



National Park Service  
U. S. Department of the Interior

**Yellowstone National Park  
Concessions Office  
P.O. Box 168  
Yellowstone Park, WY 82190**

**(307) 344-2671 phone  
(307) 344-2279 fax**

## 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 **2013 Annual Financial Report** (for those who held a 2013 CUA). **Your 2014 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 2013 CUA). **Your 2014 CUA application will not be processed until we receive this information.**
- Read the **2014 CUA Operating Plans** for each service you are interested in. Once you understand and agree to the conditions, sign and submit the **signature page only**. 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 2013 CUA). 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 2013 CUA).
- 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 [sue\\_f\\_williams@nps.gov](mailto:sue_f_williams@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 **2013 CUA Conditions**.
  
- Enclose a check, payable to National Park Service for \$300.00 per service (annual fee).

After we have received all required documents, we will process and mail to you a copy of the 2014 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 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; leasers 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 Sue Williams, Concessions Management Office at, (307) 344-2671 for questions or additional information.

Contact:  
Yellowstone National Park  
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