



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

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 in that 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.
- 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 Film Office.

Please contact the appropriate offices directly.

APPLICATION PROCESS

Because of the unique partnership at Canyon de Chelly National Monument, the application process 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)**. Enclosed are two filming applications for you to complete and return to each respective agency.

It is important that your response be as detailed as possible concerning your proposed activity. Please attach a summary of your proposed project to the application that includes 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 because 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 (e.g., archeological sites recommended for listing in the National Register of Historic Places), 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/Canyon de Chelly NM 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 the resource has 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.

Please return the completed application, the \$100 application fee and a photocopy of the Certificate of Insurance to the Special Use Permit Coordinator at the park address below.

REVIEW PROCESS

Applications, Certificate of Insurance and any application fee must be submitted to both the NPS and NNFO. Upon receipt of your NPS application, the park Superintendent and staff will review the request which will include consulting with the Navajo Nation Film Office (NNFO) staff as well as other tribal agencies. 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.

Due to the number of different requirements involved in filming or shooting in Canyon de Chelly National Monument, a meeting will be scheduled between the Superintendent or park representative and the filming company prior to the activity. This meeting should include anyone directly involved with logistics, production management, and creative direction. Upon approval of the activity, the event coordinator will arrange to come to the Visitor Center to sign the Special Use Permit 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 companies 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, 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 Kee Long at 928-871-7826.

QUESTIONS

If you have any questions, please contact:

Park Ranger: Nora McKerry
Email: 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



National Park Service
Canyon de Chelly National Monument
P.O. Box 588
Chinle, Arizona 86503
(928)674-5500
Fax (928)674-5507



Application for Special Use Permit
Commercial Filming/Still Photography

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 as also insured.

Enter either a social security number OR a tax ID number: we do not require both.

Applicant Name:	Applicant Company:
Social Security #:	Tax ID #:
Street/Address:	Street/Address:
City/State/Zip Code:	City/State/Zip Code:
Telephone #:	Contact name:
Cell phone #:	Telephone #:
Fax #:	Fax #:
Email:	Email:
Project name:	Telephone #:
Location manager:	Cell phone #:
	Email:

TYPE OF PROJECT: Still photography video/motion picture/film

Detailed description of onsite activities: (attach additional pages as necessary)

LOCATION SCHEDULE:

Each date and each location must have an individual entry – use additional pages as necessary.

DATE	LOCATION	Start Time	End Time	Interior or Exterior	Activity: Set-Up/ Film / Non-Filming /Breakdown	# of cast & crew*

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

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 of who they are and how they will be utilized:

Description of equipment including backdrops, sets, props, etc., to be added to or constructed on park lands:

ELECTRICAL REQUIREMENTS: (explain) _____

Generator(s): No Yes, quantity _____ size _____

Lighting: None Reflectors only Yes

Explain: _____

Road Use: _____ Date/time: _____

Road closure requested? No Yes

Driving shots Drive-bys Tow shots Drive-ups & Away Wet down road

Camera/Equipment on Road Shoulder Camera/Equipment on median Other (explain)

CAMERAS (check all that apply)

Hand ___ Tripod___ Dolly___ Dolly w/track footage ___ Crane or jib arm ___ Arm footage ___
Portable crane___ Car mount ___ Camera car, shot maker, or process trailer ___

OPERATIONAL INFORMATION:

Vehicles:

Number of Cars, SUVs or light pick-up trucks _____

Number of Vehicles greater than a 10,000 lbs. (class 3 or higher)_____

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.

BASE CAMP LOCATION: (attach diagram): _____

SPECIAL ACTIVITIES

INVOLVEMENT OF MINORS:

Children: None Yes # of Children _____ Age Range _____

LIVESTOCK and/or TRAINED ANIMALS:

Number and type of animal: _____ Manner of transportation: _____

Staging/corralling needs (attach plan if necessary): _____

AIRCRAFT: No Yes (explain)

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

SPECIAL EFFECTS (including weapons, pyrotechnics, etc): No Yes (identify)

Effects Technician Name: _____ Phone # _____

License # (if applicable) _____ Permit # (if applicable) _____

STUNTS: No Yes (explain)

Coordinator _____ Phone # _____ Email _____

Any other unusual or hazardous activities? No Yes (explain)

Have you physically visited the requested area? Y N

When answering yes to any of the following questions, provide additional information:

Do you have, or are you applying for, a permit with another Federal, State or local agency for this activity Y N

Have you had previous permits from the National Park Service? Y N

Have you ever been denied a permit or had a permit revoked? Y N

Have you forfeited a bond or other security for filming on Federal lands? Y N

Are there any pending investigations against you which involve a commercial filming permit Y N

Do you plan to advertise or issue a press release about this activity? Y N

Do you anticipate any security concerns? If yes, explain. Y N

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.

PROJECT ADMINISTRATION:

Are you applying for this permit on behalf of another person or company? Y N

If yes, provide a full description (including contact information) of all other individuals/companies involved with this project (attach additional sheets if needed):

CONTACTS:

Person on location responsible for adherence to all terms & conditions of the permit:

Name: _____ Title: _____

Phone: _____ Cell Phone: _____ Email: _____

Person on location responsible for coordinating activities with the NPS:

Name: _____ Title: _____

Phone: _____ Cell Phone: _____ Email: _____

Person at the company office to contact for follow up information and billing:

Name: _____ Title: _____ Phone: _____

Email: _____

I hereby state that the above 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.

