



# APPLICATION INSTRUCTIONS COMMERCIAL USE AUTHORIZATION

OMB Control No. 1024-0268  
Exp. Date: 08/31/2016

The following explanations correspond directly with the numbered items on the Application Form. Please read this entire document prior to completing the application.

1. Enter the service you are proposing to provide. These are the services which are currently approved in the parks:
  - Guided Sightseeing Van Tours
  - Guided Day Hiking
  - Guided Backpacking
  - Guided Mountaineering
  - Guided Backcountry Ski Mountaineering
  - Guided Nordic Activities (Snowshoeing/Skiing)
  - Guided Fishing Instruction
  - Guided Photography Instruction (workshop)
  - Guided Pack and Saddle Stock Services
2. Respond "No" or list other parks where you will be providing this service.
3. Enter the legal name of your business. If you have a secondary name under which you are doing business (d.b.a.), please enter that name also.
4. Give the name(s) of persons designated as Authorized Agents for your business. This may include the on-site general manager responsible for day to day operations.
5. Provide contact information for both the main season and the off-season. Over the term of your authorization, it may be necessary to contact you to obtain or share information. Your contact information may also be published in the NPS Commercial Services Directory.
6. Check the box that identifies your type of business.
7. If the state in which you operate or the state where your business is domiciled requires a state business license, provide the license number and year of expiration.
8. Provide your Employer Identification Number (EIN). The Debt Collection Improvement Act of 1996 requires us to collect an EIN or Social Security Number (SSN). The NPS will not collect SSNs, only EINs. The EIN is issued by the Internal Revenue Service. You may receive a free EIN at <http://www.irs.gov/Businesses/Small-Businesses-&Self-Employed/How-to-Apply-for-an-EIN>. We will use the EIN that you provide as needed to collect debts.
9. Provide proof of General Liability Insurance naming the United States of America, Sequoia and Kings Canyon National Parks, Concessions Management Office, 47050 Generals Highway, Three Rivers, CA 93271, as additionally insured in the amounts designated in the application.

General Liability Insurance	Minimum per Occurrence /General Aggregate Liability Limits
Guided Fishing Instruction, Guided Photography Instruction (workshops)	\$500,000 / \$1,000,000
Guided Day Hiking, Guided Backpacking, Guided Mountaineering, Guided Backcountry Ski Mountaineering, Guided Nordic Activities (Snowshoeing & Skiing), Sightseeing Van Tours, and Guided Pack and Saddle Stock Services	\$1,000,000 / \$2,000,000

10. NPS Management Policy prohibits employees of the NPS and their spouses and minor children from acquiring or retaining any authorization for conducting commercial services in a park area.
11. If your business or business owners or current employees or proposed employees have been convicted or are currently under charges for violation of State, Federal, or local law or regulation in the last 5 years, please give details (does not include minor traffic tickets).
12. An **Application Fee** of \$50 is required when submitting an application for consideration. If your application is approved, a **Management Fee** of \$450 will be required before your permit can be finalized and issued. Payment is accepted by check or money order (made payable to the National Park Service), or by credit card using the Pay.gov website:  
**<https://www.pay.gov/public/form/entry/101/>**

If paying by check or money order, send payment to the address below:

Sequoia and Kings Canyon National Parks  
Concessions Management Office  
47050 Generals Highway  
Three Rivers, California 93271

13. Please sign and date your application. If the person signing this application is not an Authorized Agent for the business, proof of signing authority must accompany this application.