



National Park Service
 240 West 5th Avenue, Room 114
 Anchorage, Alaska 99501

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Website: www.nps.gov/akso/concessions/home.htm

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COMMERCIAL USE AUTHORIZATION (CUA)
(Formerly called Incidental Business Permit -IBP)
Instructions

Commercial Use Authorization (CUA) for Out of Park Services: Section 418 of the National Parks Omnibus Management Act of 1998, Public Law 105–391 (Section 418), authorizes (but does not require) NPS, upon request, to issue commercial use authorizations (CUAs) to persons (referring to individuals, corporations and other entities) to provide commercial services to park area visitors in limited circumstances. CUAs provide a simple means to authorize suitable commercial services to visitors in park areas. This CUA, used for “Out-of-Park Services” provide for the incidental use of park area resources by operators who provide commercial services originating and terminating outside of the park area (or within an inholding). A CUA of this type may not authorize solicitation of customers, sales, or payment for commercial services to take place within the park area; all of these activities must occur outside of the park area (or within an inholding). Prior to 2006, these services were typically authorized by Incidental Business Permits (IBP’s).

Contacts for Questions / Information

We recommend that you contact the Brenda Coleman in the Regional Concessions Office in Anchorage at 907-644-3362 if you have questions relating to the application or other administrative related subjects. For questions regarding park operations, please call the park contact listed below. Note: You may email any of the persons listed by using their name: e.g. Marilyn_Trump@nps.gov

<u>Park Unit</u>	<u>Contact</u>	<u>Phone</u>
Alagnak Wild River, Katmai, Aniakchak.....	Becky Brock	(907) 271-6230
Lake Clark National Park & Preserve.....	Becky Brock	(907) 271-6230
Denali National Park & Preserve.....	Phyllis Motsko	(907) 683-9554
Gates of the Arctic National Park & Preserve.....	Teri McMillian	(907) 692-6107
Glacier Bay National Park & Preserve.....	Dave Nemeth or Marilyn Trump	(907) 697-2624 (907) 697-2670
Kenai Fjords National Park.....	Jim Ireland	(907) 224-7520
Klondike Gold Rush National Historical Park.....	Reed McCluskey	(907) 983-9218
Sitka National Historical Park.....	Clair Roberts	(907) 747-6281
Western Arctic National Parklands*.....	Lindy Russell	(907) 442-8311
*(Bering Land Bridge, Cape Krusenstern, Kobuk Valley, Noatak Preserve)		
Wrangell-St. Elias National Park & Preserve.....	Chief, Ranger	(907) 822-7210
Yukon-Charley Rivers National Preserve.....	Bob James	(907) 547-4202

Application

Questions are self-explanatory. This Instruction Booklet includes the following documents to help complete your application.

Documents	Page
Fee Schedule	2-3
List of Approved Commercial Visitor Services – Table #1	4
Definitions & Codes for Individual Commercial Visitor Services –Table #2	5
Group Size Limits for Individual Parks –Table #3	6
Insurance Requirements – Table #4	7
Frequently Asked Questions	8-10

Fee Schedule

REMINDER: Please write either your Social Security Number or Tax Identification Number on your check.

Application Fee represents the costs incurred by the park service in mailing, distributing and initial review to make sure the information supplied is sufficient to form a decision. This fee is non-refundable, whether or not the authorization is approved. All applicants must pay this fee.

Administrative Fee is based on cost associated with the administrative process of the decision and the approval of the authorization. The Administrative Fee is due at the time the application is submitted and is non-refundable, whether or not the authorization is approved. All applicants must pay this fee

Management Fee is charged by certain parks and is based on the actual costs incurred by all park divisions involved in monitoring, supporting or cleanup and restoring after the use.

Recreational Use Fee: Funds from this fee are used to reduce identified non-recurring maintenance, infrastructure repair, and to assist resource management.

Entrance Fee.-The term "entrance fee " means the recreation fee authorized to be charged to enter onto lands managed by the National Park Service

Application & Administrative Fee: (Each applicant is charged this Fee.)

One-Year authorization: \$200.00 for one park and \$ 50.00 for each additional park

Two-Year authorization: \$300.00 for one park and \$100.00 for each additional park

Management Fee: (In Addition to the Application and Administrative Fees described above, a Management Fee is charged to those working in park(s) identified below).

- (1) **Wrangell-St. Elias National Park & Preserve:**
\$100 per year (payable in one-year increments). First year (\$100) due with application.
You will be billed in December for the second year's Management Fee (if applicable).
- (2) **Glacier Bay National Parks & Preserve:**
\$100 per year (payable in one-year increments). First year (\$100) due with application.
You will be billed in December for the second year's Management Fee (if applicable).
- (3) **Klondike Gold Rush National Historical Park**
\$2.00 per person per day (defined as \$2.00 times sum of the total number of guided clients in the park each day or portion thereof) - due with Activity Reports – Do not send with application—
This fee is paid in two *scheduled submissions per year as follows:
*August 15 deadline for May - July Activity Report, and
*November 15 deadline for August – September Activity Report
- (4) **Lake Clark National Park & Preserve, Aniakchak National Monument & Preserve, and the Alagnak Wild River:**
\$6.00 per person per day due with the Annual Activity Report on November 15th of each year.
- (5) **Katmai National Parks & Preserve:**
Brooks Camp Developed Area:

\$14.00 per person per day due with the Annual Activity Report on November 15th each year.
Excluding Brooks Camp Developed Area: \$6.00 per person per day due with the Annual Activity Report on November 15th of each year.

