

HUNTING OUTFITTER GUIDE
TEMPORARY SPECIAL USE PERMIT APPLICATION PACKET CHECKLIST

Applicants are encouraged to contact the district permit administrator prior to application submission. The following items are required when submitting an application packet for hunting outfitting/guiding on the Carson National Forest. An application will not be processed until all required listed information is provided.

Packets are due no later than June 1, annually.

1. _____ **Application form FS-2700-3F** – Outfitter & Guide Temporary Permits can authorize up to 200 service days within a 180-day period. Include service days requested per Game Management Unit. (Thoroughly completed, signed, and dated)
2. _____ **Appendix A - Operating Plan**
(Completed, signed and dated and returned)
3. _____ **Trip Itineraries – Appendix B**
(Submitted AFTER your permit is approved, and e-mailed to specific address on form 48 hours BEFORE you conduct business on the Forest)
4. _____ **Appendix C - Maps**
(Maps legible, marked and labeled with specific areas and locations of operations including campsite, stock holding and grazing)
5. _____ **Appendix D - Multi-District Approval Request form(s)**
(One form submitted for each district where service days are being requested, maps must be attached. Submit all forms to your permit administrator.)
6. _____ **Actual Use and Revenue Report**
(Current application will not be processed until prior year use and revenue has been reconciled; this does not apply to first-time applicants, or those who did not operate the prior year.)
7. _____ **Certificate of Insurance** named insured must match the applicant name, must include coverage for season of operation and must meet all Forest Service requirements. A Visitors Acknowledgement of Risks must be made available to your clients. Current certificate of liability insurance is not needed when proposal is submitted but must be provided before permit is executed.
8. _____ **Copy of current, valid New Mexico Game & Fish Outfitter and Guide Cards**
9. _____ **Proof of Vehicle Sign, Placard, or Sticker** (see page 3 of Operating Plan)
10. _____ **Business brochure and/or webpage screen shot** listing fees, showing nondiscrimination statement and Carson NF statement of affiliation (See page 4, 7, and 11 of Operating Plan)

Adult CPR and Basic first aid certifications, and “Leave No Trace” Training Certificate for Outfitter & Guides are required to be obtained and carried at all times while guiding. Certifications must be presented when requested in the field by any forest officer. Certifications must be submitted electronically within 5 business days when requested by permit administrator.

See page two for district contact information.

INSTRUCTIONS

FOR COMPLETING THE SPECIAL USE APPLICATION FOR OUTFITTING AND GUIDING

PROVIDE ALL INFORMATION IN THE APPLICATION FORM. READ THE INSTRUCTIONS CAREFULLY. AN INCOMPLETE APPLICATION IS CAUSE FOR NON ACCEPTANCE.

1. APPLICANT INFORMATION complete all (click [here](#) to go to the application)

Applicant Name: Must match the entity named on the certificate of insurance

Business Name: List the complete, legal business name

Applicant's Complete Address: the location where you receive your mail

Telephone Number: _____ Fax Number: _____

E-mail Address: _____

Website: _____

You must identify your business status. Identify if your is a non-profit is a corporation.

- | | |
|---|---|
| <input type="checkbox"/> Individual | If yes, are you a citizen of the United States? |
| <input type="checkbox"/> Corporation | If yes, provide a copy of your state certificate of good standing. |
| <input type="checkbox"/> Limited Liability Company | If yes, provide a copy of your state certificate of good standing. |
| <input type="checkbox"/> Partnership or Association | If yes, provide a copy of your partnership or association agreement.
(Includes state universities) |
| <input type="checkbox"/> State Government or Agency | (Includes high schools) |
| <input type="checkbox"/> Local Government or Agency | (Please attach a copy of your IRS Form 990) |
| <input type="checkbox"/> Nonprofit | |

2. DESCRIPTION OF PROPOSED ACTIVITY

Please include:

- The number of service days requested per outfitter/guide management compartment. **A service day is defined as a day or any part of a day on National Forest System lands for which an outfitter or guide provides goods or services, including transportation, to a client. (i.e. 6 clients x 3 days = 18 service days).** Guides/leaders are not counted in the service day total.
- The anticipated number of trips and number of participants and # of guides/leaders.
- Trip Itinerary with:
 - Starting and ending dates of the proposed operations, whether on National Forest Lands (NFS) or not. (including transportation)
 - Location of routes and starting and ending points for the proposed operations (include a legible topographical (Scale 1:24000) map showing these locations). Include any days spent off NFS lands, for example if one day of your 5 day trip is on BLM lands, or private land, include that in the itinerary. This helps us to determine the number of service days to authorize.
- Services that will be offered to clients (identify any services that will be provided by a party other than the holder). Include basic type of guide service, such as backpacking. Other services might include gear rental, transportation and meals.
- A description of your client base or audience.
- A list of government facilities you propose to use, e.g., a boat launch, parking lot, or trailhead.
- A list of temporary improvements or signs that you propose to use.
- A statement of whether the proposed operations involve motorized equipment.
- A statement of whether the proposed operations involve transportation of livestock, and if so, whether grazing is requested.
- A statement of whether an assigned site is requested.
- A description of cleanup and restoration during and after the proposed operations.
(click [here](#) to go to Description of Proposed Activity in the application, and [here](#) for the Description of Operations in the Operating Plan)

3. ADVERTISING. Provide a current brochure and current advertising materials or website address. Two statements (non-discrimination and affiliation) are required in all types of advertising. Web-based materials must include the required non-discrimination statement in its entirety and the statement of affiliation (i.e. XYZ Guide Service operates under permit from the Carson National Forest). Contact the permit administrator for correct language. All advertising must be reviewed by the Forest Service. Click [here](#) to view to the **Advertising Requirements**.

Click [here](#) to view the advertisement and non-discrimination policies section of the **Operating Plan**, and Click [here](#) to view the **"And Justice For All"** poster and policies.

4. CLIENT CHARGES. Attach a current rate sheet. **List expected gross revenue for the entire trip or for all authorized trips.** Client charges include the gross revenue, not just that portion of the trip on NFS lands. If gross revenue is lower than the bracket maximum, then the flat fee is applied, no refunds. Gross revenue includes all client charges associated with the service, including transportation and lodging and the value of services discounted, free, or donated. If gross revenue exceeds the bracket maximum, then fees are 3% of the gross, and may be adjusted for time off NFS lands if appropriate.

