

## SPECIAL USE APPLICATION & TEMPORARY PERMIT FOR OUTFITTING AND GUIDING

Authority: Federal Lands Recreation Enhancement Act, 16 U.S.C. 6802(h)  
(Ref.: FSH 2709.11, section 41.53)

### PART I – APPLICATION

#### 1. APPLICANT INFORMATION

Applicant Name(s): \_\_\_\_\_  
Business Name: \_\_\_\_\_  
Applicant's Complete Address: \_\_\_\_\_

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

Fax Number: (\_\_\_\_) - \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Website: \_\_\_\_\_

As an applicant, are you:

- |   |  |
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| <input type="checkbox"/> Individual                 | If yes, are you a citizen of the United States?                      |
| <input type="checkbox"/> Corporation                | If yes, provide a copy of your state certificate of good standing.   |
| <input type="checkbox"/> Limited Liability Company  | If yes, provide a copy of your state certificate of good standing.   |
| <input type="checkbox"/> Partnership or Association | If yes, provide a copy of your partnership or association agreement. |
| <input type="checkbox"/> State Government or Agency | (Includes state universities)  |
| <input type="checkbox"/> Local Government or Agency | (Includes high schools)  |
| <input type="checkbox"/> Nonprofit                  | (Please attach a copy of your IRS Form 990)                          |

Under the Regulatory Flexibility Act, a small entity is a firm that is “independently owned and operated” and “not dominant in its field of operation.” The United States Small Business Administration has developed size standards to identify what is considered a small business. Under these standards, a business with annual receipts of less than \$6.5 million constitutes a small business for recreation industries. Additionally, a small organization is any nonprofit enterprise that is independently owned and operated and not dominant in its field. A small government jurisdiction is a government of a city, county, town, township, village, school district, or special district with a population of less than 50,000.

Under these criteria, are you a small entity?

#### 2. DESCRIPTION OF PROPOSED ACTIVITY

Please include:

- The number of service days requested (or quota equivalent).
- The anticipated number of trips and party size.
- Trip Itinerary with:
  - Starting and ending dates of the proposed operations.
  - Location of routes and starting and ending points for the proposed operations (include a map showing these locations).
- Services that will be offered to clients (identify any services that will be provided by a party other than the holder).
- A description of your client base or audience.
- A list of government facilities you propose to use, e.g., a boat launch, parking lot, or trailhead.

- A list of temporary improvements or signs that you propose to use.
- A statement of whether the proposed operations involve motorized equipment.
- A statement of whether the proposed operations involve transportation livestock, and if so, whether grazing is requested.
- A statement of whether an assigned site is requested.
- A description of cleanup and restoration during and after the proposed operations.

**3. ADVERTISING.** Provide a current brochure and current advertising materials or website address.

**4. CLIENT CHARGES.** Provide a description of client charges and fees and what they cover. Attach a current rate sheet.

**5. GUIDE IDENTIFICATION**

- Attach a list of all guides who would be working under the permit.
- Describe your requirements for employment and staff training programs.
- Attach copies of current CPR and First Aid certifications, Wilderness First Responder cards, and other applicable certifications for guides. Please do not send copies of social security cards or passports. Send driver's licenses only if driving is part of the outfitting and guiding service.
- If the state in which your activity would occur requires licensing for outfitters and guides, include a copy of relevant licenses.

**6. OPERATING PLAN.** Attach an operating plan that addresses client and visitor safety, evacuation and emergency procedures, and resource protection with respect to your proposed operations and location.

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**7. LIABILITY INSURANCE.** The holder will be required to obtain liability insurance in an amount satisfactory to the authorized officer (see FSM 2713.1). The insurance policy must name the United States as an additional insured. A copy of the certificate of insurance must be provided to the authorized officer prior to issuance of a permit.

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**8. CLIENT'S ACKNOWLEDGMENT OF RISK FORM.** If you plan to use an acknowledgment of risk form, attach a copy.

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**9. EXPERIENCE.** List all permits for outfitting and guiding on National Forest System lands that you have held in the past 3 years. If you received a performance evaluation from the Forest Service, attach a copy. If you are relying on outfitting and guiding experience with other federal or state agencies, list any permits that you have held with those agencies in the past 3 years and provide a copy of any performance evaluations received. List all citations or violations received in association with outfitting and guiding activities.

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**10. SIGNATURE.** I hereby certify that I am of legal age and am authorized to do business in the State or Commonwealth of \_\_\_\_\_. I have personally examined the information contained in this application and certify that this information is correct to the best of my knowledge. I hereby acknowledge that this is an application only, and that the use and occupancy of National Forest System lands is not authorized until a special use permit is signed and issued by an authorized officer.

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

18 U.S.C. § 1001 makes it a crime for any person knowingly and willfully to make to any department or agency of the United States any false, fictitious, or fraudulent statements or representations as to any matter within its jurisdiction. Anyone who knowingly or willfully makes or uses any false statements or representations shall be fined not more than \$10,000 or imprisoned not more than five years, or both.