



United States Department of the Interior  
**NATIONAL PARK SERVICE**  
Canyon de Chelly National Monument  
PO Box 588  
Chinle, Arizona 86503



**Memorandum**

To: Applicant – **PLEASE READ CAREFULLY and ALLOW AT LEAST 30 DAYS FOR REVIEW**

From: Nora McKerry, Park Ranger

Subject: Special Use Permit – Commercial Filming and Still Photography

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Thank you for your inquiry regarding commercial filming or photography activities at Canyon de Chelly National Monument. Canyon de Chelly National Monument is unlike any other national park because the canyons are on Navajo tribal lands and include a residential community. Both the National Park Service and Navajo Nation manage the park to protect the natural and cultural resources, to ensure the safety of visitors, and to protect the Navajo residents.

Commercial filming includes, but is not limited to, any filming or photography intended for commercial public viewing or advertising such as commercial still photography, motion picture photography, television commercials and/or videotaping.

- Filming or shooting *inside Canyon de Chelly National Monument* will require a permit from both the National Park Service and the Navajo Nation Film Office.
- Filming or shooting *inside a tribal park* (i.e. Monument Valley Tribal Park) will require a permit from the Navajo Parks and Recreation Department.
- Filming or shooting anywhere else on the Navajo Nation will require a permit from the Navajo Nation Film Office.

Please contact the appropriate offices directly.

**APPLICATION PROCESS**

The application process at Canyon de Chelly National Monument is complex in nature and requires planning well in advance; at least 30 days prior to event. All applicants are required to **submit applications to both the National Park Service (NPS) and the Navajo Nation Film Office (NNFO)**. Attached are two filming applications for you to complete and return to each respective agency.

Your response to the NPS about your proposed activity must be as detailed as possible. Attach a summary of your proposed project to the application that specifies a description of your



project, where you propose to film, what type of equipment you will use, how many participants will be involved, any special effects you may use, and the name of the authorized guide(s) or tour company you will use. Locations must be predetermined since you will not be permitted to arrive and select locations on the day of shooting. If you are unfamiliar with the area, it is highly recommended to make a scouting trip prior to production for possible locations.

For small scale productions, locations in public access areas, such as the North and South Rim overlooks, do not require a backcountry permit or authorized Navajo guide. Locations requiring travel into the backcountry of the park requires obtaining a backcountry permit from the Navajo Nation Parks and Recreation Office (928-674-2106) and hiring an authorized Navajo guide to accompany the production crew. An authorized Navajo guide must accompany the production crew at all times while in the backcountry of the park. Locations on private lands require prior explicit written permission from landowner(s). You are responsible for any cost associated with services into the backcountry.

The information on the NPS application will be utilized by the park to evaluate the impact of your activity on the park resources, canyon residents and other visitors. Activities may not impair any natural or cultural resources or prevent visitor access within the park. Entering any sensitive cultural or natural sites, including all archeological sites, is strictly prohibited. Requests for locations inside archeological sites or sensitive cultural areas will be denied. *It may require several weeks to review your request and render a decision.*

If the activity is of a type that has the potential to cause effects to eligible historic properties then a thorough review process will be initiated that typically requires a minimum of 50 days to complete. This process, known as Section 106 (of the National Historic Preservation Act, as amended) review, is mandated by federal law and includes a requirement for concurrence on recommendations from the Navajo Nation Tribal Historic Preservation Office (THPO) prior to implementation of an activity or project.

## FEES AND INSURANCE

Depending on the scope and size of the proposed activity, the following will apply:

- Application Fee. A \$100 non-refundable application fee is **required** from all applicants, regardless of whether or not the permit is issued. Written requests for a fee waiver may be considered under certain conditions; include fee waiver request in project summary.
- Certificate of Insurance. A certificate of insurance is **required** showing you have general liability coverage in the minimum amount of \$1,000,000 (U.S. currency). Production companies are required to carry general commercial liability insurance issued by a *United States company*. The certificate must name the UNITED STATES GOVERNMENT as additional insured. An original hardcopy of this certificate must be submitted to the park before the activity may begin.
- Cost Recovery Fee. A cost recovery fee **may** be required to cover National Park Service expenses and/or damages to any park resources, including personnel or overtime costs.
- Performance Deposit. A performance deposit **may** also be required with the amount to be determined from the information provided on the application. This deposit will be returned to you, upon completion of the proposed activity, if all accrued costs have been paid, stipulations have been met and resources have not been damaged.



## PAYMENT METHOD

Payment of all fees must be payable to the **NATIONAL PARK SERVICE**. All fees must be paid in U.S. dollars in the form of a certified check or money order from a U.S. bank. Credit card payments are not accepted.