Flat fee for Temporary use Permits (FSH 2709.11 37.21b)

Days	Flat Fee	Maximum Gross Revenue for Each Bracket of Service Days*
1 to 50	\$150	\$10,000
51 to 100	\$300	\$20,000
101 to 150	\$450	\$30,000
151 to 200	\$600	\$40,000

***A service day is counted for service to a client for any part of a day on National Forest System lands. If the gross revenue exceeds the bracket maximum, then a fee of 3% of the gross will apply.**

Click [here](#) to view the fee calculation section in the Operating Plan

5. GUIDE IDENTIFICATION. Identify all guides who would be working under the permit and attach copies of current Wilderness First Responder cards, and other applicable certifications for guides. Other certificates could include AMGA or PCGI activity specific certs. Adult CPR and basic first aid certifications, and "Leave No Trace" Training Certificate for Outfitter & Guides are required to be obtained and carried at all times while guiding. Certifications must be presented when requested in the field by any forest officer. Certifications must be submitted electronically within 5 business days when requested by permit administrator. (Click [here](#) to go to the Guide Identification table in the Operating Plan, and [here](#) to go to Vehicle Identification table in the Operating Plan)

6. OPERATING PLAN. Must be included, and a separate document from the application. Must be signed and dated and thoroughly completed. Form will be provided. (click [here](#) to go the the Operating Plan)

7. LIABILITY INSURANCE. The named insured must match the applicant name. (Insurance Requirements next page)

8. CLIENT'S ACKNOWLEDGMENT OF RISK FORM. If you plan to use an acknowledgment of risk form, attach a copy.

9. EXPERIENCE. List all permits for outfitting and guiding on National Forest System lands that you have held in the past 3 years. If you received a performance evaluation from the Forest Service, attach a copy. If you are relying on outfitting and guiding experience with other federal or state agencies, list any permits that you have held with those agencies in the past 3 years and provide a copy of any performance evaluations received. List all citations or violations received in association with outfitting and guiding activities.

10. SIGNATURE. The application is not complete without a signature and a date. It will be returned to you if incomplete. **The application must be signed by hand.**

- a. To print only select pages you will need to: hit the print button -> in the "pages" section click in the "pages" bubble -> in the field next to the pages button type in the page numbers you want to print. **NOTE:** For this document the Application is pages 4-6 with the signature page being 6.

Carson National Forest Insurance Requirements

The requirements for a Certificate of Insurance to be acceptable to the government are listed below. These requirements are specific to any private improvement or activity which takes place on Forest Service system lands.

- The Certificate must show the "United States" as additional insured, not the "U.S. Forest Service", or "Carson National Forest".
- The certificate holder block must contain the following language, "United States Government, followed by the address of the issuing office.
PO Box 38, Tres Piedras, NM 87577 for Tres Piedras RD
1110 Rio Vista Lane, Unit #2, Bloomfield, NM 87413 for Jicarilla RD
PO Box 110, Questa, NM 87556 for Questa RD
PO Box 68, Peñasco, NM 87553 for Camino Real RD
208 Cruz Alta Road, Taos, NM 87571 for Carson Forest Supervisors Office
- The policy must provide for 30 days written notice before changes in the policy or cancellation. To be shown in verbatim on the Certificate of Insurance as well as in the insurance policy.
"It is understood and agreed that the coverage provided under this policy will not be changed or its provisions changed or deleted before thirty (30) days written notice to the United States Government, Carson National Forest, 208 Cruz Alta Road, Taos, NM 87571." (or the address of your permit issuing office)
- The words, "endeavor to" and "but failure to mail such notice shall impose no obligation or liability of any kind upon the company" must be stricken.
- We may also need a certified copy of the actual policy for our permit file.
- The insured needs to be the same as the person/entity named on the special use permit.
- The activity being authorized by the permit must be listed in the Description of Operations block

Additional Information

All insurance policies obtained pursuant to a special use authorization shall obligate the insurer to defend the United States, in relation to all injury, loss, or damage, which arises in connection with the holder's use and occupancy of National Forest System lands.

Policies naming the United States as additional insured *"solely as respects liability arising from acts or omissions of the named insured,"* is acceptable as long as the United States Government is shown as the additional insured. If the policy has a blanket additional insured endorsement, the prerequisites must be met. You must have the requirement in your contract **and** there must be a certificate of insurance showing the United States additional insured.

Exclusions listed on the Certificate of Insurance may not include any of the activities/operations authorized by the permit.

Liability Insurance Minimums –

If a Combined Single Limit Policy:

The holder shall have in force liability insurance covering losses associated with the use and occupancy authorized by this permit arising from personal injury or death and third-party property damage in the minimum amount specific to the authorized activity as a combined single limit per occurrence. (\$300,000 for low risk activities, \$500,000 for high risk activities, higher amounts may be required by the authorized officer)

If a Split Limit Policy:

The holder shall have in force liability insurance covering losses associated with the use and occupancy authorized by this permit arising from personal injury or death and third-party property damage in the minimum amount of:

\$25,000.00 - for third-party property damage, per occurrence
\$300,000.00 - for injury or death to one person per occurrence
\$300,000.00 - for injury or death to more than one person per occurrence

Higher amounts may be required based on activity type.

Use Code: 153
Authorization ID:
Contact Name:
Expiration Date:

FS-2700-3f (REV.02/17)
OMB No. 0596-0082

SPECIAL USE APPLICATION & TEMPORARY PERMIT FOR OUTFITTING AND GUIDING
Authority: Federal Lands Recreation Enhancement Act, 16 U.S.C. 6802(h)
(Ref.: FSH 2709.14, Chapter 50)

PART I - APPLICATION

1. APPLICANT INFORMATION

Applicant Name: _____

Business Name: _____

Applicant's Complete Address: _____

Telephone Number: _____ Fax Number: _____

E-mail Address: _____

Website: _____

As an applicant, are you (must check one):

<input type="checkbox"/> Individual	If yes, are you a citizen of the United States?
<input type="checkbox"/> Corporation	If yes, provide a copy of your state certificate of good standing.
<input type="checkbox"/> Limited Liability Company	If yes, provide a copy of your state certificate of good standing.
<input type="checkbox"/> Partnership or Association	If yes, provide a copy of your partnership or association agreement.
<input type="checkbox"/> State Government or Agency	(Includes state universities)
<input type="checkbox"/> Local Government or Agency	(Includes high schools)
<input type="checkbox"/> Nonprofit	(Please attach a copy of your IRS Form 990)

Under the Regulatory Flexibility Act, a small entity is a firm that is "independently owned and operated" and "not dominant in its field of operation." The United States Small Business Administration has developed size standards to identify what is considered a small business. Under these standards, a business with annual receipts of less than \$6.5 million constitutes a small business for recreation industries. Additionally, a small organization is any nonprofit enterprise that is independently owned and operated and not dominant in its field. A small government jurisdiction is a government of a city, county, town, township, village, school district, or special district with a population of less than 50,000.

Under these criteria, are you a small entity? _____

2. DESCRIPTION OF PROPOSED ACTIVITY

The number of service days requested per activity type per outfitter/guide management compartment	
The anticipated number of trips and party size.	
Starting dates of the proposed operations	
ending dates of the proposed operations	
Location of routes and starting and ending points for the proposed operations (include a map)	
Services that will be offered to clients	
A description of your client base or audience	
A list of government facilities you propose to use, e.g., a boat launch, parking lot, or trailhead	
A statement of whether the proposed operations involve motorized equipment	
A statement of whether the proposed operations involve transportation livestock, and if so, whether grazing is requested	
A description of cleanup and restoration during and after the proposed operations	

3. ADVERTISING. Provide a current brochure and current advertising materials or website address.

Website: _____

4. CLIENT CHARGES. Provide a description of client charges and fees and what they cover. Attach a current rate sheet.

5. GUIDE IDENTIFICATION

_____	_____	_____
_____	_____	_____
_____	_____	_____

6. OPERATING PLAN. Attach an operating plan that addresses client and visitor safety, evacuation and emergency procedures, and resource protection with respect to your proposed operations and location.

