

**NOTICE OF PROPOSED CHANGES TO UPDATE THE 2025 ELOGBOOK  
BACKUP/TRANSCRIPTION LOGBOOK AND VESSEL REGISTRATION FOR  
SALTWATER CHARTER OPERATORS, ADOPTED BY REFERENCE; AND  
TO UPDATE THE YEAR OF THE FRESHWATER SPORT FISH GUIDE  
VESSEL REGISTRATION FORMS, ADOPTED BY REFERENCE, FROM 2024  
TO 2025.**

**BRIEF DESCRIPTION**

The Alaska Department of Fish and Game is proposing to update the 2025 eLogbook Backup/Transcription Logbook for Saltwater Charter Operators and Vessel Registration, adopted by reference; and to update the year of the Freshwater Sport Fish Guide Vessel Registration forms, adopted by reference, from 2024 to 2025.

The commissioner of the Department of Fish and Game, under a delegation of authority issued by the Alaska Board of Fisheries (board) under AS 16.05.270, proposes to adopt regulation changes in Title 5 of the Alaska Administrative Code (AAC) related to reporting requirements, adopted by reference, for sport fishing guide operators, specifically:

**5 AAC 75.076(a)** is proposed to be changed to update the 2025 eLogbook Backup/Transcription Logbook for Saltwater Charter Operators and Vessel Registration, adopted by reference; and to update the year of the Freshwater Sport Fish Guide Vessel Registration forms, adopted by reference, from 2024 to 2025.

You may comment on the proposed regulation changes, including the potential costs to private persons of complying with the proposed changes, by submitting written comments to Shellene L. Hutter, Regulations Program Coordinator, Department of Fish and Game, P.O. Box 115526, Juneau, AK 99811-5526. Additionally, the Department of Fish and Game will accept comments by facsimile at (907) 465-2604 and by electronic mail at [dfg.fish.regulations@alaska.gov](mailto:dfg.fish.regulations@alaska.gov). Comments may also be submitted through the Alaska Online Public Notice System by accessing this notice on the system and using the comment link:

<https://aws.state.ak.us/OnlinePublicNotices/Notices/View.aspx?id=216981>

The comments must be received no later than 5:00 p.m. on November 10, 2024.

You may submit written questions relevant to the proposed action to Shellene L. Hutter, Regulations Program Coordinator, Department of Fish and Game, P.O. Box 115526, Juneau, AK 99811-5526. Additionally, the Department of Fish and Game will accept questions by facsimile at (907) 465-2604 and by electronic mail at [dfg.fish.regulations@alaska.gov](mailto:dfg.fish.regulations@alaska.gov). The questions must be received at least 10 days before the end of the public comment period. The Department of Fish and Game will aggregate its response to substantially similar questions and make the questions and responses available on the Alaska Online Public Notice System.

If you are a person with a disability who needs a special accommodation in order to participate in this process, please contact Shellene L. Hutter at (907) 465-6124 no later than November 1, 2024 to ensure that any necessary accommodations can be provided.

A copy of this notice of proposed regulation changes and the regulations proposed to be changed are available on the Alaska Online Public Notice System. A copy of material proposed for adoption by reference is also available on the Alaska Online Public Notice System. For a physical copy of the proposed regulation changes contact Shellene L. Hutter, Regulations Program Coordinator at the mailing address, telephone number, or email address above.

After the public comment period ends, the commissioner of the Department of Fish and Game will either adopt the proposed regulation changes or other provisions dealing with the same subject, without further notice, or decide to take no action. The language of the final regulations may be different from that of the proposed regulations. **You should comment during the time allowed if your interests could be affected.** Written comments received are public records and are subject to public inspection.

**Statutory Authority:** AS 16.05.251; AS 16.05.270

**Statutes Being Implemented, Interpreted, or Made Specific:** AS 16.05.251

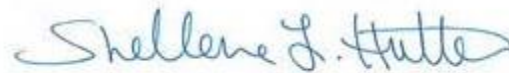
**Fiscal Information:** The proposed regulation changes are not expected to require an increased appropriation.

The Department of Fish and Game keeps a list of individuals and organizations interested in its regulations. Those on the list will automatically be sent a copy of all of the department's notices of proposed regulation changes. To be added to or removed from the list, send a request to the Department of Fish and Game Boards Support Section at P O Box 115526 Juneau, AK 99811, by phone at (907) 465-4110, or via our website at:

<http://www.adfg.alaska.gov/index.cfm?adfg=fisheriesboard.main>

giving your name, and either your e-mail address or mailing address, as you prefer for receiving notices.

DATE: 10/9/2024



---

Shellene L. Hutter  
Regulations Program Coordinator  
Department of Fish and Game

**PROPOSED REGULATIONS**

Register \_\_\_\_\_, \_\_\_\_\_ 2025 FISH AND GAME

**Title 5. Fish and Game.**

**Chapter 75. Statewide Provisions.**

**Article 4. Fishing Services and Sport Fishing Guides.**

5 AAC 75.076(a) is amended to read:

(a) A sport fishing guide shall obtain and complete a

(1) State of Alaska, Department of Fish and Game, Division of Sport Fish, 2025

*eLogbook Backup/Transcription Logbook For Saltwater Charter Operators* [2024

*SALTWATER CHARTER LOGBOOK*] and *Vessel Registration*, adopted by reference, if

operating in salt water;

(2) State of Alaska, Department of Fish and Game, Division of Sport Fish, 2025

[2024] *Vessel Registration*, adopted by reference, if operating in fresh water.

(Eff. 5/19/98, Register 146; am 9/23/98, Register 147; am 5/15/99, Register 150; am 4/16/2000, Register 154; am 5/20/2000, Register 154; am 3/11/2001, Register 157; am 4/5/2002, Register 162; am 2/28/2003, Register 165; am 3/25/2004, Register 169; am 2/10/2005, Register 173; am 5/19/2005, Register 174; am 5/26/2006, Register 178; am 8/12/2007, Register 183; am 1/1/2008, Register 184; am 4/25/2008, Register 186; am 5/23/2009, Register 190; am 6/20/2010, Register 194; am 4/28/2011, Register 198; am 4/1/2012, Register 201; am 3/7/2013, Register 205; am 4/9/2014, Register 210; am 3/4/2015, Register 213; am 3/2/2016, Register 217; am 3/15/2017, Register 221; am 5/19/2017, Register 222; am 4/20/2018, Register 226; am 3/28/2019, Register 229; am 4/17/2019, Register 230; am 5/26/2019, Register 230; am 3/5/2020, Register 233; am 12/19/2020, Register 236; 2/20/2022, Register 241; am 5/5/2023, Register 246; am 10/8/2023, Register 248; am \_\_\_/\_\_\_/\_\_\_\_\_, Register \_\_\_\_\_)

**Authority:** AS 16.05.251

ADDITIONAL REGULATIONS NOTICE INFORMATION  
(AS 44.62.190(d))

1. Adopting agency: Alaska Department of Fish & Game
2. General subject of regulation: Annual regulation project to update the 2025 eLogbook Backup/Transcription Logbook for Saltwater Charter Operators and Vessel Registration, adopted by reference; and to update the year of the Freshwater Sport Fish Guide Vessel Registration forms, adopted by reference, from 2024 to 2025.
3. Citation of regulation: 5 AAC 75.076(a)
4. Department of Law file number, if any: 2024200358
5. Reason for the proposed action: Development of program standards.
6. Appropriation/Allocation: Fish and Game Funds OMB Component Number: 464
7. Estimated annual cost to comply with the proposed action to:

A private person: \$0  
Another state agency: \$0  
A municipality: \$0

8. Cost of implementation to the state agency and available funding (in thousands of dollars):

	Initial Year FY 2025	Subsequent Years
Operating Cost	\$0.504	\$0.504
Capital Cost	\$0	\$0
1002 Federal receipts	\$0	\$0
1003 General fund match	\$0	\$0
1004 General fund	\$0	\$0
1005 General fund/ program	\$0	\$0
Other (Guide Licensing/ <u>Logbooks/Vessel Registration</u> )	\$0.504	\$0.504

9. The name of the contact person for the regulations:

Name: Shellene L. Hutter  
Title: Regulations Program Coordinator  
Address: P.O. Box 115526  
Juneau, AK 99811-5526  
Telephone: (907) 465-6124  
E-mail address: [dfg.fish.regulations@alaska.gov](mailto:dfg.fish.regulations@alaska.gov)

10. The origin of the proposed action: Staff of state agency

11. Date: 10/9/2024

Prepared by:



Name:

Shellene L. Hutter

Title:

Regulations Program Coordinator

Telephone:

(907) 465-6124

**ALASKA BOARD OF FISHERIES  
DELEGATION OF AUTHORITY**

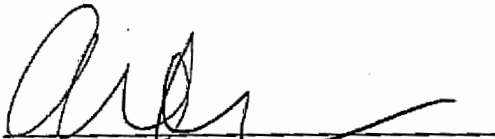
**Sport Fish Guiding Logbooks and Reports**

#2004-231-FB

Under the authority of AS 16.05.270, the Alaska Board of Fisheries delegates to the Commissioner of the Department of Fish and Game the authority under as 16.05.251 to adopt and amend regulations, including amendment of 5 AAC 75.076 to provide specific requirements and procedures for completion and submission of sport fishing guide logbooks, or comparable reports, by sport fishing services, operators, and sport fishing guides. This delegation includes authority to amend other regulations as necessary to acknowledge or otherwise conform to the regulations that specifically provide for the logbooks or comparable records.