A complete application, project summary, \$100 application fee and a Certificate of Insurance must be submitted to the park at the address below to begin the process.

## REVIEW PROCESS

Upon receipt of your NPS Application, Project Summary, Certificate of Insurance and \$100 fee, the Park Superintendent and staff will review the request which will include feedback from the Navajo Nation Film Office (NNFO) and/or other tribal departments. Be advised that in some cases, the NPS will deny an activity even if the NNFO approves it.

**Note that a photocopy of the Certificate of Insurance may be submitted with the application as part of the review process; however, upon approval of the activity, an original hardcopy of the Certificate of Insurance must be submitted to the park before the activity may begin.** Also, faxed copies of the application may be submitted, but will not be processed until the park receives payment of the application fee. If time is of the essence, you may want to consider sending your application and application fee using Federal Express or Express Mail.

Depending on the size and scope of the activity, a meeting may be scheduled between the Park Superintendent and the filming/photography company prior to the activity to review logistics, production management, and creative direction. Upon approval of the activity, the filming or photography coordinator will be required to sign the Special Use Permit at the Visitor Center acknowledging that all participants involved in the special event will have a clear understanding of the rules and regulations outlined in the permit for filming/shooting in the park.

## DONATIONS

Donations of money, equipment and/or services to the park from the film or photography company may be accepted and must be properly accounted for based on National Park Service policy.

## PROHIBITED ACTIVITIES

Absolutely no entrance into any archeological or sensitive sites is permitted.

The use of manned or unmanned aircrafts, helicopters, hot air balloons, drones or any type of passenger balloon will not be allowed in Canyon de Chelly National Monument due to the fragile archeological resources, residential community and grazing areas in the canyon and along the rims. (The use of aircraft or helicopters in other NPS areas may require a Certificate of Waiver, issued by the Federal Aviation Administration, granting a waiver of FAR 91.119(b) and (c), Minimum Safe Altitude and require a minimum of \$25,000 per day bond. If a waiver is required, a copy of the waiver and the Motion Picture and Television Flight Operations Manual must be provided to the NPS).



## NAVAJO NATION FILM OFFICE

Applicants are also required to comply with the requirements of the Navajo Nation Film Office. For more information about a Navajo Nation Filming and Photography Permit, please contact 928-871-7826.

## QUESTIONS

If you have any questions, please contact:

Park Ranger: Nora McKerry

Email: [nora\\_mckerry@nps.gov](mailto:nora_mckerry@nps.gov)

Telephone: 928-674-5500 ext. 228

Fax Number: 928-674-5507

Address: P.O. Box 588, Chinle, AZ 86503

UPS Delivery: Visitor Center, 3 miles E of HWY 191, Chinle, AZ 86503





**APPLICATION FOR SPECIAL USE PERMIT  
COMMERCIAL FILMING / STILL PHOTOGRAPHY  
(Long Form)**



**Canyon de Chelly National Monument**  
P.O. Box 588  
Chinle, Arizona 86503  
928-674-5500

Please supply the information requested below. **Attach additional sheets, if necessary, to provide required information.** A nonrefundable processing fee of \$100.00 must accompany this application unless the requested use is an exercise of a First Amendment right. You must allow sufficient time for the park to process your request; check with the park for guidelines. You will be notified of the status of the application and the necessary steps to secure your final permit. Your permit may require the payment of cost recovery charges and proof of liability insurance naming the United States of America an additional insured.

**\* Enter either a social security number OR a tax ID number; we do not require both.**

Applicant Name				Company/Organization Name			
Social Security Number*				Tax Identification Number*			
Street Address				Street Address			
City	State	Zip Code	Country	City	State	Zip Code	Country
Telephone Number				Contact Name			
Cell Phone Number				Telephone Number			
Fax Number				Fax Number			
Email Address				Email Address			

**PROJECT INFORMATION**

Project Name		Telephone Number	Cell Phone Number
Location Manager		Email Address	

Type of Project  
 Video/Motion Picture/Movie     Still Photography

Detailed Description of Onsite Activities (attach additional pages, if necessary)

**LOCATION SCHEDULE**

*\* number in this column should include all individuals present at the location*

Date	Location	Start Time	End time	Interior/ Exterior	Activity: Set-Up/Film/ Non-Filming/Breakdown	Number of Cast/Crew*

**TALENT**

Talent comprises anyone in front of the camera and includes, but is not limited to, actors, hosts, correspondents, presenters, park visitors, cooperators, volunteers, National Park Service and concessioner staff, etc.

