



# United States Department of the Interior

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



## APPLICATION REQUIREMENTS for a COMMERCIAL FILMING/STILL PHOTOGRAPHY PERMIT

In response to your inquiry concerning Commercial Filming/Still Photography, enclosed is a long-form 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 stage your film/photography shoot, the size of crew including models or actors, what type of equipment (sets and/or props) you will use, *and* any special provisions you may have.

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. 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 National Park Service (NPS) staff to evaluate the impact of your activities on park resources and visitors, appropriate level of monitoring required, and any additional costs associated with your request. It may require several weeks to review your request and render a decision.

**FEES:** A non-refundable application fee of \$111.00 is required from all applicants, regardless of whether or not the permit is issued. This payment must accompany the permit worksheet.

The NPS has the authority to recover any or all of the costs associated with commercial filming/still photography activities. These costs include:

Administrative processing – starting at \$391.00

Monitoring costs – minimum of two hours, hourly rates vary

Location fees – to be determined based on type of activity, size of crew, and number of days

**INSURANCE:** 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 of America 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 permit holder's name must be on the Certificate of Insurance.

**BONDS:** A performance bond may also be required. The amount of the bond will be determined from the information provided on the worksheet. It may be paid by bond or cashier's check. 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 application fee (payable to the National Park Service) via to the address below. You may post, email or fax the worksheet to:

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

tel: (760) 252-6102  
fax: (760) 252-6171  
email: [moja\\_sup@nps.gov](mailto:moja_sup@nps.gov)

**PAYMENTS:** Payment of the application fee must be received before an application can be processed.

- If paying by check, submit payment with the application. Checks are to be made to the National Park Service.
- If paying by credit card, submit the application, then contact Mojave National Preserve for a permit number. This number is required when making credit card payments at [www.pay.gov](http://www.pay.gov).

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



**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 **\$111.00** 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:

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**ELECTRICAL REQUIREMENTS:** (explain) \_\_\_\_\_

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Generator(s):  quantity Yes, \_\_\_\_\_ size \_\_\_\_\_

Lighting:  None  Reflectors only  Yes

Explain: \_\_\_\_\_

Road Use: \_\_\_\_\_ Date/time: \_\_\_\_\_

Road closure requested?  No  Yes

Driving shots  Drive Tow shots  Drive Away  Wet down road

Camera/Equipment on Road Shoulder  Camera/Equipment on me

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**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 Age Range Children \_\_\_\_\_

**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 \_\_\_\_\_

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**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 Danette Woo, Special Park Uses Program 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.

**Credit Card Authorization:** All credit card information is protected under the Privacy Act.

Name as it appears on the card (print clearly): **Credit card payments may be made at [www.pay.gov](http://www.pay.gov).**

(Circle): VISA MasterCard Discover No. \_\_\_\_\_ Exp. \_\_\_/\_\_\_ Security Code \_\_\_\_\_

Total Amount Authorized: \$ n/a

**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.