

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: <http://www.nps.gov/akso/concessions/index.cfm>
 Email: brenda_coleman@nps.gov

Application DUE DATE

Please submit the application at least **30 days in advance of your proposed start date**. Applications not received with that timeframe will still be processed, however, there may be a delay in issuing the CUA by your proposed start date.

FOR OFFICE USE ONLY

CUA# _____
 Received: _____
 Check# _____
 Amount: _____

This application is for “out-of-park” commercial visitor 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.

PLEASE TYPE OR PRINT IN INK.
ANSWER ALL QUESTIONS COMPLETELY OR MARK “N/A” IF NOT APPLICABLE

You may apply for a one or two-year CUA. The term of a CUA may not exceed 2 years and no preferential right of renewal or similar provisions for renewal may be provided.

1) This CUA request is for: 2009 2010 *(check one or both)*

2) Business Name *(As shown on your Alaska Business License)*

3) Doing Business As (DBA) Not Applicable

4) What is your Business Type *(Please check appropriate box below)?*

- Corporation (State: _____)
- Sole Proprietorship
- Partnership (Names: _____)
- Other (Specify Type _____)

5) Contact Information (YEAR-ROUND)

Address			
City	State	Zip	Country
Ph (day)	Ph (eve)	Fax	
Email		Web	

Contact Information (SUMMER)

Same As Year-Round

Address			
City	State	Zip	Country
Ph (day)	Ph (eve)	Fax	
Email		Web	

6) Are you, your spouse or minor children currently employed by the National Park Service (NPS)?
 No Yes If you answered “yes, please give details below:

(1) Name, Title & Park Unit: _____

(2) Name, Title & Park Unit: _____

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

If the State has determined you are not required to obtain an Alaska Business License, please attach provide proof of that determination to this application.

8) Please provide NAMES and TITLES of all owners and employees, including the person completing the application if they are an employee, or owner, guide, etc.

Note: First Aid and/or CPR certification is a requirement for Klondike Gold Rush National Historical Park, Denali National Park & Preserve and Wrangell-St. Elias National Park & Preserve. First Aid/CPR certification is not required for other park units; however, if you have this certification, please provide it.

Name (All Owners and Employees)	Title <i>e.g.: Guide</i>	First Aid Cert Expires	CPR Cert Expires	Certifying Agency (e.g.: American Red Cross)
		Month _____ Year _____ N/A _____	Month _____ Year _____ N/A _____	
		Month _____ Year _____ N/A _____	Month _____ Year _____ N/A _____	
		Month _____ Year _____ N/A _____	Month _____ Year _____ N/A _____	
		Month _____ Year _____ N/A _____	Month _____ Year _____ N/A _____	
		Month _____ Year _____ N/A _____	Month _____ Year _____ N/A _____	

9) **AIRCRAFT OPERATORS** Please check appropriate box: Part 91 Part 135

My FAA Air Carrier Operating Certificate Number is _____.
(Part 135 operators must attach a copy of their FAA Certification to this application.)

10) Please provide information on your Aircraft which will be used under the CUA. You may use additional paper if more space is needed or attach a paper that identifies your aircraft, however that paper must provide all the information requested below:

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

- 11) a) Are you a licensed big game transporter? No Yes
(Licensed big game transporters must attach a copy of their license to this application.)
 b) Will you/your business transport hunters, their equipment or game to/from any NPS national preserve Unit under the CUA? No Yes

12) **FOREIGN AIR CARRIERS:**

Have you obtained operations specifications from the Federal Aviation Administration? No Yes
Please attach a copy of the FAA Letter to your application.

Title 49 U.S.C. § 41301, requires foreign air carriers to maintain proper authorization to conduct scheduled and charter flights into and within the United States. For more information, please contact the Anchorage International Field Unit (IFU), FAA Flight Standards District Office at (907) 271-2000, or go to their website at www.faa.gov/about/office_org/field_offices/ifo/anchor_ifu/.

WATERCRAFT OPERATORS

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/reg/boat.htm>
 (Note: The use of personal watercraft (including airboats) is prohibited for commercial purposes in the National Park Units. **Personal Watercraft** refers to a vessel, usually less than 16 feet in length which uses an inboard, internal combustion engine powering a water jet pump as its primary source of propulsion. The vessel is intended to be operated by a person or persons sitting, standing or kneeling on the vessel, rather than within the confines of the hull. Brand names include, but are not limited to, Jet Ski, Sea-Doo, Waterrunner, Wet Jet and Surf Jet. **Airboat** means a vessel that is supported by the buoyancy of its hull and powered by a propeller or fan above the waterline.). The use of High Speed Amphibian technology based vehicles (Quadski, Aquada, Humdinga, etc) in the park is also prohibited.