Do you intend to utilize talent?  Yes  No If "Yes", provide a full description below of who they are and how they will be utilized. (attach additional pages, if necessary)

**EQUIPMENT**

Description of equipment, backdrops, sets, props (attach additional pages, if necessary). Please note if any of the following will be included: weapons, animals, minors, nudity.

**ELECTRICAL REQUIREMENTS**

Description of electrical requirements (attach additional pages, if necessary).

Generators? If "Yes", provide quantity and size.  Yes  No

Quantity

Size

**LIGHTING REQUIREMENTS**

Lighting?  Yes  No (If "Yes", explain below)

Reflectors Only?  Yes  No

Description of lighting requirements (attach additional pages, if necessary).

**ROAD USE**

Will you require the use of roads?  Yes  No If "Yes", please explain:

Do you require road closures?  Yes  No

If "Yes", please provide the following information (attach additional pages, if necessary)

Starting Date	Ending Date	Starting Time	Ending Time	Location
		<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> AM <input type="checkbox"/> PM	
		<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> AM <input type="checkbox"/> PM	
		<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> AM <input type="checkbox"/> PM	
		<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> AM <input type="checkbox"/> PM	
		<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> AM <input type="checkbox"/> PM	

Types of Shots:  Driving  Drive-by  Towing  Wet down road  
 Drive-ups and away  Other (explain):

CAMERA EQUIPMENT	
Camera/Equipment Location: (Check all that apply)	<input type="checkbox"/> Road shoulder <span style="margin-left: 200px;"><input type="checkbox"/> Road median</span> <input type="checkbox"/> Other (explain):
Types of Equipment: (Check all that apply)	<input type="checkbox"/> Hand <span style="margin-left: 50px;"><input type="checkbox"/> Tripod</span> <span style="margin-left: 50px;"><input type="checkbox"/> Dolly</span> <input type="checkbox"/> Dolly w/track footage <span style="margin-left: 20px;"><input type="checkbox"/> Arm footage</span> <span style="margin-left: 20px;"><input type="checkbox"/> Crane or jib arm</span> <input type="checkbox"/> Portable crane <span style="margin-left: 50px;"><input type="checkbox"/> Car mount</span> <span style="margin-left: 50px;"><input type="checkbox"/> Camera car, shot maker, or process trailer</span>

OPERATIONAL INFORMATION	
<b>NUMBER OF VEHICLES</b>	
<i>NOTE: Large or oversized vehicles may not be able to be accommodated or additional steps may need to be taken to ensure that no damage to park resource occurs.</i>	
Cars, SUVs, or light pick-up trucks	Vehicles greater than a 10,000 lbs. (class 3 or higher)

**BASE CAMP LOCATION** (attach diagrams)

**SPECIAL ACTIVITIES** (attach additional pages, if necessary)

**INVOLVEMENT OF MINORS**

Will children be involved?  Yes  No If "Yes", provide number of children and age range.

	Quantity	Age Range

**LIVESTOCK OR TRAINED ANIMALS**

Will livestock or trained animals be used?  Yes  No If "Yes", provide the following:

Type	Quantity	Manner of Transportation	Staging/Coral Requirements

**AIRCRAFT**

*NOTE: All aircraft use over park lands should be listed. Landings must be specifically requested and approved as a condition of your permit.*

Will aircraft be used?  Yes  No If "Yes", explain below (attach additional pages, if necessary)

**SPECIAL EFFECTS** (including weapons, pyrotechnics, etc.) (attach additional pages, if necessary)

Effects Technician's Name	Contact Phone Number	Email Address
License # (if applicable)	Permit # (if applicable)	

**STUNTS**

Will stunts be used?  Yes  No If "Yes", explain below (attach additional pages, if necessary)

Stunt Coordinator	Contact Phone Number	Email Address
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**OTHER OR HAZARDOUS ACTIVITIES**

Any other unusual or hazardous activities?  Yes  No If "Yes", explain below (attach additional pages, if necessary)