This delegation of authority supercedes the previous delegation (board finding #98-178A-FB).

Adopted: November 13, 2004



Art Nelson, Chair  
Alaska Board of Fisheries

11/13/2004  
Date



## 2025 Changes to Vessel Registration System for the Registration of Freshwater and Saltwater Charter Vessels in Alaska

With the shift to 100% electronic reporting for the charter sector in 2025, the Guide Registration and Logbook Programs are making significant efforts to modernize the remaining components of the registration process. Presently, **guides** and **businesses** may register themselves online or in an ADF&G Area Office using the State's eVendor software (input by a Dept. staff member). However, businesses needing to register a sport fishing charter **vessel** with ADF&G must still register in-person through signing out a paper ADF&G logbook. This process requires a business to provide the name of the vessel (if specified), business name, ADF&G BL# for the business registering the vessel, AK/USCG# of the vessel, and the primary port or drainage the vessel will be operating from that year. All this information is entered into the registration page inside the front cover of the paper logbook (a backup logbook for those operating in Southeast Alaska) and removed from the book to then get mailed to ADF&G registration technicians in Anchorage. A carbon-copy remains inside the logbook to serve as proof of registration.

Unfortunately, this paper-based system leads to significant issues due to the time lag between issuing and processing, registration pages being lost in the mail, or registration pages not being removed from the book and sent to the Program Technician. In 2021, an attempt at using the eLogbook to register vessels online was made. However, this approach has not been widely adopted, and requires an extensive amount of outreach and support to get operators to use.

In 2025, the Guide Registration Program aims to modernize the vessel registration process by adding the feature to both the ADF&G Online Store and to eVendor. This new approach will significantly overhaul: the current registration process, the appearance of paper backup logbooks (which are set to be phased out entirely by 2026), and dramatically expedite the vessel registration process.

To summarize, the following changes are being proposed to the SALTWATER VESSEL REGISTRATION PROCESS:

- 1) Vessel registration will be available in person at an ADF&G Area Office using eVendor or online through the ADF&G Online Store.
- 2) When applying in-person:
  - a. ADF&G staff will use eVendor to submit the application.
  - b. Applicants will receive a temporary vessel registration and a temporary backup logbook page via email.

- c. Applicants will also receive paper copies of the temp registration and logbook page from front office staff.
  - d. Applicants will receive annual year stickers and vessel decals (if needed).
  - e. Applicants will be handed an eLogbook backup/transcription logbook to be used as backup or if they prefer to enter on paper and then eLogbook after the trip. They are not required to take this, but it is encouraged.
- 3) When applying online:
- a. Applicants will receive a temporary vessel registration and a temporary backup logbook page via email.
  - b. The temporary registration may be used to obtain annual year stickers and decals (if needed). These may also be mailed if selected at checkout by applicant.
  - c. When picking up documents in 3-b above, applicants will be handed an eLogbook backup/transcription logbook to be used as backup or if they prefer to enter on paper and then eLogbook after the trip. They are not required to take this, but it is encouraged.
- 4) When applying online or in person, applications are sent directly to the Guide Registration and Logbook Program's technician to be processed. Upon processing, applicants receive an email containing:
- a. A pdf of the annual registration for their vessels (vessel will share a registration number now that the paper logbook is no longer the registration mechanism). This mirrors the current freshwater vessel registration system.
  - b. A printable pdf eLogbook backup/transcription logbook page with instructions (same as the physical copy they received).

Sincerely,



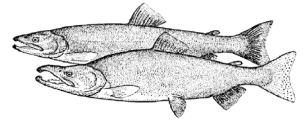
Ben Jevons  
[Ben.jevons@alaska.gov](mailto:Ben.jevons@alaska.gov)  
(907) 267-2299  
Program Coordinator  
Guide Registration and Logbook Programs  
ADF&G Sport Fish RTS  
333 Raspberry Road  
Anchorage AK  
99518







# 2025 FRESHWATER CHARTER VESSEL REGISTRATION INSTRUCTIONS



## VESSEL REGISTRATION

The following applies to all powered and non-powered vessels being used to conduct guided sport fishing activities:

- For vessel registration purposes, a vessel is defined as any watercraft used or capable of being used as a means of transportation on water. **REGISTRATION EXEMPTION:** personal float tubes.
- Must be currently registered with the Alaska Division of Motor Vehicles (DMV) and hold a current AK Boat Number or hold a current U.S. Coast Guard (USCG) documentation number.
- Must be registered with the Alaska Department of Fish and Game (ADF&G) and display ADF&G sport fish guide vessel decals with the current year stickers, while operating.
- Vessels borrowed or purchased in-season must adhere to the above criteria and display ADF&G sport fish guide vessel decals and year stickers.
- Current ADF&G vessel decals and year stickers validate vessel registration for the season.

**Upon registration, each vessel is issued two charter vessel decals (if necessary) and two current year stickers.**

## VESSEL DECALS/YEAR STICKERS

- One set of ADF&G decals will be issued per registered vessel (if necessary). Each vessel will also be issued two year stickers upon annual registration.
- Decals must be displayed and visible on each side of the vessel. Decals do not have to be applied directly to the hull of the vessel. Decals can be adhered to wood, fiberglass or plexiglas® which in turn is secured to each side of the vessel.
- Decals can be transferred from one vessel to another, as long as the receiving vessel has a current AK registration number from DMV or a USCG documentation number and has been registered with ADF&G.
- Decals are designed to withstand several years of use. Year stickers will be issued as vessels are registered. Year stickers are to be adhered directly to the decal in the designated area.

## CONTACT INFORMATION

For questions or to register a different vessel during the season, please contact:  
Division of Sport Fish, Guide Registration and Logbook Program in Anchorage, Alaska at  
(907) 267-2369, or (907) 267-2299, or [dfg.dsf.guides@alaska.gov](mailto:dfg.dsf.guides@alaska.gov).

## WHAT A GUIDE MUST HAVE IN POSSESSION WHILE GUIDING

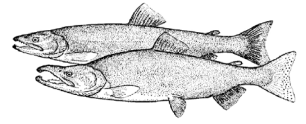
While providing sport fishing guide services, a sport fishing guide shall have the following readily available for inspection, by request, of a representative of the Department of Fish and Game, Fish and Game peace officer, or law enforcement representative of the State, NOAA, or USCG:

- A current sport fishing guide registration issued by ADF&G;
- A copy of the current ADF&G sport fishing business registration of the guide's employer;
- Current Alaska sport fishing license, tags, stamps or permits that are required to engage in the sport fishery for which the guide services are being provided.
- An identification card issued to the sport fishing guide by a state or federal agency that bears a photo of the sport fishing guide. The identification card **MUST** match the name on the guide license;





# 2025 FRESHWATER CHARTER VESSEL REGISTRATION INSTRUCTIONS



## VESSEL REGISTRATION

The following applies to all powered and non-powered vessels being used to conduct guided sport fishing activities:

- For vessel registration purposes, a vessel is defined as any watercraft used or capable of being used as a means of transportation on water. **REGISTRATION EXEMPTION:** personal float tubes.
- Must be currently registered with the Alaska Division of Motor Vehicles (DMV) and hold a current AK Boat Number or hold a current U.S. Coast Guard (USCG) documentation number.
- Must be registered with the Alaska Department of Fish and Game (ADF&G) and display ADF&G sport fish guide vessel decals with the current year stickers, while operating.
- Vessels borrowed or purchased in-season must adhere to the above criteria and display ADF&G sport fish guide vessel decals and year stickers.
- Current ADF&G vessel decals and year stickers validate vessel registration for the season.

**Upon registration, each vessel is issued two charter vessel decals (if necessary) and two current year stickers.**

## VESSEL DECALS/YEAR STICKERS

- One set of ADF&G decals will be issued per registered vessel (if necessary). Each vessel will also be issued two year stickers upon annual registration.
- Decals must be displayed and visible on each side of the vessel. Decals do not have to be applied directly to the hull of the vessel. Decals can be adhered to wood, fiberglass or plexiglas<sup>®</sup> which in turn is secured to each side of the vessel.
- Decals can be transferred from one vessel to another, as long as the receiving vessel has a current AK registration number from DMV or a USCG documentation number and has been registered with ADF&G.
- Decals are designed to withstand several years of use. Year stickers will be issued as vessels are registered. Year stickers are to be adhered directly to the decal in the designated area.