7. LIABILITY INSURANCE. The holder will be required to obtain liability insurance in an amount satisfactory to the authorized officer (see FSM 2713.1). The insurance policy must name the United States as an additional insured. A copy of the certificate of insurance must be provided to the authorized officer prior to issuance of a permit.

8. CLIENT'S ACKNOWLEDGMENT OF RISK FORM. If you plan to use an acknowledgment of risk form, attach a copy.

9. EXPERIENCE. List all permits for outfitting and guiding on National Forest System lands that you have held in the past 3 years. If you received a performance evaluation from the Forest Service, attach a copy. If you are relying on outfitting and guiding experience with other federal or state agencies, list any permits that you have held with those agencies in the past 3 years and provide a copy of any performance evaluations received. List all citations or violations received in association with outfitting and guiding activities.

10. SIGNATURE. I hereby certify that I am of legal age and am authorized to do business in the State or Commonwealth of _____. I have personally examined the information contained in this application and certify that this information is correct to the best of my knowledge. I hereby acknowledge that this is an application only, and that the use and occupancy of National Forest System lands is not authorized until a special use permit is signed and issued by an authorized officer.

Printed Name: _____ Signature: _____ Date: _____

Printed Name: _____ Signature: _____ Date: _____

18 U.S.C. § 1001 makes it a crime for any person knowingly and willfully to make to any department or agency of the United States any false, fictitious, or fraudulent statements or representations as to any matter within its jurisdiction. Anyone who knowingly or willfully makes or uses any false statements or representations shall be fined not more than \$10,000 or imprisoned not more than five years, or both.

APPENDIX A

**CARSON NATIONAL FOREST
TEMPORARY USE OUTFITTER/GUIDE OPERATING PLAN
HUNTING**

This operating plan template is provided as a convenience to the holder and identifies the information required for an operating plan. Use of this template is voluntary. If the holder wishes to use a different format they may do so, however, all required information must be included in any operating plan submitted. An approved operating plan is required for use or occupancy of National Forest System (NFS) lands. Once approved, this operating plan becomes part of the permit. The Holder shall carry out the provisions of this operating plan and shall be responsible for requiring employees, agents, contractors etc. to do likewise.

Period of Operations beginning _____ and ending _____ for permit # _____.

This operating plan is:

Accepted:

Signature: Permit Holder

Date

Approved:

Signature: Permit Administrator Review

Date

Signature: Authorized Officer

Date

DOCUMENT SUBMISSION SCHEDULE:

The following documentation shall be submitted to the authorized officer:

- **Temporary Use Permit Application, Appendix A - Annual Operating Plan, and all required documents identified in the Applicant Checklist are due no later than June 1 of each year.**
- **Actual use report:** Due within thirty days of the close of the approved operating season.
- **Certificate of insurance:** Valid certificate due prior to issuance and must be current and on file at all times.

PART A: BUSINESS INFORMATION

Name of Permit Holder:	
Name of Business:	
Mailing Address:	
Telephone:	
Cell phone:	
Email:	
Company Website:	

PART B: POSSESSION OF REQUIRED DOCUMENTATION

The holder and all their representatives are required to be in possession of the following documents at all times while operating on NFS lands. The holder and their representatives are required to have all documents available for inspection if requested in the field by a forest official or law enforcement officer. Failure to do so will result in a notice of noncompliance.

- **A copy of the valid, approved Permit and Appendix A – Operating Plan**
- **A copy of the valid current trip itinerary, Appendix B – Trip itinerary**
- **A copy of the valid signed client contract for the current hunt.**
- **A copy of the applicable Motor Vehicle Use Map (MVUM) for the area hunted.**
- **A copy of a valid New Mexico outfitter or guide card, if the individual is acting in that capacity.**
- **A copy of valid Adult CPR and First Aid cards, and Leave No Trace online awareness certificate.**

PART C: PERSONNEL AND VEHICLE IDENTIFICATION

1. Names of all outfitters, guides, representatives, and/or employees to be used on NFS lands.

(Attach additional sheets if necessary, and label as PART C, Table 1, form available upon request)

Table 1:

Name	Address	Contractor? Yes or No	O/G Card # or position	Contact phone number
<i>Example - John Doe</i>	<i>XXXX Main Street, Bloomfield, NM 87413</i>	<i>N</i>	<i>NM Guide #XXXX</i>	<i>XXX-XXX-XXXX</i>

- a. All employees and contracted individual(s) operating under the permit must be approved in advance by the authorized officer. If the holder wants to add an individual(s) not listed in Table 1, all required documentation must be submitted in a separate Part C, Table 1 document at least 48 hours in advance for review and approval. Forms available upon request.
- b. **For each individual listed in Table 1, a copy of a valid New Mexico outfitter or guide card, if the individual is acting in that capacity, must be included in the application package submitted to the authorized officer.**

- c. Valid CPR/1st Aid cards and LNT online awareness certificates are required and must be available and presented when requested in the field, and within 5-days upon request by the permit administrator. "Leave No Trace" online awareness course training is available at <https://lnt.org/get-involved/training-courses/online-awareness-course/>.
- d. The holder's insurance policy must include an endorsement covering contracted services and equipment. Sample endorsement form available upon request. Alternatively, the holder's contractors must procure a separate insurance policy that covers their services and equipment and that names the United States as an additional insured.
- e. It is the responsibility of the holder to ensure that all required documentation is current and on file with the authorized officer. No individual with missing or expired documentation is authorized to operate on NFS lands.

2. Transportation: List all vehicles that will be used on NFS lands, including ATVs/UTVs, snowmobiles, etc.

(Attach additional sheets if necessary, and label as PART C, Table 2, form available upon request)

Table 2:

Primary User	Year	Make	Model	Color	Vehicle License Plate Number	State
<i>Example – John Doe</i>	<i>2015</i>	<i>Ford</i>	<i>F-150</i>	<i>Dark Blue</i>	<i>2345ABC</i>	<i>NM</i>

All motorized vehicle use and operations will be conducted pursuant to the rules, regulations, requirements, and prohibitions identified in the current Motor Vehicle Use Map (MVUM). Unauthorized motorized vehicle travel off designated roads and trails for any reason, including game retrieval, will jeopardize future permitting opportunities and may be grounds for permit revocation. The holder must follow the *Tread Lightly!* Principles <https://www.treadlightly.org/learn/recreation-tips/>.