Signature _____ Title _____ Date _____

Company Name _____

Note: this is an application only, and does not serve as permission to conduct 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 **National Park Service** to Nora McKerry 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 to the person designated on the application. The permit must be signed by the responsible person and returned to the park for final approval by the Park Superintendent.

Notice to 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.

NOTICES

Privacy Act Statement: The Privacy Act of 1974 (5 U.S.C. 552a) provides that you be furnished with the following information in connection with information required in this application. This information is being collected to allow the park manager to make a value judgment on whether or not to allow the requested use. 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 (31 U.S.C. 7701). Information from the application may be transferred to appropriate Federal, State, and local agencies, when relevant to civil, criminal or regulatory investigations or prosecutions.

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.

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, 1849 C Street NW (1237), Washington, D.C. 20240.

Title 18 U.S.C. Section 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.



Navajo Nation Film Office

Questionnaire Form

Representative Name:													
Address:													
Phone No./Ext.					Fax No.								
E-Mail:													
Production Company Name:													
Address:													
Tax ID#:													
Phone No./Ext.					Fax No.								
Production Contact, if different above:													
PRODUCTION INFORMATION													
Producer:													
Director:													
Location Manager:													
Additional Rep. Assigned/Title:													
Number of Crew:		Total		Personal Cars		Lg. Trucks		Vans		Camera Cars		RV's	
Base Camp:													
		Day/Date		Day/Date		Day/Date		Day/Date		Day/Date			
PRODUCTION DATE(S):													
Additional space													
SCOUTING DATE(S):													
Additional space													
Please include specific information (State, Tribal Park, Hwy. No., Mile Post, Residence Name, Chapter Location, Interior/Exterior, etc.)													
		PerDayLocation		PerDayLocation		PerDayLocation		PerDayLocation		PerDayLocation			
LOCATION(S):													
Additional space													
Start / End Time(s):													
Night Work:		Yes	No	Explain:									
Location Assistance Needed		Yes	No	Specify:									
Road Production:		Running Shots		Dive-Ups&Away	Diving Shots	Wet Roads	Dive-Bys	Tow Shots	Road Strutter	Median			
Other Special Activities:		Aerial			Animals	Stunts	Rock Climbing	Children	Other				
FORMATS:		Film		Photo		Other:							
PROJECT CATEGORY/PURPOSE:		Feature Film		Commercial		Print Ad		Motion Picture		Other			
		Corporate Video		Documentary		TV Program-		Brochure		PSA			
		Photography Tour		Educational		Series/Pilot/Movie		Stock		Music			
		Still, Editorial		Still, Advertising		Website				Video			
PRODUCT NAME/TITLE [Pepsi, Ford, etc.]:													
PUBLICATION NAME/TITLE: [Vogue, Time, Travel, etc.]													
FILM/MIDEO/TELEVISION PROGRAM NAME/TITLE: [Dateline, Behind the Music, etc.]													
PHOTOGRAPHY/VIDEO/FILM DISTRIBUTION for stock material:													
PRODUCTION OVERALL DISTRIBUTION PARAMETERS:													
LOCAL		REGIONAL		NATIONAL		INTERNATIONAL		OTHER					
IDENTIFY JOINT VENTURES: [CO. NAME/ADDRESS/PHONE/WEBSITE]													

AGREED TO:		
COMPLY NAVAJO NATION LAWS & REGULATIONS:	YES	No
COMPLY WITH NAVAJO PREFERENCE ACT: <i>HIRING NAVAJO NATION MEMBERS FOR PRODUCTION SERVICES</i> [LOCATION MANAGER, SCOUTING, TOUR GUIDES, TALENT, PRODUCTION ASSISTANT, CATERER, OTHER]	YES	No
COMPLY IN PROVIDING SCRIPT, STORYBOARD, DESIGN & SCENES BACKGROUND INFO, PROPS UTILIZED, ETC.	YES	No
COMPLY & REFRAIN FROM THEMES THAT DO NOT CONDONE OR DISPLAY ALCOHOL, DRUGS, SEX, NUDITY, USE OF ABUSIVE OR VULGAR LANGUAGE AD/OR GESTURES. THE NAVAJO NATION HAS THE RIGHT TO ENSURE COMPLIANCE OF NAVAJO NATION LAWS INCLUDING OBSCENITY & PORNOGRAPHY STATUTES. THE NAVAJO NATION HAS INHERIT RIGHT TO TERMINATE ANY FILMING OR PHOTOGRAPHY THAT MAY VIOLATE NAVAJO NATION LAW OR AFFECT THE IMAGE OF THE NAVAJO NATION.	YES	No
COMPLY WITH THE NAVAJO NATION IN THE PROTECTION OF NAVAJO NATION RESOURCES, PEOPLE, CULTURE & IMAGE INCLUDES THE RIGHT TO TERMINATE OR DISALLOW ANY FILMING OR PHOTOGRAPHY THAT MAY BE CAUSE TOWARD DEFAMATION OF THE NAVAJO NATION.	YES	No
REQUIREMENT: COMPLY IN PROVIDING COMPLETED PRODUCTION MATERIAL(S), STILLS, DOCUMENTARIES, PUBLICATION	YES	No
REQUIREMENT: COMPLY IN PROVIDING NAVAJO FILM OFFICE, AS INSURED, A CERTIFICATE OF INSURANCE LIABILITY (min. 1,000,000.) MUST BE ON FILE COVERING ALL PRODUCTION MEMBERS, CREW, VEHICLES & OPERATIONS WHILE HEREIN THE NAVAJO NATION.	YES	No
	CLI Filed	Yes No
REQUIREMENT: COMPLY IN PROVIDING ISSUED WAIVER OR AGREEMENT WHEN FILMING/PHOTOGRAPHING NAVAJO NATION MEMBERS, LAND, PROPERTY, STRUCTURES, BUSINESSES, ETC. [DISTRIBUTION COPY MUST BE ON FILE & SIGNED BY PARTICIPANTS/PARTIES]	YES	No
	Filed	Yes No
REQUIREMENT: COMPLY IN PROVIDING VERIFICATION OF PERMIT HOLDER FROM AREA CHAPTER GRAZING PERMIT OFFICIALS. WRITTEN CONSENT FROM LAND OWNERS. WHEN UTILIZING PRIVATE LANDS OF NAVAJO NATION.	Yes	No
	Filed	Yes No
REQUIREMENT: COMPLY IN REQUESTING AERIAL FILMING/PHOTOGRAPHY PERMISSION & PROVIDE FLIGHT SERVICES INFORMATION TO PROCESS WHILE CODUCTING ACTIVITIES HERIN THE NAVAJO NATION JURSDICATION & TRIBAL PARK, CHAPTER COMMUNITY AREAS. NFO WILL INFORM PARTIES INVOLVED.	YES	No
	Filed	Yes No
REQUIREMENT: COMPLY IN FILING UPON COMPLETION OF PRODUCTION A FULL DISCLOSED FINANCIAL REPORT.	YES	No
	Filed	Yes No

PERMIT PROCESS

Questionnaire to be Faxed, Mailed or Delivered to requestor & MUST be completed & returned via Fax, Mail or Delivery in order to assess & approve activities.

Maximum Five Day Advance / Minimum Three Day Advance Application Process

NFO to issue an estimate of applicable permit fee upon review of application.

<u>NFO Rates:</u>	ONE TIME PROCESSING FEE: (Non-Refundable) LAND/LOCATION USE FEE: & NN TX @4% FEE:	<i>NFO negotiable on fees provided written justification / budget limitations warrant approval.</i>
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Upon approval & payment agreed & received the NFO will then issue the Navajo Nation Film & Photography Permit. Document to be signed by NFO & Responsible Parties.
MUST BE CARRIED FOR DURATION OF ACTIVITY BY THE PRODUCTION COMPANY.

Payment Options: Corporate Check, Money Order, Cashiers Check, ICR	Payable to: Mailing Address	Navajo Nation Film Office P.O. Box 2310 Window Rock, AZ 86515	Separate fees may be due to the Navajo Nation Parks & Recreation or the National Park Services, or Navajo Nation Chapters for such services to conduct filming/photography activities. NFO permit will be required.
	Shipping & Fed Ex Address	Navajo Nation Film Office Tribal Hill Drive-#W008-262 Window Rock, AZ 86515	

I hereby state that the above information given is complete & accurate, no false or misleading information have been given. All estimates are reliable to best of my knowledge & have full authority to represent the applicant/production company and the project described above.

Signature: _____
 Title: _____
 Date: _____

Navajo Nation Film Office ONLY!!!!	Yes	No	Date	Notes:			
1. Application Received Completed	<input type="checkbox"/>	<input type="checkbox"/>					
2. Informational/Requested Items Rec.'d.	<input type="checkbox"/>	<input type="checkbox"/>					
3. Estimate Issued	<input type="checkbox"/>	<input type="checkbox"/>		2 nd	Final		
4. Obtain Certificate of Liability	<input type="checkbox"/>	<input type="checkbox"/>					
5. Payment Received NNFO/Deposit:	<input type="checkbox"/>	<input type="checkbox"/>					
6. NFO Referral Initiated & Process	<input type="checkbox"/>	<input type="checkbox"/>		NNPR	NPS	NVA	Other
7. Permit Approved & Signed	<input type="checkbox"/>	<input type="checkbox"/>		NFO		Permitee	
NAVAJO NATION FILM OFFICE			PERMIT NO.				
8. NFO Package & Permit Sent	<input type="checkbox"/>	<input type="checkbox"/>		Mail	Fax	Delivery	Email
9. Expenditure Report Received	<input type="checkbox"/>	<input type="checkbox"/>					

PF:		
UF:	Per Day:	
LUF:	2+ Days:	
NN Tax4%:		
Total:		

Navajo Film Office Representative		Date	Completed
OBS & NFO Approval			