## CONTACT INFORMATION

For questions or to register a different vessel during the season, please contact:  
Division of Sport Fish, Guide Registration and Logbook Program in Anchorage, Alaska at  
(907) 267-2369, or (907) 267-2299, or [dfg.dsf.guides@alaska.gov](mailto:dfg.dsf.guides@alaska.gov).

## WHAT A GUIDE MUST HAVE IN POSSESSION WHILE GUIDING

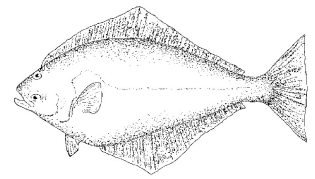
While providing sport fishing guide services, a sport fishing guide shall have the following readily available for inspection, by request, of a representative of the Department of Fish and Game, Fish and Game peace officer, or law enforcement representative of the State, NOAA, or USCG:

- A current sport fishing guide registration issued by ADF&G;
- A copy of the current ADF&G sport fishing business registration of the guide's employer;
- Current Alaska sport fishing license, tags, stamps or permits that are required to engage in the sport fishery for which the guide services are being provided.
- An identification card issued to the sport fishing guide by a state or federal agency that bears a photo of the sport fishing guide. The identification card **MUST** match the name on the guide license;





# 2025 SALTWATER CHARTER VESSEL REGISTRATION INSTRUCTIONS



## VESSEL REGISTRATION

The following applies to all powered and non-powered vessels being used to conduct guided sport fishing activities:

- For vessel registration purposes, a vessel is defined as any watercraft used or capable of being used as a means of transportation on water. REGISTRATION EXEMPTION: personal float tubes.
- Must be currently registered with the Alaska Division of Motor Vehicles (DMV) and hold a current AK Boat Number or hold a current U.S. Coast Guard (USCG) documentation number.
- Must be registered with the Alaska Department of Fish and Game (ADF&G) and display ADF&G sport fish guide vessel decals with the current year stickers, while operating.
- Vessels borrowed or purchased in-season must adhere to the above criteria and display ADF&G sport fish guide vessel decals and year stickers.
- Current ADF&G vessel decals and year stickers validate vessel registration for the season.

**Upon registration, each vessel is issued two charter vessel decals (if necessary) and two current year stickers.**

## VESSEL DECALS/YEAR STICKERS

- One set of ADF&G decals will be issued per registered vessel (if necessary). Each vessel will also be issued two year stickers upon annual registration.
- Decals must be displayed and visible on each side of the vessel. Decals do not have to be applied directly to the hull of the vessel. Decals can be adhered to wood, fiberglass or plexiglas® which in turn is secured to each side of the vessel.
- Decals can be transferred from one vessel to another, as long as the receiving vessel has a current AK registration number from DMV or a USCG documentation number and has been registered with ADF&G.
- Decals are designed to withstand several years of use. Year stickers will be issued as vessels are registered. Year stickers are to be adhered directly to the decal in the designated area.

## CONTACT INFORMATION

For questions or to register a different vessel during the season, please contact:  
Division of Sport Fish, Guide Registration and Logbook Program in Anchorage, Alaska at  
(907) 267-2369, or (907) 267-2299, or [dfg.dsf.guides@alaska.gov](mailto:dfg.dsf.guides@alaska.gov).

## WHAT A GUIDE MUST HAVE IN POSSESSION WHILE GUIDING

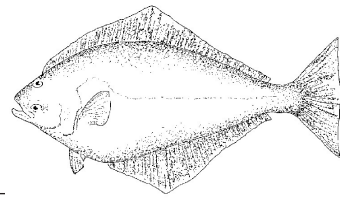
While providing sport fishing guide services, a sport fishing guide shall have the following readily available for inspection, by request, of a representative of the Department of Fish and Game, Fish and Game peace officer, or law enforcement representative of the State, NOAA, or USCG:

- A current sport fishing guide registration issued by ADF&G;
- A copy of the current ADF&G sport fishing business registration of the guide's employer;
- Current Alaska sport fishing license, tags, stamps or permits that are required to engage in the sport fishery for which the guide services are being provided.
- An identification card issued to the sport fishing guide by a state or federal agency that bears a photo of the sport fishing guide. The identification card MUST match the name on the guide license;
- The eLogbook for the business the guide is employed by OR and active eLogbook backup/transcription logbook page.
- Per federal regulation, a saltwater charter eLogbook or eLogbook backup/transcription logbook if halibut are being harvested. Other agencies, such as the USCG or National Marine Fisheries Service, may have additional requirement. It is your responsibility to determine and follow these requirements.





# 2025 SALTWATER CHARTER VESSEL REGISTRATION INSTRUCTIONS



## VESSEL REGISTRATION

The following applies to all powered and non-powered vessels being used to conduct guided sport fishing activities:

- For vessel registration purposes, a vessel is defined as any watercraft used or capable of being used as a means of transportation on water. REGISTRATION EXEMPTION: personal float tubes.
- Must be currently registered with the Alaska Division of Motor Vehicles (DMV) and hold a current AK Boat Number or hold a current U.S. Coast Guard (USCG) documentation number.
- Must be registered with the Alaska Department of Fish and Game (ADF&G) and display ADF&G sport fish guide vessel decals with the current year stickers, while operating.
- Vessels borrowed or purchased in-season must adhere to the above criteria and display ADF&G sport fish guide vessel decals and year stickers.
- Current ADF&G vessel decals and year stickers validate vessel registration for the season.

**Upon registration, each vessel is issued two charter vessel decals (if necessary) and two current year stickers.**

## VESSEL DECALS/YEAR STICKERS

- One set of ADF&G decals will be issued per registered vessel (if necessary). Each vessel will also be issued two year stickers upon annual registration.
- Decals must be displayed and visible on each side of the vessel. Decals do not have to be applied directly to the hull of the vessel. Decals can be adhered to wood, fiberglass or plexiglas<sup>®</sup> which in turn is secured to each side of the vessel.
- Decals can be transferred from one vessel to another, as long as the receiving vessel has a current AK registration number from DMV or a USCG documentation number and has been registered with ADF&G.
- Decals are designed to withstand several years of use. Year stickers will be issued as vessels are registered. Year stickers are to be adhered directly to the decal in the designated area.

## CONTACT INFORMATION

For questions or to register a different vessel during the season, please contact:  
Division of Sport Fish, Guide Registration and Logbook Program in Anchorage, Alaska at  
(907) 267-2369, or (907) 267-2299, or [dfg.dsf.guides@alaska.gov](mailto:dfg.dsf.guides@alaska.gov).

## WHAT A GUIDE MUST HAVE IN POSSESSION WHILE GUIDING

While providing sport fishing guide services, a sport fishing guide shall have the following readily available for inspection, by request, of a representative of the Department of Fish and Game, Fish and Game peace officer, or law enforcement representative of the State, NOAA, or USCG:

- A current sport fishing guide registration issued by ADF&G;
- A copy of the current ADF&G sport fishing business registration of the guide's employer;
- Current Alaska sport fishing license, tags, stamps or permits that are required to engage in the sport fishery for which the guide services are being provided.
- An identification card issued to the sport fishing guide by a state or federal agency that bears a photo of the sport fishing guide. The identification card MUST match the name on the guide license;
- The eLogbook for the business the guide is employed by OR and active eLogbook backup/transcription logbook page.
- Per federal regulation, a saltwater charter eLogbook or eLogbook backup/transcription logbook if halibut are being harvested. Other agencies, such as the USCG or National Marine Fisheries Service, may have additional requirement. It is your responsibility to determine and follow these requirements.





# 2025 SPORT FISH BUSINESS OWNER/GUIDE REGISTRATION APPLICATION

Alaska Department of Fish and Game / Division of Sport Fish - RTS  
333 Raspberry Road, Anchorage, Alaska 99518-1565  
Telephone: (907) 267-2369 or (907) 267-2299  
<http://www.adfg.alaska.gov/index.cfm?adfg=prolicenses.sportfishguides>

**Temporary  
Registration #**

This **TEMPORARY REGISTRATION** is good for 21 days from date signed by ADFG REPRESENTATIVE.

### CHECK ONE:

- Guide Only Registration** (complete sections A and C)
- Business Owner Registration** (complete sections A and B)
- Combined Business/Guide Registration\*** (complete sections A, B, and C)

\*An agent for a business cannot apply as a guide on a Combined Business/Guide Registration.