The following is required:

- a. A copy of the current MVUM for the applicable district must be kept in all vehicles at all times while operating on NFS lands. The holder must clearly identify areas of operation on **operating maps (Appendix C) of the specific area where guiding. Electronic versions are valid and can be downloaded [here](#):**
- b. The holder will notify the authorized officer of the intended use of any vehicle not listed in **Table 2 at least 48 hours prior** to that vehicle operating on NFS lands. All required documentation must be submitted in a separate Part C, Table 2 document for review and approval. Forms available upon request.
- c. All vehicles, while operating on NFS lands, must have a sign, placard, sticker, or some visible indicator readily identifying the vehicle as being operated by a permitted outfitter. At a minimum the sign must contain the outfitter business name and identify the holder as operating under a special use permit issued by the Carson National Forest and be readily visible at all times. The method of vehicle identification must be approved in advance by the authorized officer. Specify below how all vehicles will be marked and identified below, or provide a separate document for approval:

PART D: DESCRIPTION OF OPERATIONS

1. Services offered: Attach brochures or other information about services. **All** services must be authorized in the permit. (Attach additional sheets if necessary, and label as PART D, Table 1, form available upon request)

Table 1: See Outfitter/Guide Management Compartment maps for compartment location.

Activity	Typical Operating Season			Compartment, Destination, Unit or Zone	Client charge
	Begin	to	End		
<i>Example lion hunt</i>	<i>4/1</i>	<i>to</i>	<i>3/31</i>	<i>Camino Real GFA/Pecos/Zone C</i>	<i>\$3,500</i>
<i>Horse day rides</i>	<i>6/15</i>	<i>to</i>	<i>10/1</i>	<i>Questa Eastside GFA/Cebolla Mesa</i>	<i>\$75</i>
		to			
		to			
		to			
		to			
		to			
		to			
		to			
		to			
		to			
		to			

2. Third party support services:

All third party or sub-contracted services, such as food, equipment, shuttle services, or guiding, must be approved in advance by the authorized officer. Indicate **N/A** in the table below if no third-party services will be contracted.

The holder’s insurance policy must include an endorsement covering contracted services and equipment. Alternatively, the holder’s contractors must procure a separate insurance policy that covers their services and equipment and that names the United States as an additional insured.

(Attach additional sheets if necessary, and label as PART D, Table 2)

Table 2:

Name of Contractor	Service to be Contracted	Dates to be Used			Location to be Used
		Begin	to	End	
<i>Example: Joe’s Catering</i>	<i>Base camp food service</i>	<i>10/2/20</i>	<i>to</i>	<i>10/8/20</i>	<i>Lagunitas CG</i>
			to		
			to		
			to		
			to		
			to		
			to		
			to		
			to		
			to		
			to		
			to		

3. Location of proposed camps on NFS lands:

Provide a GPS coordinate or a detailed location on a topographic map. Indicate N/A in table below if camping is not proposed. (Attach additional sheets if necessary, and label as PART D, Table 3, *form available upon request*)

Table 3:

Camp Location	GPS Coordinate		Dates to be used			Type of camp (base, drop, etc.)
	Latitude	Longitude	Begin		End	
<i>Example: Buzzard Park</i>	<i>36.881396</i>	<i>107.21 7018</i>	<i>1/10/20</i>	<i>to</i>	<i>1/15/20</i>	<i>Base</i>
				to		
				to		
				to		
				to		
				to		

Camp locations and duration of use must be approved in advance by the authorized officer. Camp locations, even previously used locations, may be denied because of resource concerns. Camp operations are subject to inspection.

The following are required:

- a. Pack It In, Pack It Out. All refuse resulting from operations under this permit shall be packed out and removed from NFS lands and waters. No trash or food waste will be buried or burned. Food and trash must be properly stored to prevent wildlife access.
- b. Permanent summer-long camps are not authorized. Base camp limitation is 14 consecutive days in one location, unless otherwise agreed in advance. (36 CFR 261.58(a))
- c. All camps are available on a first come-first serve basis. Unless otherwise agreed, caching of equipment and/or gear is not authorized. Caching within wilderness is prohibited. Caching is considered when any gear or equipment is left unattended on NFS land for more than 24 hours.
- d. Camp(s) may not be set up more than five days in advance of the authorized use period. Pre-set camps must be completely self-contained or occupied.
- e. Camp(s) and all equipment must be removed within five days after the end of the authorized use period, unless approved in advance by the authorized officer. Camps must be self-contained or occupied until removal.
- f. Equipment, dishes, clothes, and persons will be washed at least 200 feet from any water source.
- g. All camp(s) must be located at least 100 feet, but no less than 50 feet if limited by terrain, from any water source, such as springs, lakes, creeks, etc.
- h. Holders shall not camp within 200 feet of a known historic (e.g. cabin) or prehistoric site.
- i. Use of dead and down wood for temporary improvements such as hitch, and game hanging rails and tent frames is authorized but must be removed within five days after the end of the authorized use period. When temporary improvements are dismantled, wood will be scattered or placed in a manner that approximates the natural setting and the camps will be left with minimal signs of use.
- j. Standing dead trees, live trees, or branches of live trees will not be cut. No wood, dead or green trees, will be cut or removed from riparian areas. Nailing or wiring to live trees or snags is prohibited.
- k. The holder will ensure the camp location is reasonably free of hazards, such as hazard trees, potential flood areas, threats from wildlife, etc. An alternate camp location should be found if hazards exist.
- l. The holder must identify camp locations by use of an approved sign or having an approved vehicle placard on a vehicle that is visible in camp at all times (Part C. 2.).
- m. The holder will practice, instruct, and encourage The **"Leave No Trace Seven Principles"** (©1999 by the Leave No Trace Center for Outdoor Ethics: www.LNT.org).

4. Grazing/stock use proposed on NFS lands:

Grazing fees apply. Enter N/A if no stock use proposed. (Attach additional sheets if necessary, and label as PART D, Table 4, form available upon request)

Table 4:

Type of Stock	Number of Stock	Number of Stock Grazed	Compartment/Location/Unit or Zone	Dates to be used		
				Begin		End
<i>Example - Horse</i>	5	5	<i>Westside GFA/Buckhorn Cyn/52</i>	8/10/20	to	8/15/20
					to	
					to	
					to	
					to	
					to	
					to	

- a. All grazing/stock use must be approved in advance by the authorized officer. The holder must request any additional grazing/stock use not identified in Table 4 to the authorized officer at least 48 hours prior to bringing any stock onto NFS lands. Grazing fees are non-refundable.
- b. It is the permittee’s responsibility to ensure that livestock do not contribute to the transport of noxious weeds on NFS lands. Only certified weed free hay, straw and/or mulch, feed pellets, rolled grains, or certified weed free cubes are authorized to be used on the Forest. The Holder’s assistance in locating noxious weed sites and reporting them to the authorized officer is appreciated.
- c. Grazing, when authorized under the terms of the permit, applies only to pack and saddle stock that are actively engaged in commercial outfitting operations by the holder and is allowed only when incidental to and necessary to support a specific commercial trip. Grazing is not authorized between trips, or before or after the guiding season.
- d. The holder is responsible for recognizing when allowable utilization levels are met (generally 40% allowable use). Avoid areas as necessary to prevent resource damage. You are responsible for determining when allowable use has been reached and for moving your stock when utilization of 40% is met. Check with the authorized officer for current on-dates.
- e. Except for public corrals at trailheads, permission to hold stock at trailheads overnight is required in advance. Production livestock (cattle/sheep) facilities are reserved for grazing permittees.
- f. Livestock may be excluded from areas for resource protection or areas reserved for administrative use, as requested by the authorized officer.
- g. Livestock owned or controlled by the holder that die on NFS lands shall be moved at least 200 feet away from water, roads or trails and away from any area of significant public use within 24 hours, or as soon as possible, of discovery or notification. Holder will notify the authorized officer within 24 hours of discovery or notification.

