



2024-2025 NON-STOCK WILDERNESS COMMERCIAL USE AUTHORIZATION APPLICATION CHECKLIST



Sequoia and Kings Canyon National Parks
47050 Generals Highway
Three Rivers, CA 93271
 Email: seki_cua@nps.gov

Applicants may use this Checklist as a tool to review the Application requirements prior to submitting an Application package. Applicants are responsible for reading and understanding the entire Application Form and Application Instructions.

Applicants must submit an entirely new, complete application package. Additional or updated documents will not be accepted individually. Applications must be submitted electronically or received by mail by the posted deadline.

Incomplete application packages, or packages not received by the deadline, will not be considered. The National Park Service will not contact applicants to advise them of missing information. A complete application package means the application package contains all information required by the solicitation. Submission instructions are provided in the Application.

Document	Checklist Item	Done
Application	<ul style="list-style-type: none"> <input type="checkbox"/> Read the Application Instructions. <input type="checkbox"/> Respond to every item (numbers 1-15). <p>Items 9, 11, and 14 are addressed in the Attachments. See Attachment checklists below. Items 6, 7, 10, and 15 have specific checklist items below.</p>	
Application	Item 6: If your company is a non-profit, include a copy of your IRS Ruling or Determination Letter.	
Application	Item 7: Contact State or Local government agencies to determine if your activity requires a Business License and if so, include the license information.	
Application	Item 10: The “maximum number passenger capacity” refers to the vehicle manufacturer’s listed maximum vehicle capacity for the unaltered vehicle. The removal of seats does not reduce the original listed maximum capacity.	
Application	Item 15: <ul style="list-style-type: none"> <input type="checkbox"/> Read and agree to the Conditions of This Authorization on page 6 and the Special Park Conditions for CUA permits that are listed in Attachment E. <input type="checkbox"/> Sign and date the application. 	

Document	Checklist Item	Done
Attachment A: Competitive CUA Process Information	Read the Competitive CUA Process Information.	
Attachment B: Competitive CUA Application Narrative Response	<ul style="list-style-type: none"> <input type="checkbox"/> Read and adhere to the Response Format. <input type="checkbox"/> Respond to all three Factors. <input type="checkbox"/> Any portion of the response beyond the page limit listed in Attachment B will not be considered. 	
Attachment C: Competitive Commercial Service Day (CSD) Allocation Selections	<ul style="list-style-type: none"> <input type="checkbox"/> Read the instructions. <input type="checkbox"/> Make allocation selections in Step 1. <input type="checkbox"/> Optional: Make selections in Step 2. 	
Attachment D: CUA and Commercial Service Day (CSD) Limits and Allocations	Read the CUA and Commercial Service Day (CSD) Limits and Allocations.	
Attachment E: Special Park Conditions: Wilderness Commercial Use Authorization Conditions	Read and accept all terms and conditions of the Special Park Conditions: Wilderness Commercial Use Authorization Conditions.	
Attachment F: Conditions of Specified Uses	Read and accept all terms and conditions for the Specified Uses that your company provides.	
Attachment G: Fee Schedule and Payment Information	<ul style="list-style-type: none"> <input type="checkbox"/> Read and follow the payment instructions at the bottom of Attachment G. <input type="checkbox"/> Include a copy of the payment confirmation email from Pay.gov with the application. <p>Re-submission of an application does not require an additional fee. Payment confirmation must be included with a re-submitted application.</p>	

Document	Checklist Item	Done
<p>Attachment H: Supplementary Information: Commercial General Liability (CGL) Insurance</p>	<p>A current Certificate of Insurance must be submitted by all applicants, including current CUA holders.</p> <ul style="list-style-type: none"> □ Read all instructions on page 26. □ Ensure that your General Liability Insurance meets or exceeds the minimum requirements listed in the table under Item 9 of the Application Form and on page 26 of the Application. □ Read instructions for Other Required Insurance. If required, ensure that your Commercial Auto Liability Insurance meets or exceeds the minimum liability requirement. The minimum requirement is based on the maximum number of per-vehicle passengers identified in Item 10 of the Application. □ Worker’s Compensation Insurance is required in your Certificate of Insurance (COI). If Worker’s Compensation Insurance is not required for your organization’s business model, then submit in writing a denial of need for this type of coverage. □ Read the Insurance Company Minimum Standards information. Meet the requirement for submitting insurance rating information. □ Read and complete all requirements for submitting proof of insurance as listed at the bottom of page 26. 	
<p>Attachment H: Supplementary Information: Visitor Use Acknowledgement of Risk</p>	<ul style="list-style-type: none"> □ Read the terms and conditions at the top of page 27. □ Waiver of Liability forms, or other forms that waive clients’ right to hold your company liable, are not allowed. □ Applicants who are awarded a CUA will be required to submit any Visitor Acknowledgement of Risk form that they use prior to operating in the parks. 	