



Special Use Application for Outfitter/Guide Services

This document is considered a proposal until it is evaluated to ensure it meets minimum screening criteria (36 CFR 251.54) before it is accepted as a formal application.

Make sure to schedule a pre-application meeting with an agency representative prior to submitting this document.

If more space is needed to provide additional details, please attach a separate sheet(s).

Applicant Information

Name: _____

Title: _____

Mailing Address: _____

Phone: _____

Email: _____

Authorized Agent Information (if different from Applicant)

Name: _____

Title: _____

Mailing Address: _____

Phone: _____

Email: _____

As an applicant, are you? (check one)

☐ Individual

☐ Corporation

☐ Limited Liability Company

☐ Partnership or Association

☐ State Government or Agency

☐ Local Government or Agency

☐ Other _____

If yes, are you a citizen of the United States? ☐ Yes ☐ No

If yes, provide a copy of your state certificate of good standing or State Certificate of Compliance.

If yes, provide a copy of your state certificate of good standing.

If yes, provide a copy of your partnership or association agreement.

(Includes state universities)

(Includes high schools)

Official Title of Business

Legal Entity Name: _____

Name on the State of Alaska business license: _____

Other trade names, marketing names, etc., if any: _____

Mailing Address: _____

Email: _____

Website URL: _____

Description of proposed activities. Provide a brief statement of proposed activities. Provide full details in the operating plan.

Operating Plan. Provide an operating plan that describes the proposed activity, and addresses client and visitor safety, evacuation and emergency procedures, and resource protection with respect to your proposed operations and location(s). You may use the *Outfitter/Guide Operating Plan Template* provided by the Forest Service: www.fs.usda.gov/r10, select Chugach or Tongass, then Visit, Permits, Outfitter/Guide.

Location. Provide a brief description of the proposed area(s) of use. Include GPS or UTM coordinates, local or geographic name(s), etc. Attach a map covering the area of proposed activities at a scale that shows enough detail about the proposed area(s) of use.

Wilderness. If the proposed use is in a congressionally designated wilderness or wilderness study area, list the area(s). If yes, please explain why the proposed activities need to occur within a designated wilderness.

Liability Insurance. The applicant will be required to obtain liability insurance in an amount satisfactory to the authorized officer. The insurance policy must name the United States as an additional insured. A copy of the certificate of insurance must be provided to the special use administrator prior to issuance of a permit.

Client's Acknowledgment of Risk Form. If you plan to use an acknowledgment of risk form, attach a copy.

Experience. List all permits for outfitting and guiding on federal or state lands that you have held in the past 3 years. Provide a copy of any performance evaluations received in the past 3 years from the Forest Service or other federal or state agency.

Compliance with Laws and Regulations

- Within the past 5 years, have you or any of your business/organization representatives or employees been convicted of a federal, state, or local violation related to outfitting and guiding activities?
☐ Yes ☐ No
- Within the past 5 years, have you, or your business/organization representatives or employees had a state license or registration pertaining to your operations denied or revoked? Yes No
- Have you ever had an outfitting and guiding permit (for any federal or state agency) denied, suspended, or revoked? Yes No

If Yes, explain:

Financial Capability. Provide a statement of your financial capability to conduct the proposed activities.

Public Benefits. Provide a statement of the need for the proposed activities and the expected public benefits.

Signature

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

Printed Name: _____

Signature: _____ Date: _____

Application must be signed by the applicant or authorized representative

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.

Checklist of Attachments. Make sure that your application is complete and be sure to include the following:

- Copy of all licenses required to conduct the proposed activities, including State of Alaska business license.
- Copy of all employee trainings or certifications required by the applicant. For example: First Aid/CPR, cold water immersion, swift water rescue, EMT, Wilderness First Responder, etc. All guides who work alone with their clients will have, at minimum, a current American Red Cross (or equivalent) First Aid/CPR certification.
- Operating Plan.
- Map covering the area of proposed activities.
- Proof of commercial general liability insurance. Attach if you already have insurance. To reduce financial burden, you do not need to obtain liability insurance and provide proof until you are notified your application for a special use permit has been accepted for processing.
- Client's Acknowledgment of Risk Form if you plan to use one.
- Copy of any performance evaluations received as a permitted outfitter/guide in the past 3 years from the Forest Service or other federal or state agency.