



# United States Department of the Interior

## NATIONAL PARK SERVICE

Death Valley National Park  
P.O. Box 579  
Death Valley, California 92328



# Checklist of Documents to be Submitted with CUA Application

Please provide ONLY the items listed below in your complete package. You may include this document as a cover sheet for your application package. We do not require any additional documents to process your permit and sending additional documents may delay the processing of your application.

Document to be included		Check if Attached
1.	<p><b>Signed Application</b></p> <p><i>NOTES: Be sure you include your Tax ID or Social Security Number on the application so we can process your payment. Make sure that your name is on the application and that it is signed.</i></p>	
2.	<p><b>Application processing fee: \$210.00</b></p> <p><i>NOTES: Make checks payable in US funds to: <b>National Park Service</b></i></p> <p><i>To pay by credit card email <a href="mailto:DEVA_permits@nps.gov">DEVA_permits@nps.gov</a> for a permit number and link to the special pay.gov website. A receipt must accompany your application to be credited for payment.</i></p>	
3.	<p><b>Commercial Operating Plan / Special Use Operating Plan</b></p> <p><i>NOTES: Please use the 2016 Operating Plan form available on our website. It contains all of the information we need in order to process your permit. Use of any other format may delay processing of your application.</i></p> <p><i>Your permit application will be evaluated on the operating plan document that you submit. Answer all questions thoughtfully. Be aware that many wilderness locations have restrictions on the number of commercial groups per day. Requests to visit those places will be filled on a first come, first served basis.</i></p>	
4.	<p><b>Current Certificate of Liability Insurance</b> (Also, Workers' Compensation Insurance Certification if you employ others in your business)</p> <p><i>NOTE: Certificate must list the <b>United States of America</b> as additional insured, you must be insured for \$1,000,000 in US funds, and the document must be written in English.</i></p>	
5.	<p><b>First Aid/CPR or Wilderness Certificates</b></p> <p><i>NOTE: Include copies of certification for named permit holder and/or trip leader applicants only.</i></p>	
6.	<p><b>Leave No Trace, Entrance Fee, and Mission Statement Certification (LNT)</b></p> <p><i>NOTE: This must accompany both the application and each addendum.</i></p>	
7.	<p><b>2015 Annual Report</b></p> <p><i>NOTE: If you provided services in the park during 2015 you are required to submit an annual report prior to January 15, 2016. Before we will issue a permit to you for 2016 activities we must have your annual report from 2015.</i></p>	
8.	<p><b>Signed Addendum</b></p> <p><i>NOTE: For each Trip Leader submit an addendum along with a LNT certification and first aid/CPR, wilderness first responder or wilderness first aid certificate depending on your activity.</i></p>	