Check if you were registered  
 in previous years

APPLICATION  
MUST BE  
STAMPED BY  
ADF&G TO BE  
VALID

## INSTRUCTIONS ON BACK OF FORM

### SECTION A: ALL APPLICANTS COMPLETE THIS SECTION

Name of Business Owner or Guide: \_\_\_\_\_  
*Last First MI*

Permanent Mailing Address: \_\_\_\_\_  
*PO Box or Street Address City State Zip*

Telephone Number: (\_\_\_\_) \_\_\_\_\_ In-Season Telephone Number: (\_\_\_\_) \_\_\_\_\_

Mail Card Here: \_\_\_\_\_  
*(If different than permanent) PO Box or Street Address City State Zip*

Email Address: \_\_\_\_\_  
**Your Registration Card(s) will be emailed to you within 21 days.  
Please email [dfg.dsf.guides@alaska.gov](mailto:dfg.dsf.guides@alaska.gov) or call (907) 267-2369  
if you would like a hardcopy of your registration(s) sent to you.**

### SECTION B: TO BE COMPLETED BY THE BUSINESS OWNER OR THEIR AGENT

**BUSINESS INFORMATION:** An agent for a business cannot apply as a guide on a Combined Business/Guide Registration.

Name of Business: \_\_\_\_\_

State of Alaska Business License Number: \_\_\_\_\_ Expiration Date: Mo/Date/Yr

Name of Business Owner: \_\_\_\_\_

\*Saltwater operators: Please obtain logbooks for your business from an ADF&G office prior to commencing guiding activities.

\*Freshwater operators: Remember to register ALL your vessels with ADF&G prior to commencing guiding activities.

### SECTION C: TO BE COMPLETED BY THE GUIDE OR THEIR AGENT

2025 Alaska Sport Fishing License #: \_\_\_\_\_ Date of Birth: Mo/Date/Yr

### SIGNATURE OF BUSINESS OWNER/AGENT or GUIDE:

I hereby certify that all information is true and correct and that I understand this information is subject to public disclosure. (NOTE: Making a false statement or omitting a material fact is subject to a maximum penalty of \$10,000 or 1 year imprisonment, or both, per AS 11.56.210.)

**X** \_\_\_\_\_ **Circle one:** Applicant or Agent Date: Mo/Date/Yr

This TEMPORARY REGISTRATION must be signed and stamped by an ADF&G employee and in your possession before guiding activities begin.

Name of ADF&G Representative (print): \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Place of Issue: \_\_\_\_\_



# INSTRUCTIONS FOR THE 2025 SPORT FISH BUSINESS OWNER/GUIDE REGISTRATION

**Attention:** *The following will apply without exception:*

1. All applicable sections of the registration must be complete and legible prior to ADF&G validation. No “pending,” “unknowns,” or blanks will be accepted.
2. Incomplete registration forms will be returned, resulting in a processing delay.
3. A signature is required.
4. This is a temporary registration that expires in 21 days. Your wallet-sized registration card(s) will be emailed to you. You may reply to the email to request a hard copy, which will be mailed to you within 2 business days.
5. There may be additional state and federal requirements to operate as a business or guide. It is your responsibility to determine what those requirements are.

## **INSTRUCTIONS:**

**SECTION A:** ALL applicants must complete this section.

**SECTION B: BUSINESS OWNER OR THEIR AGENT:** Complete this section if you are the owner/agent of the sport fishing business. This section should be filled out even if the owner does not intend to personally guide clients. An agent for this business **CANNOT** apply as a guide on the same registration. A separate registration application must be submitted.

### **IMPORTANT NOTICE TO BUSINESS OWNERS**

State regulation (5 AAC 75.075) requires all business owners providing sport fishing guide services in Alaska to register with the Department of Fish and Game ***before*** guiding services begin. All business owners are required to register all charter vessels with ADF&G prior to commencement of guiding activities. Saltwater operators are also required to acquire logbook(s) before starting guiding operations. ***Guides must have a copy of the business owner's ADF&G business registration in their possession while guiding.***

**SECTION C: GUIDES:** Complete this section if you intend to guide for a sport fish operation owned by someone other than you, or if you are a business owner who also intends to guide (owner/operator).

**U.S. COAST GUARD OPERATOR'S LICENSE:** A registered sport fish guide operating a motorized vessel with clients or transporting clients in a motorized vessel on navigable waters must have a USCG operator's license in their possession. If you are not sure of the particular USCG operator's license you need, you can contact USCG at (907) 271-6736 (option 5). To check on navigable waters, call USCG at (907) 428-4200 (option 4 – Prevention) then (option 5 – Waterways).

### **IMPORTANT NOTICE TO GUIDES**

State regulation (5 AAC 75.075) requires all guides providing sport fishing guide services in Alaska to register with the Department of Fish and Game ***before*** guiding activities begin.

### **WHAT A GUIDE MUST HAVE IN POSSESSION WHILE GUIDING**

A sport fish business owner or guide should be able to present all documents required for registration upon request by a representative of the Department of Fish and Game, peace officer of the state, or law enforcement representative of the National Marine Fisheries Service. While engaged in sport fishing guide services, a sport fishing guide shall have the following readily available for inspection.

- A current sport fishing guide registration;
- A copy of the current ADF&G sport fishing business registration of the guide's employer;
- A current Alaska sport fishing license and applicable tags, stamps, or permits that are required to engage in the sport fishery for which the guide services are being provided;
- An identification card issued to the sport fishing guide by a state or federal agency that bears a photo of the sport fishing guide
- If operating in saltwater, a current years' logbook



# 2025 SPORT FISH BUSINESS OWNER/GUIDE RENEWAL REGISTRATION APPLICATION

Alaska Department of Fish and Game / Division of Sport Fish - RTS  
333 Raspberry Road, Anchorage, Alaska 99518-1565  
Telephone: (907) 267-2369 or (907) 267-2299  
<http://www.adfg.alaska.gov/index.cfm?adfg=prolicenses.sportfishguides>

**Registration #  
TO BE ASSIGNED**

### CHECK ONE:

- Guide Only Registration (complete sections A and C)**
- Business Owner Registration (complete sections A and B)**
- Combined Business/Guide Registration\* (complete sections A, B, and C)**

*\*An agent for a business cannot apply as a guide on a Combined Business/Guide Registration.*

Check if you have registered in previous years

*This is a renewal registration application only. Complete this application and return it to the Anchorage Fish & Game address located at the top of this form.*

*Allow 21 days for processing.*

## INSTRUCTIONS ON BACK OF FORM

### SECTION A: ALL APPLICANTS COMPLETE THIS SECTION

Name of Business Owner or Guide: \_\_\_\_\_  
*Last First MI*

Permanent Mailing Address: \_\_\_\_\_  
*PO Box or Street Address City State Zip*

Telephone Number: (\_\_\_\_\_) \_\_\_\_\_ In-Season Telephone Number: (\_\_\_\_\_) \_\_\_\_\_

Mail Card Here: \_\_\_\_\_  
*(If different than permanent) PO Box or Street Address City State Zip*

Email Address: \_\_\_\_\_

**Your Registration Card(s) will be emailed to you within 21 days. Please email [dfg.dsf.guides@alaska.gov](mailto:dfg.dsf.guides@alaska.gov) or call (907) 267-2369 if you would like a hardcopy of your registration(s) sent to you.**

### SECTION B: TO BE COMPLETED BY THE BUSINESS OWNER OR THEIR AGENT

**BUSINESS INFORMATION: An agent for a business cannot apply as a guide on a Combined Business/Guide Registration.**

Name of Business: \_\_\_\_\_

State of Alaska Business License Number: \_\_\_\_\_ Expiration Date: Mo/Date/Yr

Name of Business Owner: \_\_\_\_\_

*\*Saltwater operators: Please obtain logbooks for your business from an ADF&G office prior to commencing guiding activities.*

*\*Freshwater operators: Remember to register ALL your vessels with ADF&G prior to commencing guiding activities.*

### SECTION C: TO BE COMPLETED BY THE GUIDE OR THEIR AGENT

2025 Alaska Sport Fishing License #: \_\_\_\_\_ Date of Birth: Mo/Date/Yr

### SIGNATURE OF BUSINESS OWNER/AGENT or GUIDE:

I hereby certify that all information is true and correct and that I understand this information is subject to public disclosure.

(NOTE: Making a false statement or omitting a material fact, is subject to a maximum penalty of \$10,000 or 1 year imprisonment, or both, per AS 11.56.210.)

**You are not allowed to operate until you receive your 2025 registration card**

**X** \_\_\_\_\_ **Circle one:** Applicant or Agent **Date:** Mo/Date/Yr



# INSTRUCTIONS FOR THE 2025 SPORT FISH BUSINESS OWNER/GUIDE RENEWAL REGISTRATION APPLICATION

**Attention:** *The following will apply without exception:*

1. All applicable sections of the registration must be complete and legible prior to ADF&G validation. No “pending,” “unknowns,” or blanks will be accepted.
2. Incomplete registration forms will be returned, resulting in a processing delay.
3. A signature is required.
4. This is a registration application only. Your wallet-sized registration card(s) will be emailed within 21 days. You may reply to the email to request a hard copy, which will be mailed to you within 2 business days.
5. There may be additional state and federal requirements to operate as a business or guide. It is your responsibility to determine what those requirements are.

## **INSTRUCTIONS:**

**SECTION A:** ALL applicants must complete this section.

**SECTION B: BUSINESS OWNER OR THEIR AGENT:** Complete this section if you are the owner/agent of the sport fishing business. This section should be filled out even if the owner does not intend to personally guide clients. An agent for this business **CANNOT** apply as a guide on the same registration. A separate registration application must be submitted.

