



BRAD LITTLE
Governor
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Administrator

State of Idaho Division of Occupational and Professional Licenses

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October 31, 2024

Dear Licensee-

Thank you for the services you provide for the citizens and businesses of Idaho.

The Idaho Division of Occupational and Professional Licenses (DOPL) is excited to inform you that Phase 2 of implementing our new automated system will go live on Monday November 4, 2024, at 8:00 am MST.

As part of the cutover to the new system, the legacy system you have been using for licensing and amendments will be unavailable to the public starting at 6:00 pm MDT on October 30, 2024. Applications, renewals, and amendment requests will resume in the new system on Monday November 4, 2024, at 8:00 am MST.

To help you with associating your license to your online profile, DOPL will be mailing you a letter the week of November 4, 2024. This letter will provide a code for you to enter during the license associating process. Enclosed are step-by-step instructions on how to associate your license with your new online profile after you receive the letter from DOPL. If you have not yet created an online profile, we encourage you to do so by visiting DOPL.Idaho.gov, selecting the Apply for or Renew button, and then the "Go to Sign up and Apply or Renew" button. You can also find 'How To' videos for creating an online profile and associating a license or registration by visiting DOPL.Idaho.gov. Simply click on the 'How Do I...' link at the top of the page.

Here are just a few of the improvements that you can expect with this new system:

- Submit renewals or applications through your new online profile versus having to send them through the mail. This will streamline the process of reviewing and providing final determinations on submitted applications faster.
- Request amendments.
- View your license and amendments electronically.
- Print your license at home or save on a mobile device.
- Manage links between outfitter and guide.

Please contact us at 208-334-3233 if you have any questions.

Sincerely,

Russell S. Barron
Administrator