Applying for a Temporary Outfitter & Guide Permit

Beginning April 1, 2025, only applications from previously authorized permit holders in good standing will be accepted for previously authorized uses. Eligible applicants must provide a copy of the most recent authorization with their application.

NON-HUNTING PERMITS

You may only apply during designated Open-Seasons.

Winter Season Non-Hunting Permits
Applications accepted at all Ranger District Offices **July 1st -31st**

Summer Season Non-Hunting Permits
Applications accepted at all Ranger District Offices **January 1st -31st**

LIMITATIONS

Salt Lake Ranger District utilizes a "Lottery System." Permits will be drawn using a random number generator and issued 50 user days each, until all 400 user days are awarded.

Heber-Kamas & Evanston-Mountain View Ranger Districts utilize a "Lottery System." Permits will be drawn using a random number generator and up to 6 permits will be issued each Open Season.

Ogden & Logan Ranger Districts accept limited requests ONLY:

- Accommodation of youth specifically for outdoor educational purposes.
- For instruction based on safety awareness, or outdoor skill development.
- Must occur during low public use periods or does not conflict with public recreation.

HUNTING PERMITS

Applications are accepted year-round at all Ranger District Offices except for the Salt Lake Ranger District, which is not accepting hunting applications.

Temporary use permits, per Forest Service policy, are issued at the discretion of the District Ranger and are not subject to renewal. This permit program provides temporary opportunities to outfitter and guide companies operating on the National Forest. The intent of program is not to sustain a full-time business, nor are the permits guaranteed each season.

ALL PERMITS - HOW TO APPLY

1. Complete and submit your Special Use Permit Application **during the designated open season** along with **all of the following required documentation**:

   - ☐ Detailed Map pinpointing your proposed areas & trailhead locations. Map requirements and resources here.
   - ☐ Certificate of Insurance: 1 page certificate, not the entire policy. Insurance requirements here.
   - ☐ Business License or Certificate of Good Standing.
   - ☐ Copy of the applicant's most recent authorization held with the Uinta-Wasatch-Cache National Forest. Authorizations from other Forests will not be accepted.

2. If you have questions about the application process or to discuss your proposal, contact the appropriate Ranger District Permit Administrator. **Applications are not complete unless accompanied by all supporting documents.** You can view an interactive map with District boundaries here.

3. Completed application forms, along with all supporting documents, may be submitted via email or post to the appropriate Ranger District Permit Administrator. **Digital signatures will not be accepted; applications must be signed in ink.**

Insurance Requirements

- **One (1) Million General Liability is required, submitted on ACCORD 25 2010/05 form. If aircraft is involved, the Minimum Coverage Amount is $5 million.**

- The Certificate of Insurance and the Insurance Policy Endorsement must include the following language for the additionally insured:
  "It is understood and agreed that the United States Government is additionally insured solely as respects liability arising from operations of the name insured."

- The certificate AND the endorsement page must be submitted to the District Office as the certificate holder, either with the permit request or immediately upon approval of the request and before activities commence.

Maps

- Maps must show all proposed areas & trailhead locations.

- A PDF map must be submitted with each application; KMZs or shapefiles may be required on a case-by-case basis.

- You can create and print your map to .pdf to include with your application here or here.

2025 Fee Schedule & Payment

Temporary outfitter & guide permits are charged a flat land use fee for temporary use permits based on the amount of use allocated in service days as follows:

Number of Service Days	Flat Fee	Maximum Gross 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

Column 3 in the table above shows the maximum amount of gross revenue for each bracket of service days that qualifies for a flat fee. If gross revenue exceeds the amount in the applicable bracket, land use fees will be calculated at 3% of the adjusted gross revenue.

Use Code: 153
Authorization ID: Contact
Name: Expiration Date:

FS-2700-3f (09/2020REV)
OMB No. 0596-0082

US DEPARTMENT OF AGRICULTURE
FOREST SERVICE

SPECIAL USE APPLICATION FOR TEMPORARY 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:_____ Telephone Number:_____

Business Name:_____ E-mail Address:_____

Applicant's Complete Address:_____ Website:_____

_____

_____

Applicant's Billing Address, if different than above:_____

_____

As an applicant, are you:

____ Individual	If yes, are you a citizen of the United States?
____ Corporation	If yes, provide a copy of your state certificate of good standing.
____ Limited Liability Company	If yes, provide a copy of your state certificate of good standing.
____ Partnership or Association	If yes, provide a copy of your partnership or association agreement.
____ State Government or Agency	(Includes state universities)
____ Local Government or Agency	(Includes high schools)
____ 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.

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.

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. 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.

District Office Contact Information

1. **Salt Lake Ranger District**
   Phone: 801-733-2660
   Contact: Stephen Gardner, stephen.gardner@usda.gov

2. **Pleasant Grove Ranger District**
   Desk: 801-794-6768
   Cell: 385-539-8614
   Contact: Joshua Bernhard, joshua.bernhard@usda.gov

3. **Spanish Fork Ranger District**
   Desk: 801-794-6768
   Cell: 385-539-8614
   Contact: Joshua Bernhard, joshua.bernhard@usda.gov

4. **Heber-Kamas Ranger District**
   Phone: 435-352-0479
   Contact: Polly Bergseng, pollyanna.bergseng@usda.gov

5. **Ogden Ranger District**
   Phone: 435-515-7080
   Contact: Anna Roghaar, anna.roghaar@usda.gov

6. **Logan Ranger District**
   Phone: 435-515-7080
   Contact: Anna Roghaar, anna.roghaar@usda.gov

7. **Evanston-Mountain View Ranger District**
   Phone: 307-783-3963
   Contact: Brandon Flyr, brandon.flyr@usda.gov

8. **Forest Headquarters**
   Phone: 385-321-9805
   Contact: Shannon Sawaya, shannon.sawaya@usda.gov