13) Will your business operate WATERCRAFT within NPS boundaries? No Yes

Please provide information on your watercraft which will be used under the CUA.

Watercraft Type (e.g. kayaks, inflatable raft, canoe, etc.)	Capacity (# passengers)	DMV Registration # or US Coast Guard Doc Number (this column applies to motorized boats)	Registration Expires On?	Color	Length	Is It Motorized?
		AK- _____ -or- USCG# _____ N/A _____				
		AK- _____ -or- USCG# _____ N/A _____				
		AK- _____ -or- USCG# _____ N/A _____				
		AK- _____ -or- USCG# _____ N/A _____				
		AK- _____ -or- USCG# _____ N/A _____				
		AK- _____ -or- USCG# _____ N/A _____				
		AK- _____ -or- USCG# _____ N/A _____				

14) Will your business operate motor vehicles (cars, trucks, van, bus, etc) within NPS boundaries?
No Yes

Please provide information on your motor vehicles which will be used under the CUA.

MAKE OF VEHICLE	YEAR	MODEL	COLOR	MAX # PASSENGERS	OWN	LEASE

15) CHOOSING YOUR PARK UNIT AND ACTIVITIES

Please use the spaces below to provide information on your proposed trips

PARK UNIT NAME (1) _____

Type of Activity

Locations to be used for this activity (please show **LOCATIONS** – **not the name of the park unit.**)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

- What is the estimated number of guides per trip? _____ Clients per trip _____
(Check Page 10 of the Instructions (Table 3) to verify you are not exceeding any group size limits.)
- What date would you like to start your first trip? _____
- Have you obtained all required State and/or other Federal agency permits/approvals, if any, to conduct these activities? No Yes N/A *(eg. State fishing license, etc.)*

PARK UNIT NAME (2) _____

Type of Activity

Locations to be used for this activity (please show **LOCATIONS** – **not the name of the park unit.**)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

- What is the estimated number of guides per trip? _____ Clients per trip _____
(Check Page 10 of the Instructions (Table 3) to verify you are not exceeding any group size limits.)
- What date would you like to start your first trip? _____
- Have you obtained all required State and/or other Federal agency permits/approvals, if any, to conduct these activities? No Yes N/A *(eg. State fishing license, etc.)*

PARK UNIT NAME (3) _____

Type of Activity

Locations to be used for this activity (please show **LOCATIONS** – *not the name of the park unit.*)

- What is the estimated number of guides per trip? _____ Clients per trip _____
(Check Page 10 of the Instructions (Table 3) to verify you are not exceeding any group size limits.)
- What date would you like to start your first trip? _____
- Have you obtained all required State and/or other Federal agency permits/approvals, if any, to conduct these activities? No Yes N/A *(eg. State fishing license, etc.)*

PARK UNIT NAME (4) _____

Type of Activity

Locations to be used for this activity (please show **LOCATIONS** – *not the name of the park unit.*)

- What is the estimated number of guides per trip? _____ Clients per trip _____
(Check Page 10 of the Instructions (Table 3) to verify you are not exceeding any group size limits.)
- What date would you like to start your first trip? _____
- Have you obtained all required State and/or other Federal agency permits/approvals, if any, to conduct these activities? No Yes N/A *(eg. State fishing license, etc.)*

16) 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 _____

17) 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 (This not include minor traffic violations)

Date of Violation: _____

Place of Violation? _____

Who is the Charge against? _____

Who made the Charge(s) _____

Give Details of charge(s) _____

Current Status: _____

18) *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 _____

19) Visitor “Acknowledgement” of Risks (Waivers of Liability are not allowed under the CUA)

It is the CUA Holder’s choice whether or not any form or document is used requesting or requiring clients to sign in acknowledgement of any inherent risks associated with participating in the permitted activities, however Waivers of Liability are not allowed under the CUA. *The business as named in item #1 on the front of the application will (check below):*

a) _____ Require clients to sign a statement or document acknowledging (not a waiver) the inherent risks involved with participating in activities authorized under the CUA. If item “a” checked, please enclose a copy for NPS review and approval. If this statement or document is not yet available, it must be presented to the NPS for review/approval within 60 days of the effective of the CUA, if issued.

b) _____ Not require or request clients to sign an acknowledgement of inherent risks involved with participating in the activities in the park unit(s)?