Note: If the same client visits both Brooks Camp Developed Areas and any other locations in Katmai National Parks & Preserve on the same day with the same Holder, only the Brooks Camp Developed Area fee will be collected.

(6) **Western Arctic National Parklands (WEAR)**

*****(Notice of Fee Change, Effective January 1, 2007)*****

Western Arctic National Parklands will begin charging a Management Fee for Commercial Use Authorizations beginning January 1, 2007. The management fee of \$100 per year includes commercial operations in all four park units that comprise Western Arctic National Parklands: Bering Land Bridge National Preserve, Cape Krusenstern National Monument, Kobuk Valley National Park and Noatak National Preserve. The fee is payable in one year increments. If you are issued a two-year permit, you will be mailed a Bill of Collection in December of 2006 to collect the first year's \$100 which will be due January 1, 2007.

Recreational Use Fee:

(1) Brooks Camp Developed Area in Katmai National Park & Preserve:
\$8.00 per person per night at Brooks Camp Developed Area Campground
(Reservations required: 1-800-365-2267)

(2) Sitka National Historical Park (Activity Fee: Visitor Center & Russian Bishop's House)
The Sitka Activity Fee is payable upon entry into the park and should NOT be sent in with your application.

Visitor Center \$4.00 - 5 Days

Interpretive fee for exhibits, park film, and cultural demonstrations in the Visitor Center. No fee for children under 13 years old. Fees are not charged during the winter season.

Individual -- Russian Bishop's House \$4.00 - 5 Days

Interpretive fee for tours in the Russian Bishop's House. No fee for children under 13 years old. Fees are not charged during the winter season.

Late Fee:

All fees must be paid within 30 calendar days of the specified due date. The NPS uses the U.S. Treasury Current Value of Funds Rate (CVFR) system for collection of any unpaid or overdue balances owed to the Government. The current rate is set at 2% of the unpaid balance; however this rate is subject to revisions by the US Treasury. Any unpaid balance not paid within 30 days of the specified due date will accumulate an additional 2% interest on the principal amount owed, plus a \$5.00 administrative fee for each transaction (bill or letter) related to the unpaid debt. The Interest charged is simple interest at the rate in effect at the time the debt becomes overdue. The rate of interest remains fixed for the duration of the indebtedness.

TABLE #1

Park Names and Approved Commercial Visitor Services

<p>Alagnak Wild River (ALAG) Air Taxi, Guided Backpacking, Big Game Transport, Incidental Big Game Transport Boating, Charter Boat, Guided Bear Viewing, Guided Hiking, Guided Kayaking, Guided Photography, Guided Sportfishing, Guided Winter Backcountry Trips (Skiing, Sledding, Snowshoeing)</p>
<p>Aniakchak National Monument & Preserve (ANIA) Air Taxi, Guided Backpacking, Guided Boating, Charter Boat, Guided Bear Viewing, Big Game Transport, Incidental Big Game Transport, Guided Kayaking, Guided Mountaineering, Guided Photography, Guided Sportfishing, Guided Winter Backcountry (Skiing, Sledding, Snowshoeing)</p>
<p>Bering Land Bridge National Preserve (BELA) Air Taxi, Big Game Transport, Incidental Big Game Transport</p>
<p>Cape Krusenstern National Monument (CAKR) Air Taxi, Guided Backpacking, Guided Kayaking</p>
<p>Denali National Park & Preserve (DENA) Air Taxi, Guided Backpacking, Guided Hiking, Group Camping (Savage River Campground only), Big Game Transport, Incidental Big Game Transport, Guided Mountaineering, Guided Winter Backcountry Trips (Skiing, Sledding, Snowshoeing)</p>
<p>Gates of the Arctic National Park & Preserve (GAAR) Air Taxi, Guided Backpacking, Guided Boating, Charter Boat, Big Game Transport, Incidental Big Game Transport, Guided Kayaking, Guided Mountaineering, Guided Photography, Guided Sportfishing, Guided Winter Backcountry Trips (Skiing, Sledding, Snowshoeing)</p>
<p>Glacier Bay National Park & Preserve (GLBA) Air Taxi, Guided Backpacking, Charter Boat, Group Camping, Passenger Ferry, Guided Hiking, Big Game Transport, Incidental Big Game Transport, Guided Kayaking, Guided Mountaineering, Guided Photography, Taxi Service, Guided Sportfishing, Guided Winter Backcountry Trips (Skiing, Sledding, Snowshoeing)</p>
<p>Katmai National Park & Preserve (KATM) Air Taxi, Guided Backpacking, Guided Boating, Guided Bear Viewing, Charter Boat, Guided Hiking, Big Game Transport, Incidental Big Game Transport, Guided Kayaking, Guided Mountaineering, Guided Photography, Guided Sportfishing, Guided Winter Backcountry Trips (Skiing, Sledding, Snowshoeing)</p>
<p>Kenai Fjords National Park (KEFJ) Air Taxi, Backpacking, Guided Dog Sled Rides, Group Camping, Guided Hiking, Guided Kayaking, Guided Mountaineering, Guided Sportfishing, Commercial Vehicle Tours (land-based), Guided Skiing/ Snowshoeing, Guided Bicycle Tours</p>
<p>Klondike Gold Rush National Historical Park (KLGO) Guided Backpacking, Guided Boating, Guided Bicycling, Guided Hiking, Guided Horserides, Shuttle Service, Commercial Vehicle Tours</p>
<p>Kobuk Valley National Park (KOVA) Air Taxi, Guided Backpacking, Guided Boating, Charter Boat, Hiking</p>
<p>Lake Clark National Park & Preserve (LACL) Air Taxi, Guided Backpacking, Guided Boating, Guided Bear Viewing, Charter Boat, Guided Hiking, Big Game Transport, Incidental Big Game Transport, Guided Kayaking, Guided Mountaineering, Guided Photography, Guided Sportfishing, Guided Winter Backcountry Trips (Skiing, Sledding, Snowshoeing)</p>
<p>Noatak National Preserve (NOAT) Air Taxi, Guided Backpacking, Guided Boating, Guided Hiking, Big Game Transport, Incidental Big Game Transport, Guided Photography, Guided Sportfishing</p>
<p>Sitka National Historical Park (SITK) Hiking, Shuttle Service, Commercial Vehicle Tours (land-based).</p>
<p>Wrangell-St. Elias National Park & Preserve (WRST) Air Taxi, Guided Backpacking, Guided Boating, Guided Dog Sled Rides, Guided Hiking, Guided Horse packing, Guided Horserides, Big Game Transport, Incidental Big Game Transport, Guided Kayaking, Guided Mountaineering, Guided Photography, Guided Sportfishing, Commercial Vehicle Tours, Guided Winter Backcountry Trips (Skiing, Sledding, Snowshoeing), Guided Wagonrides</p>
<p>Yukon-Charley Rivers National Preserve (YUCH) Air Taxi, Guided Backpacking, Guided Boating, Guided Hiking, Big Game Transport, Incidental Big Game Transport, Guided Sportfishing</p>