5. Forest Stewardship

- a. Prior to or during the first tour of the season, holder may clear authorized routes, roads and trails of obstacles including rocks, branches and fallen trees. If an obstacle is too large for holder to handle, notify the permit administrator as soon as practicable.
- b. The holder can coordinate with the forest for volunteer opportunities or work with the forest to provide maintenance on the trails and sites authorized.
- c. 2020 Trail Stewardship Act allows for a fee credit for approved work performed by the holder on the forest. The intent of the program is to increase the agency’s capacity to accomplish trail work and to better construct, improve, and maintain National Forest System (NFS) trails, trail heads, and developed sites that support public use. Contact your permit administrator for more information.

d. Describe the stewardship actions you are willing to take on the Carson National Forest. See attached Part D.5 document for more options.

6. Multiple-District Permits and Notification:

The holder is required to obtain written approval from **each** district where service days are requested. A completed Multi-District Approval Request form for each district, Permit Appendix D, is to be sent to your permit administrator. District contact information is found on page 2 of Appendix D. Legible operating maps must be attached.

PART E: TRIP ITINERARY AND CLIENT CONTRACT

A legible Trip Itinerary - **Appendix B** must be completed and emailed to Carson_OutfitterTripPlans@usda.gov at no later than 48 hours prior to entering NFS lands. The trip itinerary and copy of client contract must be in possession while guiding.

PART F: FEE CALCULATION

1. Fee calculation:

The holder must provide a brochure, screen shot of a webpage, or some form of public information listing their fees for service. This information must clearly state what is included in the fee such as guide service, lodging, meals, transportation, etc. These published fees will be used for all fee calculations, regardless of whether the activity is donated, discounted or provided free of charge.

A flat land use fee for temporary use permits is charged and is based on the amount of use allocated in service days as follows:

Number of Service Days	Flat Fee	Maximum Gross Revenue for Each Bracket of Service Days
1 to 50	\$150	\$10,000
51 to 100	\$300	\$20,000
101 to 150	\$450	\$30,000
151 to 200	\$600	\$40,000

Column 3 in the table above lists the maximum amount of gross revenue for each bracket of service days that qualifies for a flat fee. If estimated gross revenue exceeds the amount in the applicable bracket, land use fees will be calculated as 3% of the reported gross revenue.

2. Holder Estimated Use and Fee Determination Table

List all known bookings, anticipated bookings, and any advertised trips.

(Attach additional sheets if necessary, and label as PART F, Table 1, form available upon request)

Table 1: See Outfitter/Guide Management Compartment maps for compartment location.

Client/Trip Name	Compartment/Destination	# of clients	Total Trip Days	Total NFS Service Days (# clients X total trip days)*	Cost per Client per Day	Gross Revenue (including the value of donated, comped or reduced priced trips)
Totals						

All services, whether full cost, discounted, or donated must be listed in **Table 1**. The holder is required to submit a copy of the signed contract for each client listed in **Table 1** with the operating plan. If the holder contracts with another client that is not listed in **Table 1** the holder will submit a copy of the signed contract to the authorized officer at least 48 hours prior to that client being brought onto NFS lands. Client contracts must be between the holder and the client, third-party contracts between a client and another outfitter are not authorized. New contract must be submitted at least 48 hours prior to trip.

*Service day total includes both hunters and non-hunters.

2. Discounts and/or fee adjustments do not apply to flat fees.

If the fee calculation method is 3% of gross revenue, discounts and/or adjustments may apply. Adjustments will be determined by the authorized officer based on detailed itinerary and estimated use information provided by the holder.

3. For the purposes of fee calculation the following applies:

The full value of donated or discounted services must be reported and will be included in the gross revenue fee calculation. All fees, compensations, etc. collected or received are included in the gross revenue.

PART G: SAFETY AND ACCIDENT/INCIDENT HANDLING

1. **Incident Notification.** The holder shall be required to contact the authorized officer as soon as practicable, but no later than 24 hours, after the following incidents that occur on NFS lands covered by the special use authorization:
 - a. Any incident resulting in death, permanent disability, or personal injuries that are life-threatening or that are likely to cause permanent disability;
 - b. Any motorized vehicle accident or accident involving livestock;
 - c. A search and rescue operation to locate a person;
 - d. Any incident that had or has high potential for serious personal injury, significant property damage, or significant environmental or other natural resource damage, including but not limited to avalanches, landslides, flooding, fire, structural failures or release of hazardous substances;
 - e. Any incident in which the holder or their representative was contacted by law enforcement for any violation of local, state, or federal law or regulation while on NFS lands and operating under the permit;

- f. Any incident or accident that has mandatory reporting requirements to any local, state, or federal regulatory authority or agency.
2. **Method of Notification.** Requests for medical evacuation, search and rescue, or law enforcement assistance should be directed to the New Mexico State Police:

Santa Fe: 505-827-9300, during business hours 8 a.m.-5 p.m., or 505-827-3476, after-hours emergency,

Espanola: 505-827-9318 or 505-753-2277

Chama: 575-756-2343 or 575-756-1817

Taos: 505-827-9319 or 575-758-8878, or call **911**.

Permit Administrator and/or authorized officer shall be notified concurrently.

Forest Supervisor approval must be obtained prior to all flight for life rescue in any wilderness area.

Requests for helicopter rescues will be coordinated through the New Mexico State Police.

It is the holder's responsibility to ensure they, and their representatives, always have current emergency telephone numbers available.

3. **Contents of Notification.** When notifying the authorized officer of an incident, the holder shall be required to specify when, where, and how it occurred, and who was present or affected by the event.
4. **Inspection and Performance Evaluation:**

The authorized officer may inspect field operations at any time. Violations of law, customer complaints, and adverse outfitting and guiding performance ratings will be considered in evaluating holders' technical qualifications for continued operations and future permitting. Holders are encouraged to submit positive reviews and other documentation supporting their positive performance.

PART H: HEALTH, WELFARE AND SAFETY PLAN

1. Safety-Plan:

Provide a detailed explanation to each section. Inadequate responses may result in the operating plan being denied or approval being delayed. The authorized officer may require a field meeting with the permit holder to inspect operations, safety procedures, and compliance with the terms and conditions of the permit and operating plan.

