National Park Service
Monocacy National Battlefield
4632 Araby Church Road
Frederick, MD 21704
(301) 698-6247
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 **$75.00** 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 #:
	E-mail:

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/ Exterior	Activity: Set-Up/ Film / Non-Filming /Breakdown	# of Cast & Crew*

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

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):

Number of Vehicles:

Car, SUV or light truck _____ Vehicles greater than a 10,000 lbs. (class 3 or higher) _____

Have you physically visited the requested area? ☐Y ☐N

Do you plan on advertising or issuing a press release for this activity? ☐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 by a Federal agency? ☐Y ☐N

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

Are there any pending Federal investigations against you which involved a commercial filming activity? ☐Y ☐N

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

CONTACTS:

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

Name: _____ Title: _____

Phone: _____ Cell Phone: _____

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.

Signature: _____ Print Name: _____ Date: _____

Title: _____ Company Name: _____

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Note: 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, money order or personal check made payable to **National Park Service** to ***Special Park Use Permit Coordinator*** 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 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.

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 by 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 15 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 mater within its jurisdiction.