TABLE #2
Descriptions & Codes For Commercial Visitor Services

	Code	<u>AIRCRAFT USE</u>
Air Taxi	AT	A FAA Certified business that engage in air transportation with landings within the park boundaries. A permit is not required for Flightseeing trips that do not involve landings within park boundaries.
Big Game Transporter	HT	State (Alaska) Licensed Big Game Transport Service (for compensation) of big game hunters, their equipment or big game animals harvested by hunters to, from or in the field. (Soliciting this service at more than the usual tariff or charter rate.) (Applies to planes and boats.)
(Incidental) Big Game Transporter	IT	Licensed Air Taxi Operator providing carriage to big game hunters, their equipment or big game animals harvested by hunters to, from or in the field on an incidental basis only (unsolicited service or providing this service at the usual tariff or charter rate).
	Code	<u>FOOT TRAVEL</u>
Backpacking / Camping Overnight	BP	Hiking, carrying backpacks and necessary supplies with the intent of establishing temporary overnight camps.
Bear Viewing	BV	Lead groups on hikes to view/photography bears in Katmai, Alagnak, Aniakchak, and/or Lake Clark park units. Does not apply to other parks.
Camping (Groups)	GC	Use of improved campground facilities by commercial groups (Day Use). If you will be camping overnight, choose the "Backpacking" service code.
Hiking / Walking Tours	GH	Use of established / developed trails for walking and sightseeing.
Mountaineering	MT	Sport that involves rock or ice climbing or glacier travel each requiring the basic use of climbing ropes, cords, ice climbing boots, poles, ice axes, or crampons, etc.
Photography	PH	Use this only if Photography will be your primary activity. An example would be a photography business taking visitors in for nature picture taking. Others whose primary activity is for example, Hiking but may also take pictures along the hike; do not need to specify Photography on your application.
	Code	<u>TRANSPORTATION / VEHICLE USE</u>
Bicycle Tours	CY	Guided trips on bicycles on designated routes to tour the park.
Horse Packing	HP	Guided Overnight camping trips using horses as mode of transportation and/or to carry packs.
Horse Rides	HR	Guided day trips using western-style riding on horseback.
Shuttle & Taxi Service	SH	Point-to-point ground transportation only where passengers are dropped off or picked up in specified areas (no guiding).
Vehicle Tours	VT	A commercial vehicle tour consists of one or more persons traveling on an itinerary that has been packaged, priced, or sold for leisure/recreational purposes by an organization that realizes financial gain through the provision of the service. Applies to tours occurring on land- essentially road-based tours.
Wagon Rides	WR	Guided trail rides via wheeled covered wagons pulled by horses.
	Code	<u>WATER-RELATED ACTIVITIES</u>
Boating Trips	BT	Guided motorized or non-motorized vessel (any other than Kayak or Charter Boat).
Charter Boat	CB	A vessel operating in marine waters carrying persons or cargo.
Kayak Tours	KT	Guided Day tours on a Kayak (decked boat paddled from a seated position using two-bladed paddle.
Sportfishing	SF	Guided recreational activity of catch and release of fish.
	Code	<u>WINTER ACTIVITY (Backcountry)</u>
Skiing	SK	Gliding over the snow using skis strapped to the feet with ski bindings
Dog Sledding	DS	Guided day tours using a regular or dog drawn sled for transportation.
Snowshoeing	SN	Using a racket-shaped frame containing interlaced strips, as of leather, that is attached to the foot to facilitate walking on deep snow.

