

Yellowstone National Park
Commercial Use Authorization (CUA) Program

Application Requirements/Checklist

Please submit by e-mail or mail to the Concessions Management Office at Yellowstone National Park:

- If not done yet, submit your **Annual Financial Report** (for those who held a CUA the previous year). **Your CUA application will not be processed until we receive this information.**
- If not done yet, submit your Monthly Use Reports (for those of you who held a CUA the previous year). **Your CUA application will not be processed until we receive this information.**
- Read the **CUA Operating Plans** for each service you are interested in. Once you understand and agree to the conditions, sign and submit the **signature page 1 and 4 only. (Firearms detail and signature page).** Keep the bulk of information for your reference.
- Fill out and sign the CUA application form and experience questions. Submit these to the Concessions Management Office of Yellowstone National Park (the address is below).

We will review your application and if approved, will send you an original CUA to be signed and returned to the Concessions Management Office (address below). When you return the signed CUA you must include the following documents:

- Submit company firearm policy **or** a statement that it hasn't changed (for those who held a CUA the previous year). See administrative requirements of the operating plan.
- Submit company acknowledgement of risk form **or** a statement that it hasn't changed (for those who held a CUA the previous year).
- Enclose an advertising website address.
- Complete the CUA Guides List (Appendix B) of the application form; including expiration dates of First Aid and CPR certification. **Do not send CPR cards or photocopies of CPR cards.** The guide cards will be sent with a copy of the signed CUA. All other required documents will remain on file in the Concessions Management Office. Additions or changes to the guides/list during the season may be emailed to **becky_wyman@nps.gov.**
- Instruct your insurance company to e-mail an Insurance Certificate naming the United States Government as an additional insured to the Concessions Management Office of Yellowstone National Park (address below). CUA applicants must have insurance for

auto coverage (if transporting clients) and General Liability in amounts listed in the conditions of the CUA Conditions.

- Payment of \$300.00 per service (annual fee), paid through pay.gov (instruction booklet on the NPS website)

After we have received all required documents, we will process and mail to you a copy of the authorization with the authorized National Park Service signature, along with the requested guide cards. Then you may begin operating in Yellowstone National Park. The park entrance stations will be notified of all current CUA holders.

Please remember, guides/group leaders must carry a copy of the CUA (or keep in the vehicle), their guide card and photo id with them at all times when they are in the park. **All person/groups entering the park must come to a complete stop at park entrance stations; guides must show the attendant their guide card and pay the applicable park entrance fees for all clients. Clients are not exempt from paying park entrance fees when on your tour. It is the responsibility of the CUA holder to inform clients of this requirement prior to arrival at the park entrance station.**

Contact Becky Wyman, Concessions Management Office at, (307) 344-2278 for questions or additional information.

Contact:
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