### **IMPORTANT NOTICE TO BUSINESS OWNERS**

State regulation (5 AAC 75.075) requires all business owners providing sport fishing guide services in Alaska to register with the Department of Fish and Game **before** guiding services begin. All business owners are required to register all charter vessels with ADF&G prior to commencement of guiding activities. Saltwater operators are also required to acquire logbook(s) before starting guiding operations. ***Guides must have a copy of the business owner's ADF&G business registration in their possession while guiding.***

**SECTION C: GUIDES:** Complete this section if you intend to guide for a sport fish operation owned by someone other than you, or if you are a business owner who also intends to guide (owner/operator).

**U.S. COAST GUARD OPERATOR'S LICENSE:** A registered sport fish guide operating a motorized vessel with clients or transporting clients in a motorized vessel on navigable waters must have a U.S.C.G. operator's license in their possession. If you are not sure of the particular U.S.C.G. operator's license you need, you can contact U.S.C.G. at (907) 271-6736 (option 5). To check on navigable waters, call U.S.C.G. at (907) 428-4200 (option 4 – Protection) then (option 5 – Waterways).

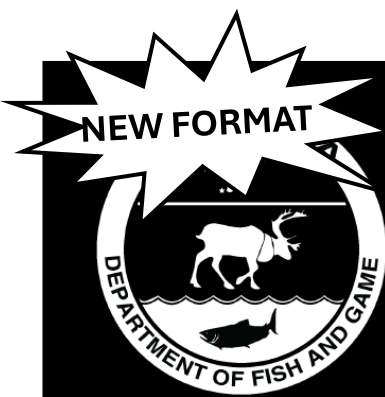
### **IMPORTANT NOTICE TO GUIDES**

State regulation (5 AAC 75.075) requires all guides providing sport fishing guide services in Alaska to register with the Department of Fish and Game **before** guiding activities begin.

### **WHAT A GUIDE MUST HAVE IN POSSESSION WHILE GUIDING**

A sport fish business owner or guide should be able to present all documents required for registration upon request by a representative of the Department of Fish and Game, peace officer of the state, or law enforcement representative of the National Marine Fisheries Service. While engaged in sport fishing guide services, a sport fishing guide shall have the following readily available for inspection.

- A current sport fishing guide registration;
- A copy of the current ADF&G sport fishing business registration of the guide's employer;
- A current Alaska sport fishing license and applicable tags, stamps, or permits that are required to engage in the sport fishery for which the guide services are being provided;
- An identification card issued to the sport fishing guide by a state or federal agency that bears a photo of the sport fishing guide;
- If operating in saltwater, a current years' logbook (paper or electronic)



# eLogbook Backup/Transcription Logbook for Saltwater Charter Operators

State of Alaska Department of Fish & Game  
Division of Sport Fish

**ATTENTION:** In 2025, eLogbooks will be **REQUIRED** to be used by **ALL BUSINESSES** operating in **ALASKA SALTWATERS** to report their sport fish guiding activity. If you have additional questions, please contact Ben Jevons ([ben.jevons@alaska.gov](mailto:ben.jevons@alaska.gov); 907-267-2299) or Tom Taube ([tom.taube@alaska.gov](mailto:tom.taube@alaska.gov); 907-465-6184).

### **IMPORTANT:**

This book no longer serves as proof of vessel registration with ADF&G. You will be **emailed your 2025 ADF&G charter vessel registration(s). Year stickers can be mailed to the applicant or picked up in an ADF&G Area Office.**

This book is to be used for:

- Backup in the event of eLogbook equipment failure or,
- To enter trip data while operating for later transcription\* into the eLogbook (see page i for transcription instructions).

**\*\*\*DO NOT MAIL THESE PAGES TO ADF&G\*\*\***

You will also be emailed a printable copy of the 2025 eLogbook backup/transcription page along with your 2025 vessel registration.

Before operating, please fill out the information below:

**BUSINESS NAME:** \_\_\_\_\_

**ADFG BL#:** \_\_\_\_\_

**VESSEL NAME:** \_\_\_\_\_

**VESSEL REGISTRATION (DMV or USCG NO.):** \_\_\_\_\_

### *Inspection:*

*When in use, this logbook must be presented for inspection, upon request, to any representative of the Department of Fish and Game, Fish and Game peace officer, or law enforcement representative of the State, NOAA, or USCG.*

<b>Monday to Sunday Activity During the week of:</b>	<b><u>Uploaded to ADF&amp;G by:</u></b>
January 1 – March 30	April 7, 2025
March 31 – April 6	April 14, 2025
April 7 – April 13	April 22, 2025
April 14 – April 20	April 28, 2025
April 21 – April 27	May 5, 2025
April 28 – May 4	May 12, 2025
May 5 – May 11	May 19, 2025
May 12 – May 18	May 27, 2025
May 19 – May 25	June 2, 2025
May 26 – June 1	June 9, 2025
June 2 – June 8	June 16, 2025
June 9 – June 15	June 23, 2025
June 16 – June 22	June 30, 2025
June 23 – June 29	July 7, 2025
June 30 – July 6	July 14, 2025
July 7 – July 13	July 21, 2025
July 14 – July 20	July 28, 2025
July 21 – July 27	August 4, 2025
July 28 – August 3	August 11, 2025
August 4 – August 10	August 18, 2025
August 11 – August 17	August 25, 2025
August 18 – August 24	September 2, 2025
August 25 – August 31	September 8, 2025
September 1 – September 7	September 15, 2025
September 8 – September 14	September 22, 2025
September 15 – September 21	September 29, 2025
September 22 – September 28	October 6, 2025
September 29 – October 5	October 14, 2025
October 6 – October 12	October 20, 2025
October 13 – October 19	October 27, 2025
October 20 – October 26	November 3, 2025
October 27 – November 2	November 10, 2025
November 3 – November 10	November 17, 2025
November 11 – November 17	November 24, 2025
November 18 – November 24	December 1, 2025
November 25 – December 1	December 8, 2025
December 2 – December 8	December 16, 2025
December 9 – December 15	December 22, 2025
December 16 – December 22	December 29, 2025
December 23 – December 31	January 5, 2026

## IMPORTANT:

- Any data recorded in this book must be entered into the eLogbook and submitted by the date located in the ADF&G Submittal Schedule (available here or in eLogbook help menu)
- The data must be transcribed correctly and accurately. Changes between the original document and the eLogbook must be noted in the original document.
- If you are transcribing, retain the paper pages for **two years**.
- Per Federal Regulation: Halibut retained in IPHC area 2C or 3A must be certified (initialed) prior to the end of the trip. **If transcribing**, please have anglers certify on this page and **use the guide’s initials in the eLogbook**. Do not use the angler’s initials when transcribing into the eLogbook. Retain this page for 2 years for proof of halibut certification if transcribing.





# 2025 eLogbook Backup/Transcription Saltwater Sport Fishing Charter Trip Log Page

## TRIP DETAILS

→ **Vessel registration (logbook) number:** \_\_\_\_\_  
(assigned to the business owner by ADF&G see registration document issued to you by ADF&G)

→ **VESSEL NAME:** \_\_\_\_\_

→ **2025 BUSINESS REGISTRATION BL#:** \_\_\_\_\_  
(assigned to the business owner by ADF&G)

→ **2025 GUIDE REGISTRATION GL#:** \_\_\_\_\_  
(assigned to you by ADF&G)

→ **DATE/TIME FISHED:** \_\_\_\_ / \_\_\_\_ 2025  AM  PM  
(month) (day) (hr trip ended)

→ **LOCATION OF OFF-LOADING:** \_\_\_\_\_  
(where fish or clients were offloaded from vessel)

**NEW** **Recreational Quota Entity (RQE) Stamp Validation:**

An RQE halibut stamp is required for all charter vessel anglers over 18 years of age who intend to retain halibut in IPHC regulatory areas 2C or 3A. Halibut stamps must be recorded prior to fishing.