TABLE #3 Group Size Limitations

This table allows you to be knowledgeable of any group or size limitation per park, before you submit your application.

Park Unit	Group Size Limitations
Alagnak Wild River	No more than 15 persons, including employees
Aniakchak	No more than 15 persons, including employees
Bering Land Bridge	<u>Float Trips</u> : No more than 10 persons, including Guides & Boatmen. <u>Backpacking Groups</u> : No more than 7 and that include Guides.
Cape Krusenstern	<u>Float Trips</u> : No more than 10 and that include Guides & Boatmen. <u>Backpacking Groups</u> : No more than 7 persons, including Guides.
Denali	<u>Savage River Campground</u> : The group size maximum limit is 20 per site, inclusive of group leasers. The maximum number of <u>vehicles</u> allowed is 2 per site. Group sites only may be reserved. <u>Overnight camping</u> is limited to 14 total nights in any one operating season and no more than 7 consecutive nights for the Savage group sites. Passenger-carrying vehicles may be used only for direct access to the reserved group campsites. Vehicles may not be used for travel beyond the Savage Group Campground. Mountaineering Guides: ○ The following guide to client ratio will be the minimum on * <u>non-technical climbs</u> : A minimum of 5-clients or less to 1-guide on non-technical climbs and * <u>technical climbs</u> guide ratios should not exceed 3-clients to 1-guide. (The group size limit is 12 people, inclusive of guides, for guided mountaineering, guided day hiking, guided overnight backpacking and guided winter backcountry trips. Limit may be increased to 15 under certain circumstances with prior NPS approval). <u>Other DENA Areas Open to Commercial Activities</u> : No more than 12 persons , including Guides
Gates of the Arctic	<u>Float Trips</u> : No more than 10 persons , including Guides & Boatmen <u>Backpacking Groups</u> : No more than 7 persons, including Guides (includes side trips taken by river float).
Glacier Bay	<u>Backcountry (On Shore Groups)</u> : No more than 12 persons, including Guides.
Katmai	Excluding Brooks Camp Developed Area, no more than 15 persons, including Holder's employees.
Kenai Fjords	<u>Backcountry Trips</u> : (includes Harding Ice Field & Trail) No more than 14 per group including Guides & Assistants.
Klondike Gold Rush	<u>Guided Trips</u> : No more than 12 persons, including Guides. Also, there must be at least one Guide per trip. <u>Horseback Rides</u> : No more than 5 client-riders for each wrangler/guide (e.g. maximum group size is 12 persons, two of which must be guides).
Kobuk Valley	<u>Float Trips</u> : No more than 10 persons and that include Guides & Boatmen. <u>Backpacking Groups</u> : No more than 7 persons, including Guides.
Lake Clark	No more than 15 persons, including Guides & Assistants.
Noatak	<u>Float Trips</u> : No more than 10 persons, including Guides & Boatmen. <u>Backpacking Groups</u> : No more than 7 persons, including Guides.
Sitka	None
Wrangell-St. Elias	<u>Float Trips</u> : No more than 15 persons, including Guides & Boatmen.
Yukon-Charley Rivers	<u>Float Trips</u> : No more than 12 persons, including Guides & Boatmen.

TABLE #4
Minimum Insurance Requirements

Activity	Type of Insurance	Minimum Amount Required
Backpacking, Hiking, Photography, Horse Rides, Horse Packing, Camping (Group), Dog Sled Tours, Winter Backcountry Use, Sportfishing without boat, Bicycle Tours, Bear Viewing, Wagon Rides	<u>Comprehensive General Liability</u> (Guides & Outfitters)	\$300,000/Occurrence
Mountaineering	<u>Comprehensive General Liability</u> (Guides & Outfitters)	<u>PARTY SIZE - Amount</u> Up to 5: \$300,000/Occurrence 6 to 12: \$500,000/Occurrence 13 or more: \$1,000,000/Occurrence
Motor Vehicles (Shuttle Service, Vehicle Tours)	<u>Auto Liability</u> Coverage is required for all owned, non-owned and hired vehicles.	<u>PARTY SIZE - Amount</u> Up to 5: \$300,000/Occurrence 6 to 12: \$500,000/Occurrence 13 to 20: \$750,000/Occurrence 21 to 50 \$1,500,000/occurrence 51 or more: Contact NPS
<u>Watercraft Over 26 Feet</u> Boating Trips, Charter Boat, Sportfishing with boat, Hunt Transporters (via boat)	<u>Protection & Indemnity</u> If your vessels is over 26 feet.	<u>Passengers Amount</u> Up to 5: \$300,000/Occurrence 6 to 12: \$500,000/Occurrence 13 to 20: \$1,000,000/Occurrence 21 to 50 \$1,500,000/occurrence 51 & Over: Contact NPS
<u>Watercraft Under 26 Feet</u> Boating Trips, Charter Boat, Sportfishing with boat, Kayak Tours, Hunt Transporters (via boat)	<u>Comprehensive General Liability</u> If your vessels is under 26 feet. (Insurance cert must include statement that " <u>watercraft liability is included</u> ").	\$300,000 Per Occurrence
Air Taxi, Big Game Transporters (via plane)	Aircraft Liability	\$150,000 per seat for bodily injury or death in a single occurrence; and \$100,000 for property damage in a single occurrence.
Employee Coverage	Worker's Compensation	Required if you have Hired Employees.

