



United States Department of the Interior

National Park Service

Theodore Roosevelt National Park

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Medora, North Dakota 58645



Instructions on Filling out/E-Mailing Fee Waiver Application

1. Completely fill out the Fee Waiver Application
 - a. Make sure all information is accurate including contact information
 - b. Electronically sign application.
2. You will need to have a digital ID with Adobe to sign.
 - a. If you do not have an ID please follow the instructions below:
 - b. You must register your digital ID in Acrobat before you can use it. If you obtained or created a digital ID file that doesn't appear in your list of digital IDs, you can search for the missing digital ID file and add it to the list. You can identify digital ID files by their file extensions. For PKCS #12 files, the extension is .pfx in Windows and .p12 in Mac OS. Digital ID files from some earlier versions of Acrobat have an .apf extension. If you select an .apf digital ID file, you may be prompted to convert it to a supported file type. You may need the password created for the digital ID to complete this task.
 - i. Choose Advanced > Security Settings.
 - ii. Select Digital IDs on the left.
 - iii. Click the Add ID button .
 - iv. Select one of the following options:
 - c. **Browse For An Existing Digital ID File**
 - i. Select this option if you obtained a digital ID as an electronic file or if you store it in the Windows certificate store. Follow the prompts to select the digital ID file, type your password, and add the digital ID to the list.
 - d. **Configure A Roaming ID For Use On This Computer**
 - i. Select this option to use a digital ID that's stored on a signing server. When prompted, type the server name and URL where the roaming ID is located.
 - e. **Create A Self-signed Digital ID For Use With Acrobat**
 - f. Select this option to create a self-signed digital ID.
 - g. **Look For Newly Inserted Hardware Tokens**
 - i. Select this option if you have a security token or hardware token connected to your computer.
 - ii. Click Next, and follow the on-screen instructions to register your digital ID.
3. **Once the application has been signed**
 - a. You will have to save the application on your computer and then when you are ready to submit your request, send the application and any supporting documents as an attachment via email to: [Fees Reservations](#).