

**CARSON NATIONAL FOREST
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 outfitting/guiding on the Carson National Forest. An application will not be processed until all required listed information is provided. A complete application is due **180 days prior to desired dates of operations.**

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**
(Thoroughly completed, signed and dated and returned)
3. _____ **Appendix B - Sample Trip Itinerary**
(list daily itinerary for the entire time the client is under your care and guidance, including entire days off NFS lands)
4. _____ **Appendix C - Maps**
(Maps legible, marked and labeled with specific areas and locations of operations)
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. _____ **Copies of applicable technical guide certifications** (AMGA, AIARE, WFR, etc.)
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, 6, and 9 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.

District Contact for Special Use Permits

Canjilon, El Rito & Tres Piedras Ranger Districts

Ricardo León – District Recreation and Lands Staff Officer

ricardo.leon@usda.gov

Telephone: (575) 758-8678

Fax: (575) 751-3230

Address: PO Box 38, Tres Piedras, NM 87577

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

Questa Ranger District

Vacant

Vacant

Telephone: (575) 586-0520

Fax: (575) 586-2010

Address: PO Box 110, Questa, NM 87556

Camino Real Ranger District

Paul Schilke – District Recreation and Lands Staff Officer

paul.schilke@usda.gov

Telephone: (575) 587-2255

Fax: (575) 587-1626

Address: PO Box 68, Peñasco, NM 87553

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

Carmen John – Forest Special Uses Coordinator

carmen.john@usda.gov

Telephone: (575) 758-6200

Fax: (575) 758-6213

Address: 208 Cruz Alta Road, Taos, NM 87571