Additional Information:

1. An insurance certificates must show that coverage has been provided for all of your activities. For example, if you were an Air Taxi Operator who will also Guide clients, you would need both Aircraft Liability and General Liability Insurance (Guides & Outfitters Insurance). Separate insurance certificates are not required.
2. All insurers must be admitted (licensed) in the state in which the Holder is domiciled.
3. The following must be shown on the Certificate of Insurance:
 - A.M. Best Identification Number of the insurance company.
 - The Insured's name but the same as that under which you will be doing business.
 - The US Government is a named additional insured and is annotated as such on the certificate.
 - The Certificate Holder's address is: (mail to this address or fax to 907-644-3813)
 US Government
 National Park Service- Concessions
 240 West 5th Avenue #114
 Anchorage, AK 99501

Frequently asked questions
National Park Service
Commercial Use Authorization

1. What is a "Commercial Visitor Service"?

This type of service means accommodations, facilities and services the NPS has determined to be necessary and appropriate for public use and enjoyment of a park area provided to park area visitors for a fee or charge by a person. The fee or charge paid by the visitor may be direct or indirect as part of the provision of comprehensive visitor services.

2. What will be the term of this authorization?

Authorizations are issued for a term of up to two-years. Applicants should specify on the front of the application whether a one or two-year authorization is requested. CUA's are not issued for less than 1 year.

3. How long does it take to process my application?

The time to process an application can vary from 2 weeks to up to 3 months. Submitting a complete packet greatly aids us in issuing your authorization by the time you specify on the application.

We strongly recommend submitting your complete application packet as early in the year as possible. Do not wait!

4. What will I receive in the form of an Authorization?

After the application and all required documents have been received and approved, you will be mailed two copies of the Authorization along with other related documents. You must sign and date both copies of the Authorization. One copy is for you to keep with you while operating in the park and the other should be mailed back to the NPS for your record.

5. Under what authority is this CUAs issued and How may I obtain copies?

The issuance of Commercial Use Authorizations is authorized by Section 418 of the National Parks Omnibus Management Act of 1998, Public Law 105-391 and Title 36 of the Code of Federal Regulations 5.3. These regulations and laws can be downloaded from our website at www.nps.gov/akso/concessions/home.htm.

6. What if I don't have all the necessary documents to apply for the authorization? Some of my documents are still pending. May I still apply?

YES. If you have completed the application but are still waiting for insurance, state licenses, etc, you may submit the application and fee now and submit the other documents later. Just remember that we can not issue an authorization until all the required documents and information are received, reviewed and approved.

7. Are there any special requirements before starting my trips? Yes.

• Denali - Savage River Campground:

Group sites are available by reservation beginning December 1 for the following year, fax: 907-264-4684. Group site fax forms are available on www.nps.gov/dena.

You should submit your CUA application before making your reservations.

• Denali - Mountaineering and Guided Overnight Backcountry Trips

Guided mountaineering and guided overnight backcountry groups are required to check-in with the Talkeetna Ranger Station BEFORE starting each trip. Call 907-733-2231.

• Gates of the Arctic – Leave No Trace Orientation

Commercial operators in Gates of the Arctic National Park and Preserve are required to ensure that all clients utilizing any park or preserve lands receive a Visitor Safety and Leave No Trace orientation. Orientations are available in person during regular business hours at Bettles Ranger Station, Coldfoot Visitor Center, Anaktuvuk Pass Ranger Station (when staffed), and during regular business hours via telephone to the Bettles Ranger Station (800-478-5494) from any location in Alaska. Commercial operators must contact the Bettles Ranger Station if none of these options are available to your clients. Commercial operators may be authorized to conduct their own orientation with their clients in lieu of this requirement following consultation with and approval by the Chief of Operations.

• Klondike Gold Rush

Guided Backpacking groups are required to check in with the Chilkoot Trail Center in Skagway BEFORE starting each trip. Clients must receive backcountry orientation information during that check-in.

• Yukon-Charley Rivers – Use of Preserve Area

All Holders either dropping off clients or starting a guiding trip in the preserve area are asked to encourage their clients to call the Eagle National Park Service Office to receive current safety information on the water conditions of the Charley River. Permittees are also encouraged to distribute voluntary trip reports to clients prior to departure. The voluntary trip report includes names of individuals, point of departure, destination, type/color of vessel, type/color of

shelter, emergency contact numbers, and expected completion date. Yukon-Charley will mail these packets to Holders for distribution. Packets will include a self-addressed, stamped postcard for clients to mail to the preserve upon trip completion.

8. Is sub-contracting allowed under the authorization?

No. The Park Service does not allow subcontracting under this authorization. If an Authorization Holder sells or transfers the business, the new owner will be required to apply for the authorization – an Authorization cannot be transferred.

9. What type of insurance is required before this authorization can be approved?

The Holder must provide commercial liability insurance against claims arising out of or resulting from the acts or omissions of the Holder or the Holder's employees, agents, or contractors, in carrying out the authorized activities and operations. This office must in receipt of verification of insurance coverage before an authorization can be issued and must be maintained as current during the term of the authorization. Page 7 (Table #4) in the Instruction Booklet gives full insurance requirements.

IMPORTANT:

The name on the certificate of insurance must match your business name, including any names used under "doing business as". The certificate can be mailed to the address on this letterhead or faxed directly to the Anchorage office at (907) 644-3813. The certificate holder's address must read: U.S. Government, National Park Service, Concessions, 240 West 5th Avenue, Room 114, Anchorage, AK 99501

All liability policies must provide that the United States of America is named an additional insured. All insurers must be admitted (licensed) in the state in which the Holder is domiciled.

