**2023-2024 CUA Application Requirements/Checklist: Liveries, Dive Schools, and Camps**

Please use this checklist of what is required to accompany your commercial use authorization (CUA) application. **Please check off each item as you gather your documents and send everything in the order below** as either:

1. A single PDF document, emailed to upde\_permits@nps.gov, or
2. A set of printed documents, mailed to the address listed at the top of the application.

We are no longer accepting photos (e.g. JPEG, JPG, PNG).

**You must put everything in the order listed below**. If you application package is not complete and in order, it will be considered an incomplete package and you will be denied until your package is 100% complete. **Please check off each item as you are putting your packet together and include this checklist with your application packet.** Please do not send copies of your bills as this is not required and make sure to double check that your documents are current.

[ ] Current Employer Identification Number (EIN)

If you don’t have one you can [apply for one on the IRS webpage](https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online).

# Proof of Insurance:

[ ] Business/Watercraft Liability Insurance

Insurance of $1,000,000 or more is required for liveries, camps, dive schools, etc. Please supply a copy of the Certificate of Liability Insurance. A copy of your insurance card, bill, Declaration page, or other statements will not be accepted. All insurance must list **“United States of America, National Park Service, Upper Delaware Scenic and Recreational River, 274 River Road, Beach Lake, PA 18405**” as **“Additionally Insured**.**”** Make sure it says “Additionally Insured,” NOT “Additionally Interested Party.” See an example below:

**CERTIFICATE HOLDER**

Holder’s Nature of Interest: Additionally Insured

United States of America

National Park Service, Upper Delaware Scenic & Recreational River

274 River Road

Beach Lake, PA 18405

**Are you transporting customers? Please check one:** [ ]  **YES** [ ]  **NO**

**If yes:**

[ ] Commercial Automobile Liability Insurance

**If you transport customers**, even at just the accesses, you must supply a copy of your Certificate of Liability Insurance with **“United States of America, National Park Service, 274 River Road, Beach Lake, PA 18405”** named as **“Additionally Insured.”** We do NOT accept copies of ID cards or declaration pages. Automobile liability insurance at the state minimum amount is accepted, as long as your insurance company knows that you will be transporting customers in that vehicle for your business. It will be the same as a realtor transporting clients in their vehicles.

**If no:**

If you are not transporting customers, proof of auto liability insurance is **NOT** required and documentation will not need to be submitted. In this section of the application, just state “NOT TRANSPORTING.” However, **we will require a copy of your current registration.**

[ ] Acknowledgement of Risk (AOR)

This is a required form and this document is for your protection as well as your clients. Please have each of your clients sign it and keep the copy in your files for at least two years. If you are working for a guide service, you must have an AOR for yourself if operating on your own in addition to one with your name on it for the guide service you are working for.

Please check one of the boxes below:

[ ]  I am using my own Acknowledgement of Risk form and a copy is enclosed.

[ ]  I am using the Park Acknowledgement of Risk form.

***Again, your application must be fully filled out and you must provide copies of your business liability, auto liability if you are transporting customers, and verification of your acknowledgement of risk form.***

***Please allow up to six weeks for processing.***