Do your anglers intend to retain Halibut?  YES  NO

If YES, how many RQE stamps are needed? \_\_\_\_\_

→ **CHARTER HALIBUT PERMIT (CHP) NUMBER(S):** \_\_\_\_\_

→ **GUIDED ANGLER FISH (GAF) PERMIT NUMBER(S):** \_\_\_\_\_

→ **TARGETED SPECIES / LOCATION FISHED:**

**Salmon** \_\_\_\_\_  
(primary statistical area) (hrs fished)

**Bottomfish** \_\_\_\_\_  
(primary statistical area) (hrs fished)

**NEW** **Shellfish Data Collection:** Will you be crabbing this trip?  YES  NO

**Location fished:** \_\_\_\_\_  
(primary bottomfish statistical area)

Vessel Harvest	Dungeness	King	Tanner

### ANGLER DETAILS

Complete one row below for each angler who fished this trip. Record sport fishing license number, printed name, and Alaska residency for all anglers. Write "youth" as license number for anglers not required to license.	AK Resident	Non-Resident	Comped	Captain or Crew	Kept or Released	SALMON						BOTTOMFISH								
						King (28" or larger)	King (under 28")	Coho	Sockeye	Other Salmon	Halibut	GAF Halibut	Lingcod	Pelagic Rockfish	Yelloweye Rockfish	Nonpelagic Rockfish (excluding Yelloweye)	Sablefish (Black Cod)	Salmon Shark		
1. _____ ADF&G sport fishing license _____ first name / last name	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/> K															

CERTIFICATION: I certify that the information provided herein is accurate and true. Falsification or omission of information on this form is punishable under AS 11.56.210(a) and 5 AAC 75.076

**X** **GUIDE SIGNATURE** **PAGE** **OF**





# ALASKA SALTWATER CHARTER BUSINESS & GUIDES: RULES AND INSTRUCTIONS

**THIS DOCUMENT CONTAINS HELPFUL INFORMATION AND INSTRUCTIONS ON REGISTRATION REQUIREMENTS AND TRIP REPORTING FOR BUSINESSES AND GUIDES ENGAGED IN CHARTER FISHING ACTIVITY IN ALASKA SALTWATER.**

**THESE PROCEDURES ARE SUBJECT TO CHANGE, PLEASE REVIEW ANNUALLY WHEN REGISTERING FOR THE SEASON**

**For assistance, please contact the Guide Registration and Logbook Programs:**

**Registrations:**

**Tel: (907) 267-2369, or (907) 267-2299**

**email: [dfg.dsf.guides@alaska.gov](mailto:dfg.dsf.guides@alaska.gov)**

**eLogbooks and Tech Support:**

**Tel: (907)267-2337, or (907) 267-2299**

**email: [dfg.dsf.logbooks@alaska.gov](mailto:dfg.dsf.logbooks@alaska.gov)**

## WHAT'S NEW IN 2025?



**NEW**

### eLOGBOOKS

All saltwater charter activity in Alaska must be reported using the eLogbook. You **may** use the eLogbook backup/transcription logbook (paper) document to record trip activity while operating. Trips **must** be entered into the eLogbook and uploaded to ADF&G by the deadline specified in the submittal schedule (found in the front cover of the eLogbook backup/transcription logbook and the help menu of the eLogbook Entry Application).

### REGISTRATION CHANGES/UPDATES

We have significantly updated the vessel registration process:

- Vessels can be registered online through the ADF&G Store.
- You no longer “sign out” a logbook to register your vessel.
- Paper Logbooks are now strictly for backup/transcription and are not proof of registration.
- Vessel registrations will be emailed to the applicant.
- Decals and year stickers can be obtained by mail or picked up in an ADF&G area office (present the temp vessel registration obtained online when applying through the ADF&G Store).

### DATA COLLECTION

We are collecting new data:

- Recreational quota entity (RQE) validation (see Federal Regulations on page iv).
- Shellfish (crab) trips (see page viii for further details).

**RESPONSIBILITY OF BUSINESS OWNER & GUIDE**

Guides are responsible for recording sport fishing guide activity in the manner specified in these instructions. Whether reporting on paper and transcribing to eLogbook, or entering into eLogbook directly, you must certify your trip before offloading fish or clients (if no fish were caught).

ADF&G registered business owners are responsible for:

- Registering all vessels used in guided sport fishing activities;
- Ensuring guides have access to a functioning device for use with the eLogbook, or entering their trips into a functioning device containing the business' eLogbook link;
- Reporting eLogbook information and uploading to the Department for fishing activities from January 1, 2025 through December 31, 2025 for each sport fishing guide they employ in accordance with the submittal schedule.

**WHAT A GUIDE MUST HAVE IN POSSESSION WHILE GUIDING**

While providing sport fishing guide services, a sport fishing guide shall have the following readily available for inspection, by request, of a representative of the Department of Fish and Game, Fish and Game peace officer, or law enforcement representative of the State, NOAA, or USCG:

- A current sport fishing guide registration issued by ADF&G;
- A copy of the current ADF&G sport fishing business registration of the guide's employer;
- A current Alaska sport fishing license, tags, stamps or permits that are required to engage in the sport fishery for which the guide services are being provided;
- An identification card issued to the sport fishing guide by a state or federal agency that bears a photo of the sport fishing guide. The identification card **MUST** match the name on the guide license;
- The eLogbook for the business the guide is employed by OR and active eLogbook backup/transcription logbook page;
- Per federal regulation, a saltwater charter eLogbook or eLogbook backup/transcription logbook if halibut are being harvested. Other agencies, such as the USCG or National Marine Fisheries Service, may have additional requirements. It is your responsibility to determine and follow these requirements.

**VESSEL REGISTRATION**

All vessels used in sport fish guide activities must be registered with ADF&G. All vessels must have current vessel registration (DMV or USCG No.) prior to registering with ADF&G.

**ONLINE VESSEL REGISTRATION AND VESSEL DECAL/YEAR STICKERS**

One set of ADF&G decals will be issued per registered vessel. Decals can be transferred from one vessel to another as long as the receiving vessel has current vessel registration (DMV or USCG No.). One set of annual ADF&G year stickers will be issued per registered vessel.

**NEW** **Vessel registration is now available online through the ADF&G online store.**  
 Decals and year stickers can be mailed or picked up in-person at an ADF&G area office.  
 If registering online and picking up decals/stickers, please bring the temporary registration as proof of registration and present it to ADF&G staff.

You will receive an email with your temporary registration details within a few minutes.



## INSTRUCTIONS FOR COMPLETING 2025 SALTWATER CHARTER TRIP ENTRIES

### PAPER LOGBOOKS AND eLOGBOOK TRANSITION

Beginning in 2021, any sport fish guide business operating in Southeast Alaska Saltwaters was required to use eLogbook to report their sport fish guiding activity. Beginning in 2025, any sport fish guide business operating in Alaskan Saltwaters throughout the state are required to use eLogbook to report their sport fishing guiding activity. For details on the regulations, statutes, and justification for the transition, please contact the Guide Registration and Logbook Programs for further details: [dfg.dsf.guides@alaska.gov](mailto:dfg.dsf.guides@alaska.gov)

### eLOGBOOK ISSUES AND TECHNICAL SUPPORT

If you encounter issues with the device you are using your eLogbook on, or are having technical issues with the eLogbook itself, please use the eLogbook backup/transcription logbook pages while operating and contact ADF&G by the next business day. If you are operating during regular business hours and are unable to call, please send an email and we will get in touch with you as soon as possible.

PLEASE DO NOT MAIL THESE BACKUP PAGES IN.

THESE ENTRIES MUST BE TRANSCRIBED TO THE eLOGBOOK ONCE THE ISSUES ARE RESOLVED.

For troubleshooting tips and informational FAQs see:

Videos: <https://www.adfg.alaska.gov/index.cfm?adfg=SFGuidesLicense.eLogbook>  
FAQs: <https://www.adfg.alaska.gov/index.cfm?adfg=SFGuidesLicense.LogbookFAQ>

ADF&G technical support:

Tel: 907-267-2337 or 907-267-2299

Email: [kayla.buster@alaska.gov](mailto:kayla.buster@alaska.gov) or [ben.jevons@alaska.gov](mailto:ben.jevons@alaska.gov)

### TRANSCRIBING FROM PAPER BACKUP/TRANSCRIPTION PAGES TO eLOGBOOK

In addition to a printed paper eLogbook backup/transcription logbook, a temporary printable .pdf backup/transcription logbook page was issued to the business when registering the vessels, and an annual backup/transcription logbook page emailed to the owner when the registration was processed. You may print these pages and use them while operating, then later enter the data into the eLogbook if you wish. Data must be accurately transcribed from these pages to the eLogbook in a timely manner that allows the trips to be uploaded according to the submittal schedule.

If you have any questions or issues copying trips from paper to eLogbook, contact ADF&G technical support:

Tel: 907-267-2337 or 907-267-2299

Email: [kayla.buster@alaska.gov](mailto:kayla.buster@alaska.gov) or [ben.jevons@alaska.gov](mailto:ben.jevons@alaska.gov)

### TRANSCRIBING ANGLER HALIBUT SIGNATURES

DO NOT initial for the angler, instead use the initials of the guide. This protects the guide and you from forging angler signatures electronically and notifies ADF&G that the records were transcribed from a paper page.