10. What are the requirements during the second year of a two-year authorization?

Those authorized under 2-year authorizations, must meet these requirements BEFORE starting your operations the second year of your authorization:

- Provide the NPS with proof of current insurance that is commensurate with the risk involved and the scope and size of the activities.
- Be current on all fees.
- Be in compliance with all past-year reporting requirements
- Provide an updated list of guides, drivers or pilots that you employ.
- Commercial Tour Operators must provide a copy of their Itinerary to the NPS prior to beginning operations in the park.
- Meet all State, Federal and other agency requirements relating to your operation such as FAA Operating Certificates, Big Game Transporting License, Registration of Watercraft, and/or Alaska Business License.
- Denali Mountaineering Guides: If you have changes in your Standard Operating Plan, those changes/updates must be provided to the NPS before starting your trips.
- Lake Clark, Katmai, Aniakchak, Alagnak Holders must attend any one of the Annual Business Partner meetings PRIOR to beginning operations in 2006 and 2007. Failure to attend a meeting will result in suspension of the authorization.
- Western Arctic National Parklands Holders (WEAR)
(Bering Land Bridge National Preserve, Kobuk Valley National Park, Noatak National Preserve, Cape Krusenstern National Monument)

Big Game Transporters and all Incidental Big Game Transport Service providers in Noatak National Preserve and Bering Land Bridge National Monument must attend an informational meeting prior to start up operations each year. The informational meeting will be offered by Western Arctic National Parklands staff and made available in Kotzebue, Alaska. A list of meeting dates and locations will be mailed to all operators that provide big game transport services (including incidental services) at the beginning of every year. Failure to attend a meeting will result in suspension of the authorization.

11. Are there any annual or other reporting requirements?

- (a) There are two main reports that must be submitted each year of the authorization with a postmark date of not later than November 15th. These are the (1) Activity Summary Report and (2) Gross Receipt Report. Negative reports are also required. The applicable reporting forms will be provided to you when your authorization is issued. These reporting forms can also be downloaded from our website at <http://www.nps.gov/akso/concessions/home.htm>.
- (b) At Kenai Fjords National Park, any Holder conducting a guided overnight trip anywhere in that park OR a day trip on the Harding Icefield Trail, Harding Icefield or in any coastal area of the park is required to fill out and carry a Voluntary Backcountry Registration (VBR) in lieu of maintaining and submitting an Annual Activity Summary report

APPLICATION FORM
for
COMMERCIAL USE AUTHORIZATION (CUA)
(Formerly Incidental Business Permit)

U.S. DEPARTMENT OF THE INTERIOR



National Park Service

240 West 5th Avenue, Room 114
Anchorage, Alaska 99501

Ph: (907) 644-3362 or 644-3533 Fax: (907) 644-3813 or (907) 644-3814

Website: www.nps.gov/akso/concessions/home.htm

Email: brenda_coleman@nps.gov

For which year(s) is authorization being requested? _____, _____

NEW INFORMATION

If you are a Non-Profit organization, do not use this application form. Non-profit organizations should complete the Special Use Permit Application for Non-Profit Organizations.

This application is used to request “Out-of-Park” commercial visitor service(s). What is meant by “out-of-park” is commercial services that must originate and terminate outside of the boundaries of the park area or within an inholding. Activities such as advertising, soliciting business, collecting fees or selling any goods or services within the park boundaries are NOT allowed.

IMPORTANT: Before completing this application, please refer to Table #1 on Page 4 of the Instruction Booklet to verify that the service you are proposing is an approved commercial service. If the service you wish to provide is **not** listed on the table of approved commercial visitor services, contact us at (907-644-3362).

Please type or print in ink. Answer all questions completely or mark “N/A” if not applicable

1) Applicant (Holder) _____
Legal Business Name _____ Doing Business As (d.b.a.) _____

(Note: The legal business name for a sole proprietor is the name of the individual. For a partnership, it is generally the names of the individual partners. For corporations, it is the name of the corporation.)

2) What is your Business Type (Please check appropriate box below):

- A. Sole Proprietor
- B. Corporation: (**State:** _____ **Entity Number** _____)
- C. Partnership/Association. *Print the names of each partner. If there are more than two partners, please attach a complete list of their names.*
(Name _____)
(Name _____)
- D. **Other (explain)** _____

3) Address / Contact Information:

Summer	Winter (Same <input checked="" type="checkbox"/> <input type="checkbox"/>)
Address: _____	Address: _____
City, State, Zip _____	City, State, Zip _____
Phone (Day): _____ Eve: _____	Phone (Day): _____ Eve: _____
Fax: _____	Fax: _____
Email: _____	Email: _____
Website: _____	Website: _____

4) Taxpayer Identification Number _____ -OR- SSN _____

(Note: This is required by the 1996 Debt Collection Act for debt collection and under the Internal Revenue Code for vendor income reporting.)

5) Give name(s) of authorized agent(s) for this business.

6) (a) Are you employed with the National Park Service? ____.

Title _____

Park / Office where employed _____

(b) Do you have a spouse or minor children employed with the National Park Service? ____

Name: _____

Title _____

Park / Office where employed _____.