OPERATIONAL INFORMATION		
Have you physically visited the requested area? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>		
<i>When answering "Yes" to any of the following questions, provide additional information using additional pages, as necessary</i>		
Do you have, or are you applying for, a permit with another Federal, State or local agency for this activity? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>		
Have you had previous permits from the National Park Service? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>		
Have you ever been denied a permit or had a permit revoked by a Federal agency? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>		
Have you forfeited a bond or other security for filming on Federal lands? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>		
Are there any pending Federal investigations against you which involve a commercial filming activity? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>		
Do you plan to advertise or issue a press release before the event? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>		
Do you anticipate any security concerns? If yes, explain (attach additional sheet). <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>		
<b>NOTE: You are encouraged to attach additional pages with information useful in evaluating your permit request including: story boards or scripts, set construction, parking plan, security plans, sanitary facilities, crowd control, emergency medical plan, off-road activity, trail use, use of any building and site clean-up.</b>		
PROJECT ADMINISTRATION		
Are you applying for this permit on behalf of another person or company? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>		
If "Yes", provide a full description (including contact information) of all other individuals/companies involved with this project (attach additional pages, as necessary)		
CONTACTS		
<i>Person on Location Responsible for Adherence to All Terms and Conditions of Permit:</i>		
Name	Title	
Telephone Number	Cell Phone Number	Email Address
<i>Person on Location Responsible for Coordinating Activities With the NPS:</i>		
Name	Title	
Telephone Number	Cell Phone Number	Email Address
<i>Company Point-of-contact for Follow-up Information and Billing:</i>		
Name	Title	
Telephone Number	Cell Phone Number	Email Address
<i>The applicant by his or her signature certifies that all the information given is complete and correct, and that no false or misleading information or false statements have been given. All estimates are reliable to the best of my knowledge and I have the full authority to represent the applicant/production company and the project described above.</i>		
Printed Name	Title	Company Name
Signature		Date



## NOTICES

This is an application **only**, and does not serve as permission to conduct any special activity in the park. The information provided will be used to determine whether a permit will be issued. Send the completed application along with the application fee in the form of a cashier's check or money order made payable to the **National Park Service** to Laverne Wagner at the park address found on the first page of this application.

If your request is approved, a permit containing applicable terms and conditions will be sent you. The permit must be signed by the responsible person and returned to the park for final approval by the Park Superintendent before the permitted activity may begin.

### Customers Making Payment by Personal Check

When you provide a check as payment, you authorize us either to use information from your check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction. When we use information from your check to make an electronic fund transfer, funds may be withdrawn from your account as soon as the same day we receive your payment, and you will not receive your check back from your financial institution.

### Privacy Act Statement

**Authority:** 16 U.S.C. 1, National Park Service Organic Act; 16 U.S.C. 3, Rules and regulations of national parks, reservations, and monuments; timber; leases, 16 U.S.C. 3a, Recovery of costs associated with special use permits; and 16 U.S.C. 460i-6d, Commercial Filming.

**Purpose:** The purposes of the system are (1) to provide a park superintendent with information to approve or deny requests for activities that provide a benefit to an individual, group or organization, rather than the public at large; and (2) to assist park staff to manage the activity to ensure that the permitted activity does not interfere with the enjoyment of the park by visitors and that the natural and cultural resources of the park are protected.

**Routine Uses:** In addition to those disclosures generally permitted under 5 U.S.C.552a(b) of the Privacy Act, records or information contained in this system may be disclosed outside the National Park Service as a routine use pursuant to 5 U.S.C. 552a(b)(3) to other Federal, State, territorial, local, tribal, or foreign agencies and other authorized organizations and individuals based on an authorized routine use when the disclosure is compatible with the purpose for which the records were compiled as described under the system of records notice for this system.

**Disclosure:** Voluntary, however, failure to provide the requested information may impede individual from obtaining a permit from the National Park Service.

**Information Regarding Disclosure of Your Social Security Number Under Public Law 93-579 Section 7(b):** Your Social Security Number (SSN) is needed to identify records unique to you. Applicants are required to provide their social security or taxpayer identification number for activities subject to collection of fees and charges by the National Park Service. Failure to disclose your SSN may prevent or delay the processing of your application. The authority for soliciting your SSN is 31 U.S.C. 7701. The information gathered through the use of the SSN will be used only as necessary for processing this application and collecting and reporting any delinquent financial obligations. Use of the social security number will be carried out in accordance with established regulations and published notices of system of records.

### Paperwork Reduction Act Statement

We are collecting this information subject to the Paperwork Reduction Act (44 U.S.C. 3501) to provide the park managers the information needed to decide whether or not to allow the requested use. All applicable parts of the form must be completed in order for your request to be considered. You are not required to respond to this or any other Federal agency-sponsored information collection unless it displays a currently valid OMB control number. OMB has approved this collection of information and assigned Control No. 1024-0026.

### Estimated Burden Statement

Public reporting burden for this form is estimated to average 30 minutes per response including the time it takes to read, gather and maintain data, review instructions and complete the form. Direct comments regarding this burden estimate or any aspects of this form to the Information Collection Clearance Officer, National Park Service, 12201 Sunrise Valley Drive, Mail Stop 242, Reston, VA 20192. Please do not send your form to this address.



