

**INSTRUCTIONS**  
**FOR COMPLETING THE SPECIAL USE APPLICATION FOR OUTFITTING AND GUIDING**  
**PROVIDE ALL INFORMATION IN THE APPLICATION FORM. READ THE INSTRUCTIONS**  
**CAREFULLY. AN INCOMPLETE APPLICATION IS CAUSE FOR NON ACCEPTANCE.**

**1. APPLICANT INFORMATION complete all**

Applicant Name: Must match the entity named on the certificate of insurance  
Business Name: List the complete, legal business name  
Applicant's Complete Address: the location where you receive your mail  
Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_  
Website: \_\_\_\_\_

***You must identify your business status. Identify if your non-profit is a corporation.***

<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. (Includes state universities)
<input type="checkbox"/> State Government or Agency	(Includes high schools)
<input type="checkbox"/> Local Government or Agency	(Please attach a copy of your IRS Form 990)
<input type="checkbox"/> Nonprofit	

**2. DESCRIPTION OF PROPOSED ACTIVITY**

Please include:

- The number of service days requested. **A service is defined as a day or any part of a day on National Forest System lands for which an outfitter or guide provides goods or services, including transportation, to a client. (i.e. 6 clients x 3 days = 18 service days).** Guides/leaders are not counted in the service day total.
- The anticipated number of trips and number of participants and # of guides/leaders. Trip Itinerary with:
  - Starting and ending dates of the proposed operations, whether on National Forest Lands (NFS) or not. (including transportation)
  - Location of routes and starting and ending points for the proposed operations (include a legible topographical (Scale 1:24000) map showing these locations). Include any days spent off NFS lands, for example if one day of your 5 day trip is on BLM lands, or private land, include that in the itinerary. This helps us to determine the number of service days to authorize.
- Services that will be offered to clients (identify any services that will be provided by a party other than the holder). Include basic type of guide service, such as backpacking. Other services might include gear rental, transportation, meals.
- 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. Two statements (non-discrimination and affiliation) are required in all types of advertising. Web-based materials must include the required non-discrimination statement in its entirety and the statement of affiliation (XYZ Guide Service operates under permit from the Inyo National Forest). Contact the permit administrator for correct language. All advertising must be approved by the Forest Service.

**4. CLIENT CHARGES.** Attach a current rate sheet. **List expected gross revenue for the entire trip or for all authorized trips.** Client charges include the gross revenue, not just that portion of the trip on NFS lands. If Gross revenue is lower than the bracket maximum, then the flat fee is applied, no refunds. Gross revenue includes all client charges associated with the service, including transportation and lodging. If gross revenue exceeds the bracket maximum, then fees are 3% of the gross, and may be adjusted for time off NFS lands if appropriate.

Flat fee for Temporary use Permits (FSH 2709.11 37.21b)

Number of Service Days	Flat Fee	Maximum <b>Gross</b> Revenue for Each Bracket of Service Days*
1 to 50	\$150	\$10,000
51 to 100	\$300	\$20,000
101 to 150	\$450	\$30,000
151 to 200	\$600	\$40,000

**\*A service day is counted for service to a client for any part of a day on National Forest System lands. If the gross revenue exceeds the bracket maximum, then a fee of 3% of the gross will apply.**

**5. GUIDE IDENTIFICATION.** Identify all guides who would be working under the permit and attach copies of current CPR and First Aid certifications, Wilderness First Responder cards, and other applicable certifications for guides. Other certificates could include AMGA or PCGI activity specific certs.

**6. OPERATING PLAN.** Must be included, and a separate document from the application. If submitting electronically, please submit your operating plan in word format. If submitting hard copy, submit 2 signed copies.

**7. LIABILITY INSURANCE.** The named insured must match the applicant name.

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

**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.

**10. SIGNATURE.** The application is not complete without a signature and a date. It will be returned to you if incomplete.