### UPLOAD eLOGBOOK TRIPS WEEKLY

Fishing activity must be uploaded to ADF&G servers according to the timeline specified in the submittal schedule. If transcribing, the trips must be entered (not uploaded) to your Entry application by midnight on the day the trip took place. All trips must be reported using eLogbook, **paper pages will not be accepted**

### WHEN AND HOW TO COMPLETE AN eLOGBOOK ENTRY OR TRANSCRIPTION PAGE

A Charter Vessel Fishing Trip is defined as the time period between the first deployment of fishing gear from a vessel providing sport fishing guide services, and the offloading of one or more anglers or any harvested fish from the vessel. A trip that does not include any paying clients, and is completed with “comped anglers” without the guide receiving ANY tips or other compensation, is NOT considered a chartered trip. In this case, an eLogbook entry should not be completed and submitted to ADF&G. If a guide is present during a private fishing trip, the guide may be compensated for actual daily expenses for fuel, food, or bait. In this case, an eLogbook entry should not be completed or submitted to ADF&G. However, if the guide receives any other compensation for assisting anglers, such as daily wages, tips, moorage fees, etc. from a registered fishing service or from clients, an eLogbook entry should be completed and submitted to ADF&G.

Additional information about regulations and definitions related to guide and business registration and guiding can be found at: <http://www.adfg.alaska.gov/index.cfm?adfg=SFGuidesLicense.Businesslicense>

## INSTRUCTIONS FOR COMPLETING 2025 SALTWATER CHARTER TRIP ENTRIES

### Before a Trip begins a Guide Must Record:

- The 2025 sport fishing license number, permanent identification number (PID), or disabled veteran (DAV) license number for anyone that will fish during any part of the trip, including paying and non-paying (comped) anglers and crew.
- The first and last name of each angler in the space provided below their license number.
- The word "Youth" in the fishing license space along with the first and last name, on the name line, for resident anglers under the age of 18 and non-resident anglers under the age of 16. Multiple youth anglers on a trip should be recorded as Youth 1, Youth 2 etc.

### COMPLETE TRIP ENTRIES THROUGH THE LAST CHARTER TRIP OF THE SEASON IN THE FOLLOWING MANNER

#### Returning to Dock or Mothership:

- Complete and certify the trip before offloading any fish from the vessel. If no fish were kept, complete and certify the trip before offloading any clients.

#### No Docking Facilities (e.g. trailered vessels)

- Complete and certify the trip before the vessel or guide departs the launch/landing site AND before offloading any fish from the vessel.
- If no fish were kept, complete and certify the trip before the vessel or guide departs the launch/landing site.

#### No Vessel Used (aircraft, highway vehicles, walk-in, ATV, etc.):

- Complete and certify the trip before the guide leaves the fishing site. Fishing site is defined as the location where the fishing activity took place.

### MULTIPLE TRIPS IN SAME DAY / MULTI-DAY TRIPS

#### Multiple Trips in the Same Day:

- Create a separate trip in the eLogbook, or use a separate backup/transcription page for each trip if multiple trips were taken during the same day. Complete and certify the eLogbook trip page at the end of each trip as described above.

#### Multi-Day Trips:

- Complete and certify the eLogbook trip at the end of each day on which sport fishing guide services were provided. Create a new entry for each day of the trip. Record the port or community of offloading at the end of the multiple-day trip, not the port or location where the vessel anchored or moored each night. For example, for a five-day trip with only three days of guided fishing, three eLogbook entries should be submitted, all with different dates fished but with the same port or community of offloading.

### IMPORTANT CONTACTS

#### **ADF&G Contact Information:**

Division of Sport Fish,  
Guide License and Logbook Program:  
333 Raspberry Road  
Anchorage, Alaska

#### **Registrations:**

**Tel: (907) 267-2369**

**email: [dfg.dsf.guides@alaska.gov](mailto:dfg.dsf.guides@alaska.gov)**

#### **eLogbook and Tech Support:**

**Tel: (907)267-2337, or (907) 267-2299**

**email: [dfg.dsf.logbooks@alaska.gov](mailto:dfg.dsf.logbooks@alaska.gov)**

#### **NOAA Contact Information:**

There are numerous differences between State and Federal regulations that govern charter fishing in IPHC areas 2C and 3A, which all operators must be aware of, and operate under. For additional information on federal requirements for charter logbooks and halibut, call NOAA Fisheries Office of Law Enforcement Tel: (907) 586-7225

You must comply with the federal regulations described at:

<https://www.fisheries.noaa.gov/alaska/resources-fishing/sport-halibut-fishing-alaska#guided-sport-halibut-fishing>

and International Pacific Halibut Commission regulations described at:

<https://iphc.int/the-commission/fishery-regulations/>

**FEDERAL REGULATIONS****General Regulations:**

Federal regulations for International Pacific Halibut Commission (IPHC) Area 2C and 3A (1) authorize guided angler fish (GAF) for the Charter halibut fisheries, (2) prohibit the licensed guide and crew members from retaining halibut on any charter vessel fishing trip, (3) require all anglers in IPHC Areas 2C and 3A who harvest (keep) halibut to sign the logbook, (4) require a saltwater charter logbook be on the vessel if halibut are being harvested, and (5) require retention of all logbook pages showing halibut harvest for 2 years after the end of the fishing year for which the logbook was issued.

**Onboard Halibut Consumption:**

Onboard consumption of halibut: Halibut may be filleted into no more than 2 ventral pieces, 2 dorsal pieces, and 2 cheek pieces. Under a new regulation adopted in 2023, one dorsal fillet or one ventral fillet from one halibut may be consumed on the vessel. The remaining pieces from that halibut must remain on the vessel until they are permanently offloaded.

**\*New 2025 Recreational Quota Entity\***

Starting on February 1, 2025 a Charter Halibut Stamp will be required for all charter vessel anglers 18 years of age or older for each day they intend to catch and retain halibut on a charter vessel in International Pacific Halibut Commission Regulatory Areas 2C (Southeast Alaska) and 3A (Southcentral Alaska). Persons who hold either transferable or non-transferable Charter Halibut Permits (CHPs) are responsible for setting up accounts with the National Marine Fisheries Service (NMFS) to purchase and obtain the stamps. The fee is \$20 per stamp. Charter Halibut Stamps will be issued electronically and will be held in the CHP holder's account until they are validated for daily use on charter vessels. Validation of Charter Halibut Stamps will be done on ADF&G saltwater logbooks by charter vessel fishing guides prior to fishing.

The fees collected from Charter Halibut Stamps will be used to fund the expenses of the Recreational Quota Entity, which is authorized to purchase halibut quota shares from the commercial halibut fishery. These quota purchases will result in higher catch limits to the charter fleets in Southeast and Southcentral Alaska.

For more information on setting up Charter Halibut Stamp accounts and for other information on stamp requirements, see: <https://www.fisheries.noaa.gov/alaska/resources-fishing/sport-halibut-fishing-alaska>

# DATA ENTRY INSTRUCTIONS


## TRIP INFORMATION

Vessel Registration (logbook) Number	If using the eLogbook backup/transcription logbook, please ensure you enter the ADF&G vessel registration number for the vessel you are using. You can find this on the registration documents that were emailed to you. If using eLogbook, you do not need to enter this information as it is already contained within your current eLogbook profile for the year.
Vessel Name and AK/USCG#	Enter/select the name and AK/USCG# for the vessel you are using.
Date	Record the month and day for each trip taken. If two or more trips were taken on the same day, that date will appear on all pages for that day.
Hour Trip Ended	Record the hour the trip ended with the offloading of clients and fish. Round to the nearest hour. For example, trips ending from 5:00 pm to 5:30 pm should be logged as 5 pm and trips ending from 5:31 pm to 6:00 pm should be logged as 6 pm. Do not indicate minutes. Fill in the circle for AM or PM. For multi-day trips, record the hour that fishing ended on <u>each day</u> .
Guide Registration Number	The 2025 guide registration number issued by ADF&G to the guide that led the fishing trip.
Charter Halibut Permit (CHP) and Multiple Permits	Record the charter halibut permit (CHP) used for the trip on the logbook page in the space provided. Write the entire CHP as it appears on the permit followed by the letter, i.e., 1234A. If more than one CHP is used during a trip, check the box next to the CHP. Complete a separate page for each CHP used during a trip. Unique trip information for each CHP, along with individual angler and catch information must be recorded for each CHP used. Angler license numbers along with kept and released information should be recorded only ONCE per trip. You MUST record all CHP(s) and CHP Holder names on the front cover of the logbook.
NOAA Guided Angler Fish (GAF) Requirements	If you have a federal guided angler fish (GAF) permit in 2025 and are allowing clients to harvest halibut under the authority of your GAF permit, record the GAF permit number used on each logbook page for trips in which GAF halibut were harvested. If GAF halibut are kept along with non-GAF halibut, record each in its appropriate box.
Location of Off-Loading	Record the port or community where clients and/or fish were off-loaded at the conclusion of the trip. On a multi-day trip, indicate the community where clients and fish will be off-loaded when the trip is finished. If you offload to a mothership at-sea, please write "Mothership". The location where the mothership is anchored (bay, cove, inlet, etc.) may be included after the word "mothership", but is not required. See special instructions for mothership fishing definition.
Primary Statistical Area Fished	Report the 5 or 6-digit statistical area where most of the fish were caught or targeted. Record the statistical area for salmon and/or bottomfish, depending on whether the gear and fishing methods were effectively targeting salmon, bottomfish, or both. Only report statistical areas from maps provided with the logbook for this purpose.
EXAMPLE 1: Only Salmon Targeted	If salmon were targeted, whether any were caught or not, record the statistical area and boat hours fished on the salmon target species line in the trip information section. If bottomfish were caught while targeting salmon only, record the number of bottomfish kept and released in the appropriate columns in the bottomfish portion of the individual angler and catch information section. The statistical area and hours fished should be recorded in the salmon targeted line in the trip information section.
EXAMPLE 2: Only Bottomfish Targeted (incl. Halibut)	If bottomfish were targeted, whether any were caught or not, record the statistical area and boat hours fished on the bottomfish targeted species line in the trip information section. If salmon were caught while targeting bottomfish only, record the number of salmon kept and released in the appropriate columns in the salmon portion of the individual angler and catch information section. The statistical area and hours fished should be recorded in the bottomfish targeted line in the trip information section.
EXAMPLE 3: Salmon and Bottomfish Targeted	Record the statistical area and maximum number of boat hours spent fishing simultaneously for both salmon AND bottomfish on both the salmon and bottomfish