# Navajo Nation TV & Film

P.O. Box 2310

Window Rock AZ 86515

(928) 871-7826

nntvf.servicerequest@navajo-nsn.gov

## Film / Still Photography Permit Application

Production: Navajo Non-Navajo

### Applicant Information

Production Company: \_\_\_\_\_ Date: \_\_\_\_\_

Producer: \_\_\_\_\_

Director: \_\_\_\_\_

Production Title: \_\_\_\_\_ Production Start Date: \_\_\_\_\_

Address: \_\_\_\_\_  
Street Address Suite/Unit #

\_\_\_\_\_ \_\_\_\_\_  
City State ZIP Code

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Production Representative: \_\_\_\_\_ E-mail: \_\_\_\_\_

Title: \_\_\_\_\_

### Filming / Still Photography Information

This application is for  Film  Still Photography

Location Scouting Dates: \_\_\_\_\_

Are you filming at night? YES  NO  If yes, do you have a night shoot safety plan? YES  NO

Do you need road closures? YES  NO  If yes, when? \_\_\_\_\_

Do you have Drone(s) for filming? YES  NO  If yes, Operator Part 107 Pilot Licensed? YES  NO   
*Attach a copy with application.*

Type of Filming: Feature Commercial Reality TV Educational Scripted TV  
 Documentary Pilot Music Indie Other

**Venue:** Interior Exterior Both Other Specify: \_\_\_\_\_

**Elements:** Generator Stunts Special Lighting Loud Music Special Effects  
Pyrotechnics ITC Animals Firearms Children

**Schedule**

**FILM PREP:**

Dates: \_\_\_\_\_ (from) \_\_\_\_\_ (to) Hours: \_\_\_\_\_ (from) \_\_\_\_\_ (to)

Describe preparation activity:  
\_\_\_\_\_  
\_\_\_\_\_

**PRINCIPAL:**

Dates: \_\_\_\_\_ (from) \_\_\_\_\_ (to) Hours: \_\_\_\_\_ (from) \_\_\_\_\_ (to)

Describe principal activity:  
\_\_\_\_\_  
\_\_\_\_\_

**STRIKE/CLEAN-UP:**

Dates: \_\_\_\_\_ (from) \_\_\_\_\_ (to) Hours: \_\_\_\_\_ (from) \_\_\_\_\_ (to)

Describe strike activity:  
\_\_\_\_\_  
\_\_\_\_\_

**SPECIAL REQUESTS** (e.g. Road closures, Police Involvement, Fire, Government Property Use, etc.):

Dates: \_\_\_\_\_ (from) \_\_\_\_\_ (to) Hours: \_\_\_\_\_ (from) \_\_\_\_\_ (to)

Describe special activity:  
\_\_\_\_\_  
\_\_\_\_\_

**Brief Synopsis of Film or Provide Attachment e.g. look book**

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**Additional Services**

Navajo Nation TV & Film may provide additional services, if applicable, please check the following and a representative will be in contact to discuss the services in detail:

Location Scouting	YES	NO
Casting Call / Talent Search	YES	NO
Crew (Behind the Camera)	YES	NO
Production Assistant	YES	NO
Location Manager	YES	NO
Drone Operations	YES	NO
Navajo Interpretation	YES	NO
Production Coordination <i>e.g. Catering, police, fire, etc.</i>	YES	NO
Other <i>(describe below)</i>	YES	NO

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**Grid Coordinates of Location(s):**

<i>Location 1</i>	<i>Location 2</i>	<i>Location 3</i>	<i>Location 4</i>
Latitude: _____	Latitude: _____	Latitude: _____	Latitude: _____
Longitude: _____	Longitude: _____	Longitude: _____	Longitude: _____

## Disclaimer and Signature

*Your application will not be reviewed if not fully completed. A FILM PERMIT WILL NOT BE ISSUED UNTIL ALL RELATED PERMITS AND APPROVALS ARE RECEIVED. You may be asked to submit a diagram, plotting specific locations for equipment vehicles, generators, catering, posting, etc. Please note that a cancellation fee (50% of fee) will be assessed should the NNTVF receive notice of cancellation within less than 48 business hours (2 business days) prior to filming activity.*

*I hereby certify that I have read and understand the Navajo Nation Film Policy, and agree to comply with the rules and regulations as provided in the policy. I understand that failure to comply may result in the immediate discontinuance of operations, revocation of the permit and/or police citation. I acknowledge that lack of timeliness and/or material changes to the event may result in permit denial or assessment of additional fees. I am the authorized production contact for all aspects concerning the production.*

*I certify that my answers are true and complete to the best of my knowledge.*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_