(Attach additional sheets if necessary, and label as PART H)

a. Qualifications of outfitters, guides, leaders, and/or instructors. Knowledge of area, first aid training, outdoor survival skills, horsemanship, the "Leave No Trace Seven Principles", accident prevention, and other applicable skills.

b. Equipment and livestock information. Type and condition of equipment and livestock, include dogs if used.

c. Emergency procedures. Steps for care and evacuation of injured persons. There must be an adequate procedure defined that provides for emergency care, evacuation, or the ability to guide or direct qualified medical personnel to the injured person during their time in the field.

d. Client health and safety. During field operations and in camp: Such as sanitation, food preparation and storage, water treatment, toilet facilities, refuse disposal, etc.



2. Supervision of Children Under the Age of 18:

As required by 42 U.S.C. 13031:

- a. Holders shall perform a criminal background check for any employees who work with children under the age of 18, and
- b. Holders whose employees work with children under the age of 18 report child neglect or abuse to the appropriate authorities.
- c. Holder shall provide the authorized officer proof of criminal background checks for all employees working with children under the age of 18.

PART I: TITLE VI COMPLIANCE

1. Non-discrimination policy

- a. Permit Holder and employees shall not discriminate by segregation or otherwise against any person on the basis of race, color, sex (in educational activities), national origin, age or disability, by curtailing or by refusing to furnish accommodations, facilities, services, or use privileges offered to the public generally and that the holder and employees shall comply with the provisions of Title VI of the Civil Rights Act of 1964, as amended, section 504 of the Rehabilitation Act of 1973, as amended, Title IX of the Education Amendments, and the Age Discrimination Act of 1975.
- b. Holder shall include and require compliance with the above nondiscrimination provisions in any third-party agreement made with respect to the operations under this permit.
- c. Signs setting forth this policy of nondiscrimination to be furnished by the Forest Service will be conspicuously displayed at the public entrance to the premises, and at other exterior or interior locations as directed by the Forest Service.
- d. The Forest Service shall have the right to enforce the foregoing nondiscrimination provisions by suit for specific performance or by any other available remedy under the laws of the United States or the State in which the breach or violation occurs.

2. Public notification of non-discrimination policy

- a. The following **nondiscrimination statement shall be posted** in the Holder's office where visible to clients and employees. The nondiscrimination statement shall also be included (in full) on **all printed and electronic materials** that are produced for public distribution or information:

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the State or local Agency that administers the program or contact USDA through the Telecommunications Relay Service at 711 (voice and TTY). Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Mail Stop 9410, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

USDA is an equal opportunity provider, employer, and lender.

- b. If the size of printed material is too small to permit the full statement to be included, the material will at minimum include the statement, in print size no smaller than the text: **“This institution is an equal opportunity provider.”** It is expected that the full text be included in all but the smallest print advertising.
- c. Printed material also must include the following statement: *“Holder’ operates under a permit from the Carson National Forest.”*

3. Equal Access to Federal Programs

- a. In addition to the above non-discrimination policy, the holder agrees to ensure that its program and activities are open to the general public on an equal basis and without regard to any non-merit factor.

Under Title 7, Code of Federal Regulations (CFR), Part 15b.3.n (4), and under the Americans with Disabilities Act (ADA), Title III, Sec. 301, a person with a disability cannot be denied participation in an outfitter/guide’s program that is available to people who do not have disabilities, unless the person with a disability does not meet the nondiscriminatory “essential eligibility criteria” that are applied to all people prior to participation in that outfitter/guide’s program. Additional information available from your permit administrator.

4. Accommodations available to people with disabilities and civil rights compliance: The holder will be provided a copy of the brochure, *Complying with Civil Rights Requirements, Your responsibility as a Public Service Provider with the USDA Forest Service.*

- a. Provide an explanation below how the requirements specified in **these documents** will be implemented by the holder and all their employees, representatives, sub-recipients, etc.

PART J: FOREST STIPULATIONS

1. General:

- a. This permit does not authorize use on other federal lands, private lands, or research natural areas. It is the permit holder's responsibility to know and inform participants of land ownership boundaries.
- b. All operations and activities will practice the techniques and concepts of *Leave No Trace* and *Tread Lightly*. Educational materials available upon request prior to permit authorization. All outfitters and guides operating under the permit will be familiar with and will practice these outdoor ethics.
- c. All prohibitions and regulations will be known and followed upon entering an area, including temporary restrictions on fires, smoking, and use of mechanized equipment. The holder shall inform their clients of all regulations and prohibitions and shall do all in their power to obtain compliance. The holder is wholly responsible for any actions of these persons while under their care and guidance.
- d. Shortcutting switchbacks on trails (both motorized and non-motorized) is prohibited. (Vehicle, foot, and horse traffic included)
- e. We expect the holders to conduct their operations in a manner which protects not only the natural resources of the Carson National Forest but also our cultural resources. Archaeological sites may be observed, but artifacts of any kind are not to be disturbed, removed or destroyed. Such acts are a violation of federal laws such as Archaeological Resources Protection Act (ARPA).

Indiscriminate dissemination of locational data, GPS coordinates, detailed maps or photographs revealing the presence of cultural resources, may result in the damage of archeological sites, and is prohibited under ARPA, Section 304. If degradation of any site known to the holder is observed, please notify the authorized officer of location and type of damage, whether naturally occurring or human caused.

All persons associated with operations under this authorization must be informed that any objects or sites of cultural, paleontological, or scientific value such as historic or prehistoric resources, graves or grave markers, human remains, ruins, cabins, rock art, fossils, or artifacts shall not be damaged, destroyed, removed, moved, or disturbed. If any of the above resources are encountered in operations authorized under this permit, the permittee shall immediately suspend all activities in the immediate vicinity of the discovery that might further disturb such materials and notify the Carson National Forest authorized officer of the findings. The discovery must be protected until notified in writing to proceed by the authorized officer (36 CFR 800.110 & 112, 43 CFR 10.4).

- f. The introduction and spread of non-native plant and aquatic invasive species and its potential for ecosystem impacts is one of the greatest threats currently facing public lands. In order to prevent the spread of weeds into undeveloped areas, holders and their clients will check boots, socks, and clothing, and vehicle tires, as applicable, for "hitch-hiking" seeds or other plant parts prior to entering permit areas. Any weeds will be disposed of in trash receptacles. The permit holder will take all steps necessary to prevent the introduction and spread of noxious weeds on National Forest System Lands, including:
 - i. Check clothing and equipment for weed seeds prior to and upon leaving forest lands.
 - ii. Stay on established roads and trails.
 - iii. Wash vehicles, including undercarriage, prior to driving on forest lands to prevent establishing new weed populations.
 - iv. Avoid traveling through or camping in weed infested areas.
 - v. Report only small or new infestations of weeds to the permit administrator.
- g. All gates encountered will be closed, unless posted otherwise. Do not block or prohibit the public's access to any location. Park vehicles so as not to block gates, driveways, and travel ways.
- h. All advertising, including circulars, posters, flyers, brochures, rack cards, and other materials, including a website, signs, or letterheads must be reviewed by the Forest Service prior to publication.

