

Utah Captain/Guide On-line Testing Outline

- A Utah Captain/Guide License application must be filled out.
- Outfitting Company Authorized Agent MUST verify:
 - Current first aid/CPR certification
 - Experience for endorsement; AND
 - Sign and provide an e-mail address
 - (outfitter must be registered with Utah State Parks)
- The application must also be accompanied by a completed and signed Lawful Presence in the United States Form (please find this form with the application on the website).
- Send applications to:
 - Email: usprcpf@utah.gov
 - Mail: Utah State Parks & Recreation CPFH Program, P.O. Box 146001, 1594 West North Temple, Suite 116, Salt Lake City, UT 84114-6001
 - Fax: 801-538-7378
- A recent head and shoulder digital photo with name of applicant (no hats, bandanas or sunglasses) MUST be electronically mailed (usprcpf@utah.gov) in order for the application process to be completed.
- When completed application is received, an electronic notification is sent to employer and applicant. The applicant must follow the instructions listed on the electronic notification.
- It's the applicant's responsibility to schedule an appointment at a testing center. [Testing center locations are available here.](#)
- Upon successful completion, an email is sent to the applicant, the applicant's employer and Utah State Parks.
- A 30 day temporary license can be printed from the testing center.
- Utah State Parks will mail the permanent license to the applicant's employer's address before the temporary expires.
- If the applicant is unsuccessful, an email will be sent to the applicant, the applicant's employer and Utah State Parks. The applicant then has two options:
 - 1) Re-test after the mandatory seven day waiting period. Applicant must re-submit application to Utah State Parks; OR
 - 2) Applicant can pick an endorsement under the Utah Boat Crew Permit and print the 30 day temporary Boat Crew Permit at the testing center location.
 - a: Applicant must contact Utah State Parks, within 24 hours if they want a five year Boat Crew Permit, confirming they have chosen the permit.
 - b: Upon contact verification, a permit will be mailed to the applicant's employer within 10 business days.
 - c: Those not contacting Utah State Parks within 24 hours will not receive a five year permit and the temporary will expire 30 days from the day it was issued.

UTAH BOAT CREW PERMIT

- A Utah Boat Crew application must be filled out.
- Outfitting Company Authorized Agent MUST verify:
 - Current first aid/CPR certification
 - Experience for endorsement; AND
 - Sign and provide an e-mail address
 - (outfitter must be registered with Utah State Parks)
- The application must also be accompanied by a completed and signed Lawful Presence in the United States Form.
- Send applications to:
 - Email: usprcpf@utah.gov
 - Mail: Utah State Parks & Recreation CPFH Program, P.O. Box 146001, 1594 west North Temple, Suite 116, Salt Lake City, UT 84114-6001
 - Fax: 801-538-7378
- A recent head and shoulder digital photo with name of applicant (no hats, bandanas or sunglasses) MUST be electronically mailed (usprcpf@utah.gov) in order for the application process to be completed.
- Upon successful completion, Utah State Parks will email the applicant and applicant's employer confirming the application has been received and approved, which will include a 30 day temporary permit, within 3 to 5 days pending the application is not received on a weekend or state holiday. State offices are open Monday through Friday 8:00 a.m. until 5:00 p.m.
- Utah State Parks will mail the permanent permit to the applicant's employer's address before the temporary expires.
- Boat Crew Permits are available in person, at the Utah State Parks and Recreation Salt Lake Administrative Office, ***by appointment only*** and only during normal state business hours. Please call (801) 538-7361 to schedule an appointment. Failure to make an appointment may result in applicant being turned away.

CAPTAIN/GUIDE LICENSE & PERMIT RENEWALS

- Carrying Passengers for Hire Utah Captain/Guide Licenses and Utah Boat Crew Permits renewals are accepted through:
 - Email: usprcpf@utah.gov
 - Mail: Utah State Parks and Recreation CPFH Program, P.O. Box 146001, 1594 West North Temple, Suite 116, Salt Lake City, UT 84114-6001
 - Fax: 801-538-7378
- Renewals can be applied for up to six (6) months prior to expiration.
- The license or permit holder must complete and sign a Utah Captain/Guide License – Utah Boat Crew application AND;
Outfitting Company Authorized Agent MUST verify:
 - Current first aid/CPR certification
 - Experience for endorsement; AND
 - Sign and provide an e-mail address
 - (outfitter must be registered with Utah State Parks)
- Application must be accompanied with a completed and signed Lawful Presence in the U.S. Form.
- In order for the application to be completely processed an electronically mailed recent head and shoulder digital photo with name of applicant (no hats, bandanas or sunglasses) MUST be sent to usprcpf@utah.gov.
- Upon successful completion, Utah State Parks will email the applicant and applicant's employer confirming the application has been received and approved, which will include a 30 day temporary license, within 3 to 5 days pending the application is not received on a weekend or state holiday. State offices are open Monday through Friday 8:00 a.m. until 5:00 p.m.
- Renewals are available in person, at the Utah State Parks and Recreation Salt Lake Administrative Office, ***by appointment only*** and only during normal state business hours. Please call (801) 538-7361 to schedule an appointment. Failure to make an appointment may result in applicant being turned away.