

## APPLICATION INSTRUCTIONS FOR ORV PERMITS

### