United States Department of the Interior

NATIONAL PARK SERVICE
Mojave National Preserve
2701 Barstow Road
Barstow, California 92311

IN REPLY REFER TO:

APPLICATION REQUIREMENTS FOR A
SPECIAL PARK USE PERMIT FOR FILMING/PHOTOGRAPHY

In response to your inquiry concerning Special Park Use, enclosed is a Special Park Use Application Worksheet for you to complete and return to us. It is important that the worksheet be as detailed as possible concerning your proposed activity. For example, we must know where you propose to conduct your activity or, event; the number of participants; what type of equipment you will use; *and* any special effects you may wish to use. Please allow a ***minimum of 21 business days*** for processing.

If you are not familiar with the area, it is advisable to make an advance-scouting trip for routes and/or locations. You will not be permitted to arrive and then select routes/locations on the day of the event.

For guided tours, sporting events or other organized gatherings, you will need to attach a copy of advertisements, flyers, brochures, and all information sent to participants.

The information on the worksheet will be utilized by the National Park Service (NPS) staff to evaluate the impact of your activity on park resources and visitors, the appropriate type of permit, and any additional fees required. It may require-several weeks to review your request and render a decision.

A non-refundable $100 application fee is required from all applicants, regardless of whether or not the permit is issued. This payment must accompany the permit worksheet. Please make your payment out to **National Park Service.**

The NPS has the authority to collect or recover from Special Park Use Permittees any or all of the costs associated with the special use activities. If the permit application is approved, an administrative processing fee ($155.00) and monitoring fees (minimum of two hours at $50.00/hour, or $65.00/hour for overtime rates) may be charged to the permittee. Location fees will be charged based on the number of people and number of days involved. The sole exception to location fees is as follows:

> "Commercial videographers, cinematographers, or sound recording crews of up to two people with only minimal equipment (i.e., one camera and one tripod) working in areas open to the public are required to obtain a commercial filming permit and are subject to appropriate permit terms and conditions and cost recovery charges but are not subject to location fees."

If your request is approved a Certificate of Insurance will be required showing that you have general liability insurance coverage of $1,000,000. This certificate must name the **United States Government /National Park Service/Mojave National Preserve** as "additional insured". Other coverage limits may be required based on the requested activity. If required, we will need an **original** certificate of insurance for our files. The permittee's name must be on the Certificate Insurance. A performance bond (cash or cashier's check) may also be required. The amount of the bond will be determined from the information provided on the worksheet. This bond will be returned to you upon completion of your activity if all stipulations have been met and park resources have not been damaged.

Please submit the enclosed Application Worksheet and your permit processing fee (payable to the National Park Service) via US Mail, UPS or Federal Express to the address below. You may email or FAX the worksheet, with the original signed application worksheet and application fee to follow.

National Park Service, Mojave National Preserve
Attention: Special Use Permits
2701 Barstow Road
Barstow, CA 92311

tel: (760) 252-6107
fax: (760) 252-6174
email: moja_sup@nps.gov

(NPS Form 10-931)
(OMB No. 1024-0026)
(NEW 10/00)
(Expires 3/31/2010)

National Park Service
Mojave National Preserve
2701 Barstow Road, Barstow, CA 92311
tel (760) 252-6107, fax (760) 252-6174

Application for Commercial Filming/Still Photography Permit— Short Form

Please supply the information requested below. **Attach additional sheets, if necessary, to provide required information**. Allow **AT LEAST** four (4) business days for processing. A non-refundable processing fee should accompany this application unless the requested use is an exercise of a First Amendment right. You will be notified of the disposition of the application and the necessary steps to secure your final permit. Your permit may require the payment of cost recovery charges, a location fee, and proof of liability naming United States as also insured.

Applicant:	Company:
Social Security #:	Tax ID #:
Street/Address:	Street/Address:
City/State/Zip Code:	City/State/Zip Code:
Telephone #:	Telephone #:
Cell phone #:	Cell phone #:
Fax #:	Fax #:
Email:	Email:

Project name:	Producer:
Type of project:	Photographer:
Location manager:	Director:
Telephone #:	Caterer:
Cell phone #:	Telephone # - set:

Summary of Activities and Scene(s) (attach additional pages if necessary): _____
_____
_____
_____

SCHEDULE BY LOCATION(S) (Includes filming, parking and base camp):

Date	Location	Start Time	End Time	Type of Activity (e.g., film, prep, or strike)	Number of Cast & Crew

Description of Equipment/Props(attach additional pages if necessary):

_____

_____

List of vehicles including type and license plate number (attach additional pages if necessary):

Vehicle Make and Model	License Number

Use of Roads and/or Trails? (Y/N): ____ Describe proposed use (attach additional pages if necessary):

_____

_____

Are you familiar with/ have you visited the requested area? ☐Y ☐N
Have your obtained a permit from the National Park Service in the past? ☐Y ☐N
(If yes, provide a list of permit dates and locations on a separate page.)
Do you plan to advertise or issue a press release before the event? ☐Y ☐N

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 entity and the project described above.

Signature: _____ Print Name: _____ Date: _____

Title: _____ Company Name: _____

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Information provided will be used to determine whether a permit will be issued. Completed application must be accompanied by an application fee in the form of a cashiers check, money order, or personal check in the amount of $100.00 made payable to **National Park Service**. Credit card payments are accepted; see attached form. Application and administrative charges are non-refundable. *This completed application should be mailed to* **Attention: Special Park Uses Coordinator** *at the address found on at the top of this application.*

Note that this is an application only, and does not serve as permission to conduct any use of the park. 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 prior to the event for final approval by the Park Superintendent.

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The above application form is provided with the understanding that parks will insert appropriate park names and addresses and the amount of the application fee as desired.

Paperwork Reduction Act Statement: This information is being collected to allow the park manager to make a value judgment on whether or not to allow the requested use. All the applicable parts of the form must be completed. A Federal agency may not conduct or sponsor, and a person is not required to respond to, a collection of information 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 National Park Service, Special Park Uses Program Manager, 1849 C Street NW (2465), Washington, D.C. 20240.

US DEPARTMENT OF THE INTERIOR
NATIONAL PARK SERVICE
MOJAVE NATIONAL PRESERVE
2701 BARSTOW ROAD
BARSTOW, CA 92311

CREDIT CARD PAYMENT FORM

Date of Request: _____

Name: _____

Address: _____

_____

Telephone: _____

e-mail Address: _____

SSN or Tax ID Number: _____

Amount to Collect: _____

Cards Accepted (circle one): Mastercard Visa Discovery American Express

Name As It Appears on Card: _____

Credit Card Number: _____ _____ _____ _____

Security Code: _____ (3-digit code from back of card)
(4-digit code from back of card-AMEX)

Expiration Date: _____

TITLE 18 U.S.C. Section 1001, makes it a crime for any person knowingly and willfully to provide any department or agency of the United States any false, fictitious or fraudulent statement or representations as to any matter within its jurisdiction.

OFFICE USE ONLY

Park Name: Mojave National Preserve
Park Contact: _____
Telephone: _____

Park Account to credit: _____ Amount: _____

Park Account to credit: _____ Amount: _____

Park Account to credit: _____ Amount: _____

FFS Bill Number: _____

FFS Comments: _____