**CUA Application Requirements/Checklist**

**Fishing Guides**

Please use these two pages as a guide on what copies of documentation you will require in your application packet when submitted. All of these must be included in your application when submitted, no piece meal or parts and pieces submitted over time will be allowed. If your application packet is not complete, it will not be processed for a permit/authorization.

1. Must have a current **EIN #** listed on your application. See the application form for the link if you don’t have one. If you can’t remember your EIN#, contact me by phone and I can give it to you.
2. Enclose copies of your:
3. driver’s license,
4. registrations for your vehicle(s) if you are transporting customers – if not just write – NOT TRANSPORTING,
5. boat trailer and boat (if registered, if not please state that on the application page that it is not registered so I don’t think you forgot.)

List on page 2 of the application:

Vehicle**: State**, make/model, license #, year, maximum # of passengers, and if you own/rent vehicle

Boat trailer: **State**, make/model, license #, year, maximum # of passengers, and own/rent vehicle -list under the vehicle information section

Boat/Vessel: Make/model, Registration #, length, maximum # of passengers, and own/rent/lease vessel

1. **Insurance:**
2. **Business/Watercraft Liability Insurance:** $500,000 for fishing guides, please supply a copy of the **Certificate of Liability Insurance** with United States of America, National Park Service, 274 River Road, Beach Lake, PA 18405 named as ‘**additionally insured’. Make sure it says, ‘additionally insured’ NOT ‘additional interested party’.** A copy of your insurance card, bill, Declarations page or other statements will NOT be accepted.
3. **Commercial Automobile Liability Insurance** – Do you transport customers, even at the accesses? The National Park Service jurisdiction is to the mean high-water mark of the river and has agreements/concurrent jurisdiction with both NY DEC & PA Fish & Boat Commission (FBC). Therefore, the accesses are considered park property because of the agreements.

If you transport customers, please supply a copy of your Auto Liability **Certificate of Liability Insurance** with United State of America, National Park Service, 274 River Road, Beach Lake, PA 18405 named as **‘additionally insured.’** Same as the Business/Watercraft Liability Insurance. A copy of your insurance bill, Declarations page or other statements will NOT be accepted.

As of 2017, the Superintendent has negotiated with the WASO level to accept automobile liability insurance at the state minimum amount required, **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 you are *not* transporting customers**, proof of this insurance is NOT required, and documentation will not need to be submitted, just state: NOT TRANSPORTING in that section of the application.

1. **Certifications:**
2. Please supply copies of current certifications in **First Aid & CPR/AED,** and they must be current. **Water/Boating Safety** certifications do not need to be current, just supply a copy as proof that you had the course.
3. **Fishing Guides Licensing:** The park requires proof (copies front and back) of guide’s licenses and US Coast Guard Captain’s licenses (if applicable and you are using a motorized vessel).

There is ***no*** reciprocity in NY or PA for Fishing **Guides** Licenses.

 If you have a PA Guides License and only use a PA Fish & Boat Access or private property, then you *only* need a PA Guides License. It is the same for NY.

When you have a PA Guides License *only* and are using NY accesses or NY private property accesses you will need a NY Guides License too. It is the same for PA**. So, if you are using accesses or private property accesses on *both* sides of the river, you will need *both* NY & PA Guides Licenses.**

1. **State Fishing License:** Fishing guides must also have **either** a NY ***or*** PA fishing license and also make sure your customers have a valid NY or PA fishing license on their person or a photo on their phone. They are reciprocal in either state within the park area.
2. **PA Fish & Boat Commission Launch permit** is needed unless the boat is registered in another state and used in the registered state more than 50% of the time. At PA Fish and Boat Commission Access Areas out-of-state boaters with a boat validly registered in their home state are granted reciprocal privileges to boat in Pennsylvania for up to 60 days. Persons that use their boats in the state for greater than 60 days are required to register their boats in Pennsylvania or if the vessel/boat is commercial or motorized, it needs to be registered with the PA Fish & Boat Commission to use their accesses. If your boat is registered in PA, you do NOT need a PA Launch permit.
3. A different Commercial Use Agreement for **US Coast Guard Captain’s license** would be necessary **for the use *of powered vessels of any type or kind****,* and **proof of a current Captain’s status must be included with the application**. A copy must be in your file at NPS Headquarters before the motorized vessel CUA permit would be issued/amended.

**LAST MINUTE APPLICATION CHECKLIST:**

**Before you seal your envelope, do you have copies of the following?**

***Chart the expiration dates below from your documents.*** *Keep this copy so you know when these expire and can send an updated document to the permit coordinator. All of these documents must be current in your file at all times.*

EIN#: list on 1st page of application

Guide License(s) – PA and/or NY depending on your use of accesses

 PA expires: NY expires:

Fishing License- PA **OR** NY

 PA expires: NY expires:

First Aid//AED certification, expires:

Water/Boating Safety certification

Driver’s License, expires:

Vehicle Liability Insurance – state minimum, expires

Vehicle Registration, expires:

Boat Registration, if applicable, expires:

Boat Trailer Registration, expires:

PA Launch Permit, expires:

Business Liability Insurance: minimum: $500,000 – Guides, expires:

**Acknowledgement of Risk (AOR):** One used by most guides is available if you want to use it. A sample is attached for your use. Just let the permit coordinator know if you want to use the sample as your own. 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.

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.