G website
 From a friend Other _____

If accepted as a volunteer instructor for the HIT Program, I agree to conduct classes and support the program in accordance with the policies and standards set forth in the program manual. I certify I have not committed a misdemeanor, felony, or crime of moral turpitude. I understand I must furnish the ADF&G with a copy of my personal history background obtained from either the Alaska State Troopers or the local police department. Any misrepresentation, false statements, or acts of perjury will automatically result in my disqualification as an applicant. I also understand it is the decision of ADF&G to accept or reject my application or terminate my certification process at any time. By my Signature below I will accept the conditions set forth above and outlined in the program manual.

SIGNATURE _____ DATE _____

**VOLUNTEER QUALIFICATION INQUIRY
FIREARM POSSESSION**

The activities in which you have volunteered to participate require or permit you to possess or use ammunition or a firearm. Therefore, before you may participate in this Fish and Game project, you are required to complete this Qualification Inquiry - Firearm Possession form and deliver it to your project supervisor to be attached to your Volunteer Agreement.

In completing this form, you are advised of the following:

- a) You are directed to complete this form. Failure to reply fully and truthfully will result in your restriction from the project.
- b) Neither your answers nor any evidence gained by reason of your answers can be used against you in any criminal prosecution for a violation of Title 18, United States Code, Section 922(g)(9). However, the answers you furnish and any information or evidence resulting therefrom may be used against you in a prosecution for knowingly and willfully providing false statements or information.

1. Have you ever been convicted of a misdemeanor crime of domestic violence within the meaning of 18 U.S.C., Sec. 921(a)(33)(A)?

Yes No

If your answer to this question is "No," you do not need to provide the information in item 2. You must, however, sign this form certifying that it is true and that you will report any future conviction of a misdemeanor crime of domestic violence within the meaning of 18 U.S.C., Sec. 921(a)(33)(A), and deliver it to your project supervisor.

2. If your answer to question number 1 is "Yes," provide the following information with respect to the conviction(s), sign this form, and refrain from any volunteer activities until a determination on your volunteer status is made.

Court/Jurisdiction _____
Docket/Case Number _____
Statute _____
Charge _____
Date Sentenced _____

.....
I hereby certify that all the information provided by me is true, correct, complete, and made in good faith. I understand that false, misleading, or incomplete information provided herein may be grounds for removal from the project, and is also punishable pursuant to federal law, including 18 U.S.C., Sec. 1001, and under Alaska State law as unsworn falsification (AS 11.56.210). I agree that I will immediately report any future conviction of a misdemeanor crime of domestic violence within the meaning of 18 U.S.C., Sec. 921(a)(33)(A) to my project supervisor. I understand that failure to provide such a report is grounds for removal from the project.

Name (Print or type): _____

Signature: _____ Date: _____
(Or parent of minor volunteer)

Volunteer for ADF&G Division of Wildlife Conservation, Statewide Programs, Hunter Information and Training Program

**STATE OF ALASKA
DEPARTMENT OF PUBLIC SAFETY
REQUEST FOR CRIMINAL JUSTICE INFORMATION
From the Alaska Criminal History Record Repository**

Original forms must be submitted to:
Criminal Records and Identification Bureau
5700 E. Tudor Road, Anchorage, AK 99507
Telephone: (907) 269-5767 Fax: (907) 269-5091
Include fee: \$20 single copy, \$5 each additional copy
Check or money order must be made payable to 'State of Alaska'

Type of information being requested (**from the record subject**): (Choose ONE)

1. Criminal Justice Information available **only to the SUBJECT**
- This report includes all criminal charges and dispositions, including any sealed record.
 - If the record subject has a sealed record this box **MUST** be checked
2. Criminal Justice Information available to **ANY PERSON for ANY PURPOSE**
- This report includes current/open criminal charges and charges that resulted in conviction, excluding sealed records.
3. Criminal Justice Information available to an **INTERESTED PERSON**
- This report includes all criminal charges and dispositions, excluding sealed records

**Also requesting my Fish & Wildlife Violations report*

*A check or money order payable to the State of Alaska in the amount of \$20 **must** accompany this request. Additional copies, if requested at the time of this request, may be obtained for an additional \$5 per copy. State agencies with a Reimbursable Services Agreement (RSA) in place may fax the appropriate forms. All other requests must be submitted via U.S. Postal Service or in person.*

Subject Name: _____

Maiden/Alias name(s): _____

Mailing Address: _____

City/State/Zip: _____

Alaska Drivers License #: _____

Date of Birth: _____ Sex: -Male Female Soc Sec No. _____

Telephone: _____ Msg: _____

MAILING ADDRESS TO SEND REPORT:

Name: _____

Title: _____

Mailing Address: _____

City/State/Zip: _____

**Please send a receipt along with the reports*

If you would like the record faxed to you, provide a Fax Number: _____

Unsworn Falsification Statement (Your request will not be processed if you do not sign this statement.)

I certify under penalty of unsworn falsification (AS 11.56.210) that the information I am supplying on and with this form is true and correct.

Record Subject's Signature

Date

Criminal Records and Identification Bureau Use Only

<input type="checkbox"/> Fee Payment Type _____	<input type="checkbox"/> Report Sent to Subject _____
<input type="checkbox"/> Fee Waiver/Authorization _____	<input type="checkbox"/> Report Sent to Requester _____
<input type="checkbox"/> OCA Number _____	<input type="checkbox"/> R&I Staff initials _____

Authority:

AS 11.56.210 - Unsworn Falsification

AS 12.62.160 – Release and Use of Criminal Justice Information; fees

AS 12.62.900 – Definitions

13 AAC 68 Article 4 – Dissemination of Criminal Justice Information

13 AAC 68.905 – Definitions

DPS Form 11/15/03

Revised 2/24/04

Revised 4/20/04

Revised 11/15/04

Revised 1/13/05

Revised 6/13/05