7) Alaska Business License Number _____ Expiration Date of License: _____.

(Note: Generally, to do business in the State of Alaska, the State requires an Alaska business license. Contact the Alaska Division of Occupational Licensing, Business Licensing Section in Juneau at (907) 465-2550 or Anchorage (907) 269-8173 or via the Internet at http://www.commerce.state.ak.us/occ/apps/BLEC_Start.cfm.)

8) Employees who will work under the authority of your authorization.

(Note: Provide names and titles of employees who will work in the park. These are usually Guides, Group Leaders, Drivers, Boat Operators, Pilots that are your employees (not contracted service). Use additional paper if needed. Please report any future changes to your list of employees by mailing an updated list to NPS, Concessions, 240 West 5th Avenue, #114, Anchorage, AK 99501.)

Names

Title or Position

9) Will your business operate WATERCRAFT within NPS boundaries ____?

If "yes", please give a description of each watercraft. Contact the Alaska Department of Motor Vehicles for State registration requirements for motorized and non-motorized watercraft at 907-269-5590 or via the Internet at <http://www.state.ak.us/dmv/boat.htm>

WATERCRAFT DESCRIPTION (E.g. Kayaks, Rafts, Skiff etc.)	MAX # PASSENGERS	DMV REGISTRATION NUMBER OR US COAST GUARD DOC NUMBER (This column applies to motorized boats)	REGISTRATION EXPIRES ON?	COLOR(S)	LENGTH	IS IT MOTORIZED?
		AK- -or- USCG#				
		AK- -or- USCG#				
		AK- -or- USCG#				
		AK- -or- USCG#				

10) Will your business operate vehicles (car, truck, van, bus, taxicab, etc) within NPS boundaries ___?
If "yes", please give a description of each vehicle. Use additional paper if necessary.

MAKE OF VEHICLE	YEAR	MODEL	COLOR	MAX # PASSENGERS	OWN	LEASE

11) Will your business operate aircraft within NPS boundaries ___?
My FAA Air Carrier Operating Certificate Expires on _____, Certificate Number _____

TAIL NUMBER	MAKE / MODEL	WHEEL	FLOAT	SKIS	COLOR(S)

12) If you are a Big Game Transporter, please provide the following:
Transporter License Number _____ Expiration Date: _____

13) Mountaineering Guides in Denali National Park & Preserve must submit a Standard Operating Plan with this application that gives: previous Alaska Range experience, glacier travel experience, medical certification (minimum WFR), guide qualifications/certifications and have a medical sponsor and protocol if carrying prescription drugs in drug kit.

14) SELECTING YOUR PARK & COMMERCIAL VISITOR SERVICE

Use the tables found on pages 6 ,7 & 8 of the Instruction Booklet to complete this section.

FIRST PARK CODE _____

Visitor service(s) Code(s) for this park

_____, _____, _____, _____, _____, _____, _____, _____,
_____, _____, _____, _____, _____, _____, _____, _____,

What is the estimated number of guides per trip? _____ Clients per trip _____
(Check Table #3 on page 6 of the Instructions to verify you are not exceeding any guide/client limits.)

What date would you like to start your first trip? _____

Tell us which general areas of this park you will use.

(Please be as specific as possible and generally avoid “entire park” or “all”.

Briefly describe your Itinerary:

SECOND PARK CODE _____

Visitor service(s) Code(s) for this park

(Write in the codes for the visitor services you propose to provide.)

_____, _____, _____, _____, _____, _____, _____, _____,
_____, _____, _____, _____, _____, _____, _____, _____,

What is the estimated number of guides per trip? _____ Clients per trip _____
(Check Table #3 on page 6 of the Instructions to verify you are not exceeding any guide/client limits.)

What date would you like to start your first trip? _____

Tell us which general areas of this park you will use.

(Please be as specific as possible and generally avoid “entire park” or “all”.

Briefly, describe your Itinerary:

THIRD PARK CODE _____

Visitor service(s) Code(s) for this park

_____, _____, _____, _____, _____, _____, _____, _____,
_____, _____, _____, _____, _____, _____, _____, _____,

What is the estimated number of guides per trip? _____ Clients per trip _____

(Check Table #3 on page 6 of the Instructions to verify you are not exceeding any guide/client limits.)

What date would you like to start your first trip? _____

Tell us which general areas of this park you will use.

(Please be as specific as possible and generally avoid "entire park" or "all".

Briefly describe your Itinerary:

FOURTH PARK CODE _____

Visitor service(s) Code(s) for this park

_____, _____, _____, _____, _____, _____, _____, _____,
_____, _____, _____, _____, _____, _____, _____, _____,

What is the estimated number of guides per trip? _____ Clients per trip _____

(Check Table #3 on page 6 of the Instructions to verify you are not exceeding any guide/client limits.)

What date would you like to start your first trip? _____

Tell us which general areas of this park you will use.

(Please be as specific as possible and generally avoid "entire park" or "all".

Briefly describe your Itinerary:

15) Within the past 5 years, have you, the company (business entity) or any individual serving as an officer, principal, partner or employee with this business entity or any previous business entity, been convicted of or forfeited collateral for any violations of state, federal, or local law or regulation?

YES _____ NO _____

Date of Violation: _____
Was this a conviction? _____ Was Collateral forfeited? _____
Name of Business or person(s) _____
Place of Violation? _____
Court Name _____
Give Details _____
(Results) Action Taken by Court _____

16) Is the company (current entity) or previous business entity, or any owners of this business entity or previous business entity now under charges for any violation of state, Federal, or local law or regulation?