2. Safety:

- a. If a fire breaks out in camp, the outfitter will take immediate action to suppress the fire. Employees will be aware at all times of the location of buckets, shovels, fire extinguishers, and other firefighting equipment. The holder can be held financially responsible for fire suppression costs.
- b. Lead guides shall be familiar with the area and be experienced in conducting safe trips in mountainous and remote terrain.
- c. Each outfitter must have a 10-unit First Aid kit for each 15 persons present. This kit will be readily accessible in camp and will accompany each trip.
- d. The permit holder is responsible for informing guests of any potential hazards, and firearm and stock safety prior to starting a trip.

3. Livestock:

- a. Only safe, sound, well-broken saddle and pack stock will be used. All riders will be given specific stock handling instruction prior to trip commencement.
- b. Stock shall not be tied to trees for more than **2 hours** or the time needed to pack, unload, or saddle animals. Stock restrained for longer periods of time will be high-lined, picketed, or hobbled. Trees used for high-lining or tying will be at least 4 inches in diameter. Tree Saver, or equitable, straps will be used to prevent damage to trees.
- c. Temporary electric fence corrals are authorized for control of commercial outfitting livestock. Temporary fence corrals shall be moved regularly for resource protection. If erected, the entire fence shall be removed upon vacating the site.
- d. Racing and other hazardous horsemanship practices are prohibited.
- e. Loose herding of stock is prohibited, unless necessary for safety of stock or rider.
- f. Restrictions on camp locations and setbacks from water also apply to livestock holding, highlining and picketing.

4. Wilderness:

- a. All operations within designated wilderness will be conducted with awareness for wilderness values. Each outfitter and guide are responsible for protection of unimpaired conditions and promotion of an appreciation of the untrammeled nature of wilderness.
- b. *Pack It In, Pack It Out.* Cat holes 200 feet from any water source are the preferred method of human waste disposal. Please refer to the *Leave No Trace* guidelines for specific details of construction. Toilet pits or latrines must have prior approval by the Authorized Officer. Toilet pits, rather than cat holes, must be used if a camp is in place for more than 3 nights or for any camp of 6 or more people. If a Toilet Pit is used, it must be located at least 200 feet from water. Toilet pits will be filled with earth when the excrement level reaches a point 1 foot below ground level. A new location will then be selected. All pits will be covered with a minimum of 12 inches of earth when use is terminated. Pits should be wider than they are deep.
- c. Camp stoves are preferred. The amount of dead and down wood at the site, fire hazard, and need for campfire should be evaluated before a fire is started. Standing dead or green wood will not be used for campfires. Firewood will not be collected from riparian areas. Use of a fire pan or the fire pit method is required. Constructing new rock rings is prohibited.
- d. It is prohibited to use or possess motorized equipment or mechanized transport in designated wilderness. This includes but is not limited to motor vehicles, chainsaws, generators, cars, bicycles, and cordless electric drills. Manual or electric wheelchairs are exempt.
- e. Group size in all wilderness, except the Chama River Canyon, is limited to a maximum of 15 individuals and 15 head of livestock. The Chama River Canyon Wilderness is limited to 12 total persons.
- f. Camping is prohibited within 50 feet of a trail, and 100 feet of stream, river, or wetland in all wilderness.
- g. Cruces Basin and Pecos Wilderness: Camping and fires are prohibited within 200 feet of any lake.
- h. Wheeler Peak, Latir Peak and Columbine Hondo-Wilderness areas: Camping and fires are prohibited within 300 feet of Horseshoe Lake, Lost Lake, Williams Lake and Heart Lake.
- i. Pecos Wilderness: Use is authorized on the Carson NF only.

- j. Stock will be high-lined, picketed, and fed at least 200 feet from any water. Holders shall limit stock to no more than necessary for current activity. All livestock no longer being used must be removed from NFS lands immediately; livestock may not be maintained on NFS lands in anticipation of future need. Weed-free feed must be provided for all livestock.

5. Valle Vidal:

- a. Parking within the unit is restricted to established parking lots, campgrounds, and within 20 feet of most open roads. Some designated areas along roads are closed to all parking. Signs identify these areas.
- b. Vehicle camping is permitted **only** in developed campgrounds.
- c. Backcountry camping shall be limited to outside of 0.5 mile of open roads, 100 yards of natural waters, or 300 yards of constructed waters
- d. Saddle and pack stock users in the campgrounds are required to keep their stock in designated areas, following rules posted in the campground. Feeding, tethering, and holding of horses is limited to designated sites within Cimarron and McCrystal Campgrounds and Clayton Corral.
- e. Commercial recreational pack stock grazing is prohibited in Shuree Canyon Pasture.
- f. Any livestock feed brought into Valle Vidal Management Area shall be either commercially processed (pelletized) feed or certified weed-free hay.
- g. Motorized travel, including ATVs, is restricted to Forest Road (FR) 1900, 1910, 1913, 1914, 1915, 1916 and 1950, as shown on the Questa District Motor Vehicle Use Map. Off-road motorized travel is prohibited.
- h. Over-snow use off designated areas identified on the Carson's most updated over-snow vehicle use map (or other, most current direction such as the forest visitor map) is prohibited.
- i. Seasonal area closures are in place for protection of wildlife. 1) Except Forest Road 1950, the west side (Taos County) shall be closed to all public entry from May 1 to June 30, to provide security for elk calving. 2) Except Forest Road 1950, Forest Road 1910, and Forest Road 1900, the east side (Colfax County) shall be closed to all public entry from January 1 to March 31, to provide security for elk winter range. Contact the Questa Ranger District for more information.

PART D: Services offered, Proposed Camps Locations and grazing Supplement form

1. Services offered: Attach brochures or other information about services. **All** services must be authorized in the permit.

Table 1:

Activity	Typical Operating Season			Compartment, Location, Unit/Zone	Client charge
	Begin	to	End		
<i>Example lion hunt</i>	<i>4/1</i>	<i>to</i>	<i>3/31</i>	<i>Camino Real GFA/Pecos/Zone C</i>	<i>\$3,500</i>
		to			
		to			
		to			
		to			
		to			
		to			
		to			
		to			
		to			
		to			

Part D: Table 3. Location of proposed camps on NFS lands:

Provide a GPS coordinate or a detailed location on a topographic map. Indicate N/A in table below if camping is not proposed.

Table 3:

Camp Location	GPS Coordinate		Dates to be used			Type of camp (base, drop, etc.)
	Latitude	Longitude	Begin	to	End	
<i>Example: Buzzard Park</i>	<i>36.881396</i>	<i>107.21 7018</i>	<i>1/10/20</i>	<i>to</i>	<i>1/15/20</i>	<i>Base</i>
				to		
				to		
				to		
				to		
				to		

PART D: 4. Grazing/stock use proposed on NFS lands:

Grazing fees apply.