**INSTRUCTIONS FOR COMPLETING 2025 SALTWATER CHARTER TRIP ENTRIES**

	target species lines under “Trip Information”. For example, if mooching or jigging for 7 hours, record 7 hours in the salmon effort row and 7 hours in the bottomfish effort row.
Hours Fished	The number of boat hours for which at least one rod/line was fished. <u>Record only the number of hours spent fishing, DO NOT include the hours spent running to or from fishing areas.</u> Round to the nearest whole hour.
<b>INDIVIDUAL ANGLER INFORMATION</b>	
Sport Fish License No.	Before a guided sport fishing trip begins (see trip definition on page iii), record the 2025 Alaska Sport Fishing License number, resident PID (permanent identification number), or DAV (disabled veteran license number) of each client, comped angler, and crew member that will be fishing. PID and DAV numbers can begin with a P, D, T, or Z. See youth angler instructions below.
Residency	Fill in the circle to indicate <u>AK Resident</u> OR <u>Non-Resident</u> for all anglers, including youth, crew, and “comped” anglers.
“Comped” and Crew Angler Status	<p><u>If applicable</u>, next to each angler license number:</p> <ul style="list-style-type: none"> <li>➤ Fill in the circle if the angler is the guide or a crew member,</li> <li>➤ Fill in the circle if the angler is “comped” (neither the guide service or the guide leading the trip is compensated by the angler).</li> </ul> <p>A crew member includes the licensed guide leading the fishing trip as well as any person who, for compensation or the intent to receive compensation, provides assistance to clients on board the vessel.</p> <p>Federal rules prohibit the licensed guide and crew members from retaining halibut on a charter fishing trip with clients on board in IPHC Area 2C and 3A.</p>
Angler Name	Angler’s first and last name <u>MUST be printed</u> below the angler’s license number
Youth Anglers	For resident anglers under the age of 18 and non-resident anglers under the age of 16, write the word “Youth” in the fishing license space, indicate residency, AND record the first and last name on the name line. If more than one youth angler is on a trip, record them as Youth 1, Youth 2, etc.
Angler Signatures in IPHC Areas 2C and 3A	Federal rules require all anglers who harvest (keep) halibut in IPHC area 2C or 3A to sign the logbook and to verify that their name, license number (if required), and number of halibut kept (retained) are recorded correctly. A signature is also required of youth anglers that keep halibut.
<b>PROXY FISHING INSTRUCTIONS</b>	
Proxy Fishing Per federal regulation: Halibut may not be taken by proxy fishing.	<p>If an angler is proxy fishing for a beneficiary, other than for halibut, that angler <u>must</u> have the fishing license or PID/DAV of the person for whom the angler is fishing, as well as a validated proxy fishing form. Write down the license number of the recipient of the fish (beneficiary), the beneficiary’s first and last name, followed by the word “Proxy” on the signature line.</p> <p>Use two records on the logbook page, one for the angler’s license number and name and the other for the beneficiary’s license number and name. Mark “AK Resident” in the adjacent column for both. Beneficiaries and those fishing for them <u>must</u> both be residents of Alaska.</p> <p>For <u>permanent</u> licenses (residents only), write down the entire license number, including the preceding alpha character, which can be a P, D, T or Z, e.g. Z50148.</p>
<b>RECORDING CATCH INFORMATION</b>	
Recording Catch Information	Indicate the number of fish Kept (retained) and Released (let go) by species or group. Leave the fields BLANK if no fish were kept or released.
Guide Signature	The licensed guide who led the trip with clients on board, <u>MUST</u> sign at the bottom of each page.
Continuing Trip Information	Complete the Page <input type="checkbox"/> of <input type="checkbox"/> if more than one page is required for a trip. For example, if two pages are required to list all anglers, they would be numbered page 1 of 2 and page 2 of 2. The trip information <u>MUST</u> be duplicated on each logbook page used.
<b>SPECIAL INSTRUCTIONS &amp; DEFINITIONS</b>	
Mothership Fishing	Mothership Fishing: when a charter fishing trip occurs on board one vessel and

INSTRUCTIONS FOR COMPLETING 2025 SALTWATER CHARTER TRIP ENTRIES

	clients or fish are offloaded to a separate vessel at-sea at the end of the day. This includes “chase boats”, or vessels that follow larger vessels and provide charter services to clients on board the larger vessel.
Charter Halibut Permit (CHP)	Federal regulations require that if one or more anglers are catching and retaining halibut in IPHC Area 2C or 3A, a valid charter halibut permit (CHP) for the appropriate regulatory area must be on board the vessel at all times. Record the CHP used during a trip on each page. If more than one CHP is used during a trip, check the box next to the CHP. Complete a separate page for each CHP used during a trip. Unique trip information for each CHP, along with individual angler and catch information must be recorded for each CHP used. Angler license numbers along with Kept and Released information should be recorded only ONCE per trip. All CHP and CHP Holder names used during the fishing season MUST appear on the front cover of the logbook. The CHP used during a trip must appear on the individual logbook page. A CHP needs to appear only once on the cover but must be recorded on the logbook page each time it is used.
RQE Validation	Indicate whether you intend to harvest halibut on the trip. Enter the appropriate number of stamps needed for the trip. See Federal Regulations for further details.
NOAA Guided Angler Fish (GAF) Requirements	If you have a federal guided angler fish (GAF) permit in 2024 and are allowing clients to harvest halibut under the authority of your GAF permit along side Non-GAF halibut, record the number of each within the appropriate halibut category. You must record your GAF Permit Number if GAF halibut are kept. See FEDERAL REGULATIONS on page v for Federal GAF program information
IPHC Area 2C/3A Operators (operators who fish both 2C and 3A for Halibut)	Federal regulations prohibit retention of halibut from IPHC Area 2C and 3A during the same charter vessel fishing trip. Contact NOAA for additional federal halibut regulations; see page v for contact information.
Angler Initials	Federal regulations require every angler (including youth) in IPHC Area 2C or 3A who keep halibut to certify that the harvest information and angler information is correct. Please have anglers initial their harvest to certify. If transcribing from the backup/transcription logbook page, use the initials of the guide. See page iii
<b>HARVEST AND SPECIES INFORMATION</b>	
“Shakers”	King salmon under 28” in Southeast Alaska must be released upon capture, unless caught in designated terminal harvest areas, or as allowed by emergency order.
Pelagic Rockfish	Includes black, dark, and dusky rockfish (commonly called “black bass”), yellowtail, widow, and blue rockfish. These species of rockfish are uniformly gray, green, brown, or black (see rockfish ID chart in your regulation booklet).
Yelloweye Rockfish	Commonly called “red snapper.” Adults are primarily orange with a pale yellow line running along the lateral line; juveniles display two bold white lateral stripes. Yelloweye Rockfish have yellow eyes and can grow to 36 inches in length.
Other Non-Pelagic Rockfish	Includes quillback, copper, silvergray, China, tiger, and other rockfish species.
Sablefish (Black Cod)	Sablefish, commonly known as black cod, have a streamlined elongated body and are black to dark gray on top and fade to gray or white on the belly with two dorsal fins and small teeth. Larger Sablefish can be found in deep water and can grow to 40 inches.
Salmon Shark	This is a single species, <i>Lamna ditropis</i> . These sharks are large, firm, dark brown or black on top with white bellies with dark blotches. Do not include spiny dogfish (“sand shark”) or sleeper sharks (“mud sharks”) in this category.
All Other Fish	DO NOT record any OTHER fish kept or released.
 SHELLFISH	Starting in 2025 ADF&G requires all sport fishing charter operators to report shellfish activity if the trip targeted crab. Select yes/no if you intend on harvesting crab. If yes, please list the ADF&G Bottomfish statistical area you are setting gear in and the cumulative vessel harvest for Dungeness, king, or tanner crab. DO NOT report shrimp harvest or activity.