YES _____ NO _____.

Date of Violation: _____
Place of Violation? _____
Who is the Charge against? _____
Who made the Charge(s) _____
Give Details of charge(s) _____
Current Status: _____

17) *Within the past 5 years, have any of your current or proposed employees been convicted of or forfeited collateral for any state, federal, or local law or regulation; OR are they now under charges for any violation of state, federal or local law or regulation?

YES ___ NO ___ (*Employees identified below may be precluded from working for the operator)

Date of Violation: _____, Place of Violation: _____
Was this a conviction? _____ Was Collateral forfeited? _____
Name of Employees or Proposed Employees Involved _____
Place of Violation? _____
Court Name _____
Give Details _____
Current Status _____

18) **Signature:** False, fictitious or fraudulent statements of representations made in this application may be grounds for denial or revocation of the Commercial Use Authorization and may be punishable by fine or imprisonment (U.S. Code, Title 18, Section 1001). All Information provided will be considered in reviewing this application.

Note: Application must be signed by an authorized individual such as the owner, president, or other authorized agent. Authorized agents must attach proof of authorization to make application on behalf of the Applicant / Holder named in Item #1 of this application.

By my signature, I hereby attest that all my statements and answers on this form and any attachments are true, complete, and accurate to the best of my knowledge.

Signature Printed Name Date

Title

CHECKLIST FOR SUBMITTING YOUR APPLICATION

Don't have all your paperwork yet???

If you have completed the application but are still waiting for insurance, state licenses, etc, you may submit the application and fee now. It is preferred to have all required documentation along with the application; however the other documents may be submitted later. Remember, an authorization cannot be issued until all the required documents and information are received, reviewed and approved.

APPLICANT (Business Name): _____

_____ Completed Application Form is enclosed.

_____ Payment is enclosed. **PLEASE** remember to include *either social security number or tax identification number on check*

_____ Standard Operating Plan (*This only applies to Denali Mountaineering Guides*)

_____ Copy of Itinerary (*Commercial Ground Vehicle Tours only*)

_____ Insurance Certificate must include this information. If not, this will delay processing

- A.M. Best Identification Number of the insurance company. All insurers must be admitted (licensed) in the state in which the permittee is domiciled.
- The name and address of your business (Must not be issued in the individual's name unless that is the name under which you will be doing business.)
- The US Government is a named **additional insured** (*Your Certificate of Insurance must include a statement verifying the US Government is named as an additional insured on your policy.*)
- The Certificate Holder's address reads:
US Government
National Park Service- Concessions
240 West 5th Avenue #114
Anchorage, AK 99501

.....
Important Notes:

1. **Gates of the Arctic National Park & Preserve**; Visitor Safety & Leave No Trace Orientation
All clients must be oriented before taking trips. Commercial Operators must check in at Bettles Ranger Station, Coldfoot Visitor Center, or Anaktuvuk Pass Ranger Station or call 1-800-478-5494. (*Check in -Mandatory*).
2. **Denali: Mountaineers/Overnight Backcountry groups** are required to check in at the Talkeetna Ranger Station before you start your trip. Call 907-733-2231. (*Check in -Mandatory*).
3. **Savage River Campground Reservation:** After submitting your CUA application, call 907-264-4684 for to make your camping reservations.

Mail completed Application and Fee payment (if applicable) to:

National Park Service
240 West 5th Avenue, Room 114
Anchorage, Alaska 99501

Note: This document is being provided to hopefully simplify understanding of the Fee Schedule that is provided in the Instructions.

**National Park Service
2006-2007 Commercial Use Authorization Fee Schedule:**

(1) Application & Administrative Fee: The table below reflect both the Application Fee and the Administrative Fee combined based upon the number of years of the authorization.

One-Year Authorization		Two-Year Authorization	
<u># Parks</u>	<u>Fee</u>	<u># Parks</u>	<u>Fee</u>
1	\$200	1	\$300
2	\$250	2	\$400
3	\$300	3	\$500
4	\$350	4	\$600
5	\$400	5	\$700
6	\$450	6	\$800

(2) Management Fee: In addition to the Fee Schedule shown above, some parks charge a Management Fee. Please refer to the CUA instructions for a list of those parks and the amount of the Management Fee.

(3) Commercial Vehicle Tours at Kenai Fjords and Klondike Gold Rush. If you will operate in one or both of these Entrance Fee parks and no others, do not send any payment with your application. In lieu of the application and administrative fees, an entrance fee will be collected by the park staff. Commercial Tours consist of one or more persons traveling on an itinerary that has been packaged, priced or sold for leisure/recreational purposes and no other services (except for incidental services such as on-board interpretation and hot lunches) are provided.

(3a) Operating in other parks in addition to Kenai Fjords and/or Klondike Gold Rush If your application for Commercial Vehicle Tours at Kenai Fjords and/or Klondike Gold Rush includes any other parks, the fees as described in Items #1 and 2 will apply, which means you would need to send in the applicable fees with your application.

Reminder: Either a Social Security Number or Tax Identification Number should be shown on the check or money order.

Mail completed application and applicable fee payment to:

National Park Service
Concessions Office
240 West 5th Avenue #114
Anchorage, AK 99501