Table 4:

Type of Stock	Number of Stock	Number of Stock Grazed	Compartment/Location/Unit/Zone	Dates to be used		
				Begin	to	End
<i>Example - Horse</i>	<i>5</i>	<i>5</i>	<i>Westside GFA/Buckhorn Cyn/52</i>	<i>8/10/20</i>	<i>to</i>	<i>8/15 /20</i>
					to	
					to	
					to	
					to	
					to	

APPENDIX D
MULTI-DISTRICT APPROVAL REQUEST

Complete one form for each district/zone where guiding is proposed.
Submit ALL forms with your application.

- Jicarilla Ranger District
Camino Real Ranger District
Questa Ranger District
West Zone (Canjilon Ranger District
El Rito Ranger District
Tres Piedras Ranger District)

Business/Outfitter-Guide Name:

Telephone Number: Period of Use: To
Month / Day / Year Month / Day / Year

Estimate service days* per activity in the appropriate columns in table below:

Table with 9 columns: Hunt Type (full, or semi-guided, elk, deer, bear, etc.), GMU 2B/2C Zones 2, A, GMU 45 Zones 4, C, GMU 49 Zones 3, C, GMU 50 Zones 3, B, GMU 51A/B Zones 1, B, GMU 52 Zones 1, N, GMU 53 Zones 3, C, GMU 55A Zones 5, R

*Total service days for permit limited to a maximum of 200.

Specific area of proposed operation (trails, roads, camp locations, areas, etc.- Attach legible and reproducible map):

Large empty box for map attachment.

Indicate requested wilderness use:

- Chama River Wilderness
Columbine-Hondo Wilderness
Pecos Wilderness
Latir Peak Wilderness
Cruces Basin Wilderness
Wheeler Peak Wilderness

Permittee Name Signature Date

Reviewer Name Signature Date

Additional Notes (Office Use)

Managing Unit:

- Approved
Not Approved

Authorized Officer Name Signature Date

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MULTI-DISTRICT APPROVAL REQUEST

Complete one form for each district/zone where guiding is proposed.
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Camino Real Ranger District
Questa Ranger District
West Zone (Canjilon Ranger District
El Rito Ranger District
Tres Piedras Ranger District)

Business/Outfitter-Guide Name:

Telephone Number: Period of Use:
Month / Day / Year Month / Day / Year

Estimate service days* per activity in the appropriate columns in table below:

Table with 9 columns: Hunt Type (full, or semi-guided, elk, deer, bear, etc.), GMU 2B/2C Zones 2, A, GMU 45 Zones 4, C, GMU 49 Zones 3, C, GMU 50 Zones 3, B, GMU 51A/B Zones 1, B, GMU 52 Zones 1, N, GMU 53 Zones 3, C, GMU 55A Zones 5, R.

*Total service days for permit limited to a maximum of 200.

Specific area of proposed operation (trails, roads, camp locations, areas, etc.- Attach legible and reproducible map):

Large empty rectangular box for map attachment.

Indicate requested wilderness use:

- Chama River Wilderness
Columbine-Hondo Wilderness
Pecos Wilderness
Latir Peak Wilderness
Cruces Basin Wilderness
Wheeler Peak Wilderness

Permittee Name Signature Date

Reviewer Name Signature Date

Additional Notes (Office Use)

Managing Unit:

- Approved
Not Approved

Authorized Officer Name Signature Date

APPENDIX D
MULTI-DISTRICT APPROVAL REQUEST

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Camino Real Ranger District
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West Zone (Canjilon Ranger District
El Rito Ranger District
Tres Piedras Ranger District)

Business/Outfitter-Guide Name:

Telephone Number: Period of Use: To
Month / Day / Year Month / Day / Year

Estimate service days* per activity in the appropriate columns in table below:

Table with 9 columns: Hunt Type (full, or semi-guided, elk, deer, bear, etc.), GMU 2B/2C Zones 2, A, GMU 45 Zones 4, C, GMU 49 Zones 3, C, GMU 50 Zones 3, B, GMU 51A/B Zones 1, B, GMU 52 Zones 1, N, GMU 53 Zones 3, C, GMU 55A Zones 5, R

*Total service days for permit limited to a maximum of 200.

Specific area of proposed operation (trails, roads, camp locations, areas, etc.- Attach legible and reproducible map):

Large empty rectangular box for map attachment.

Indicate requested wilderness use:

- Chama River Wilderness
Columbine-Hondo Wilderness
Pecos Wilderness
Latir Peak Wilderness
Cruces Basin Wilderness
Wheeler Peak Wilderness

Permittee Name Signature Date

Reviewer Name Signature Date

Additional Notes (Office Use)

Managing Unit:

- Approved
Not Approved

Authorized Officer Name Signature Date

District Contact for Special Use Permits

West Zone: Canjilon, El Rito & Tres Piedras Ranger Districts

Jennifer Sublett – District Recreation and Lands Staff Officer

jennifer.sublett@usda.gov

Telephone: 575-581-4554

Fax: (575) 581-4556

Address: PO Box 38, Tres Piedras, NM 87577

Jicarilla Ranger District

vacant

send to randy.suazo@usda.gov

Telephone:

(505) 632-2956

Fax: (505) 632-3173

Address: 1110 Rio Vista Lane, Unit #2, Bloomfield, NM 87413

East Zone: Camino Real & Questa Ranger Districts

Randy Suazo - Asst. District Recreation and Lands Staff Officer

randy.suazo@usda.gov

Telephone: 575-586-7325

Fax: (575) 586-2010

Address: PO Box 110, Questa, NM 87556

Priority Use Outfitter/Guide, Recreation Events, Research & Filming/Commercial Photography

Carmen John – Special Uses Coordinator

carmen.john@usda.gov

Telephone: (575) 758-6200

Fax: (575) 758-6213

Address: 208 Cruz Alta Road, Taos, NM 87571

Advertising Requirements

The following nondiscrimination language is required in all advertising for federally assisted programs which includes all activities operating under special use permit. The text size shall be no smaller than the smallest font of the advertisement. The entire statement is expected in all web-based advertising and any print advertisement, including 11"x17" and larger flyers and posters.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the State or local Agency that administers the program or contact USDA through the Telecommunications Relay Service at 711 (voice and TTY). Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Mail Stop 9410, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

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Alternative: On 8.5"x11" and smaller print material, the following is appropriate:

"This institution is an equal opportunity provider."

This is appropriate for postcards, rack cards and small print advertising.

Similarly, when an **audio or video presentation** does not reasonably lend itself to including the full statement, the presentation will, at a minimum include the following statement, presented in a conspicuous and meaningful manner:

"This institution is an equal opportunity provider."

The following statement of affiliation is required in all advertising.

" 'Your Company Name Here' operates under permit on the Carson National Forest."

Click [here](#) to go back to the instructions