



Applying for a Temporary Outfitter & Guide Permit

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.

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.

Pleasant Grove Ranger District utilizes a "Lottery System" for certain activities.

- Snowmobiling - permits will be drawn using a random number generator and up to 6 permits will be issued each Open Season.
- Rock climbing in American Fork Canyon - permits will be drawn using a random number generator and up to 3 permits will be issued each Open Season.

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.
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.**

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.

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.
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Map Requirements

- 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](#).
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Use Code: 153
Authorization ID:
Contact Name:
Expiration Date:

FS-2700-3f (07/2025)
OMB No. 0596-0082

SPECIAL USE APPLICATION AND TEMPORARY PERMIT FOR OUTFITTING AND GUIDING

Authority: Federal Lands Recreation Enhancement Act, 16 U.S.C. 6802(h) (Ref.: FSH 2709.11, section 41.53)

<Part I of this form may be used by proponents or applicants to request a temporary use permit for outfitting and guiding. >

PART I – APPLICATION

1. APPLICANT INFORMATION

Applicant Name:

Business Name:

Applicant's Complete Address:

Telephone Number:

Fax Number:

E-mail Address:

Website:

As an applicant, are you (must check one):

☐ 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: 435-783-4338

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 (Headquarters Office)

Phone: 385-321-9805

Contact: Shannon Sawaya, shannon.sawaya@usda.gov

