

HUNTING OUTFITTER GUIDE
TEMPORARY SPECIAL USE PERMIT APPLICATION PACKET CHECKLIST

Applicants are encouraged to contact the district permit administrator prior to application submission. The following items are required when submitting an application packet for hunting outfitting/guiding on the Carson National Forest. An application will not be processed until all required listed information is provided.

Packets are due no later than June 1, annually.

1. _____ **Application form FS-2700-3F** – Outfitter & Guide Temporary Permits can authorize up to 200 service days within a 180-day period. Include service days requested per Outfitter/Guide Management Compartment. (Thoroughly completed, signed, and dated)
2. _____ **Appendix A - Operating Plan**
(Completed, signed and dated and returned)
3. _____ **Trip Itineraries – Appendix B**
(Submitted AFTER your permit is approved, and e-mailed to specific address on form 48 hours BEFORE you conduct business on the Forest)
4. _____ **Appendix C - Maps**
(Maps legible, marked and labeled with specific areas and locations of operations including campsite, stock holding and grazing)
5. _____ **Appendix D - Multi-District Approval Request form(s)**
(One form submitted for each district where service days are being requested, maps must be attached. Submit all forms to your permit administrator.)
6. _____ **Actual Use and Revenue Report**
(Current application will not be processed until prior year use and revenue has been reconciled; this does not apply to first-time applicants, or those who did not operate the prior year.)
7. _____ **Certificate of Insurance** named insured must match the applicant name, must include coverage for season of operation and must meet all Forest Service requirements. A Visitors Acknowledgement of Risks must be made available to your clients. Current certificate of liability insurance is not needed when proposal is submitted but must be provided before permit is executed.
8. _____ **Copy of current, valid New Mexico Game & Fish Outfitter and Guide Cards**
9. _____ **Proof of Vehicle Sign, Placard, or Sticker** (see page 3 of Operating Plan)
10. _____ **Business brochure and/or webpage screen shot** listing fees, showing nondiscrimination statement and Carson NF statement of affiliation (See page 4, 7, and 11 of Operating Plan)

Adult CPR and Basic first aid certifications, and “Leave No Trace” Training Certificate for Outfitter & Guides are required to be obtained and carried at all times while guiding. Certifications must be presented when requested in the field by any forest officer. Certifications must be submitted electronically within 5 business days when requested by permit administrator.

See page two for district contact information.

CARSON NATIONAL FOREST

District Contact for Special Use Permits

West Zone: Canjilon, El Rito & Tres Piedras Ranger Districts

Jennifer Sublett

Telephone: 575-581-4554

jennifer.sublett@usda.gov

Fax: (575) 751-3230

Address: PO Box 56, El Rito, NM 87530

Jicarilla Ranger District

J.J. Miller – District

Minerals Manager

jon.miller@usda.gov

Telephone: (505)

632-2956

Fax: (505) 632-3173

Address: 1110 Rio Vista Lane, Unit #2, Bloomfield, NM 87413

East Zone: Camino Real & Questa Ranger Districts

Ricardo León – District Recreation and Lands Staff Officer

ricardo.leon@usda.gov

Telephone: 575-586-7325

Fax: (575) 586-2010

Address: PO Box 110, Questa, NM 87556

Priority Use Outfitter/Guide, Recreation Events, Research & Filming/Commercial Photography

Carmen John – Special

Uses Coordinator

carmen.john@usda.gov

Telephone: (575) 758-6200

Fax: (575) 758-6213

Address: 208 Cruz Alta Road, Taos, NM 87571

Lands Special Uses (roads, utilities, communication sites, easements, etc.)

Dana Boruch – Lands

Program Manager

dana.boruch@usda.gov

Telephone: (575) 758-6200

Fax: (575) 758-6213

Address: 208 Cruz Alta Road, Taos, NM 87571