Please Note: Under the CUA, clients may not be required or requested to sign any type of Waiver of Liability, insurance disclaimer and/or indemnification (hold-harmless) agreement.

20) 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.

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 _____

Title: _____

Date: _____

National Park Service

Check List for Submitting Application Packet

Commercial Use Authorization

DUE DATE: Please submit the attached Application at least **30 days in advance of your proposed start date** to allow sufficient processing time. Applications not received within that timeframe will still be processed; however the permit may not be issued by your proposed start date.

Business Name: _____

1. ___ Completed & Signed Application
2. ___ Fee Payment (made payable to: National Park Service)
3. ___ Insurance Certificate (with US Government as an additional insured)
4. ___ Visitor Acknowledgement of Risk
5. ___ Big Game Transporter License
6. ___ **Mountaineering Guides** must submit a Standard Operating Plan
7. ___ FAA Operating Certificate (Part 135)
8. ___ Letter of Operations Specifications from FAA (Foreign Air Carriers)
9. ___ Passenger Ferry Service at Glacier Bay:
 - The permittee will submit a plan of operations to the Superintendent, prior to commencing operations, which details the operating schedule, itinerary, scheduled Bartlett Cove arrival & departure times, vessel name and description, and provisions for publicizing scheduling changes.
 - The vessel operator must notify the Bartlett Cove Ranger Station when the vessel enters Glacier Bay and on departure by calling KWM-20 on marine VHF channel 16 or 12.
 - [36CFR13.65(b)(2)(ii)(E)]. Information to be provided on arrival includes expected Bartlett Cove dock arrival time and number of passengers. Information to be provided on departure includes the number of passengers and any whale sightings.
 - Each vessel operator must complete a boater orientation provided at the Bartlett Cove Ranger Station prior to departing Bartlett Cove on that operator's first visit each year.

Mail this Application and Fee Payment to:

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

FEE SCHEDULE FOR COMMERCIAL USE OPERATORS

national Park Service

Concessions Office

240 West 5th Avenue, Room 114

Anchorage, Alaska 99501

Ph: (907) 644-3362 Fax: (907) 644-3813

Use **BOTH tables** below to determine the amount to send with application. Some parks charge an additional Management Fee that is separate from the Application & Administrative Fee.

Example: Jones Hiking Service wants to work in Wrangell-St. Elias under a 2-year CUA. Mr. Jones fee would include the \$300 Application & Administrative Fee as specified in the Basic Fee Table above plus the annual \$100 Management Fee for Wrangell-St. Elias specified below for a total payment of \$400.

It is not necessary to write separate checks for any of the fee payments.

BASIC FEE SCHEDULE

(Application & Administrative Fee)

(Check table below to see if you need to send any amount in addition to this Basic Fee).

Number of Parks	Application/Administrative Fee 2-Year CUA (Send with Application)	Application/Administrative Fee 1-Year CUA (Send with Application)
1	\$300	\$200
2	\$400	\$250
3	\$500	\$300
4	\$600	\$350
5	\$700	\$400
6	\$800	\$450

Your fee may be more than the amount specified in the **BASIC FEE SCHEDULE** above. If you are requesting a CUA to operate in any park unit(s) listed in the **MANAGEMENT FEE SCHEDULE** table below, you will also need to pay the amount shown.

MANAGEMENT FEE SCHEDULE

Denali National Park & Preserve	\$100.00
Glacier Bay National Park & Preserve	\$100.00
*Western Arctic National Parklands	\$100.00
Wrangell-St. Elias National Park & Preserve	\$100.00

Note:** The Western Arctic National Parklands is comprised of Bering Land Bridge National Preserve, Cape Krusenstern National Monument, Kobuk Valley National Park and Noatak National Preserve. There is a flat fee amount of \$100 if working in any park unit within the Western Arctic National Parklands. It does not matter if you work in just one or all four park units within the Western Arctic National Parklands; your annual Management Fee is still \$100 (NOT \$100 per park***).

Late Fees for Overdue Payments and Seasonal Reports

(Applies to all park units)

(These fees are applicable for any **late** submission of reports and related payments after the CUA has been issued.)

Item	Late Fee Charge
Activity Reports	\$25 per report for each 30-day period or portion thereof that the report(s) is late.
Gross Receipt Report	\$25 for each 30-day period or portion thereof that the report is late.
Payments	\$50.00 fee for each 30-day period, or portion thereof, plus an administrative fee of \$5.00 for each transaction related to the unpaid balance of any past due fee.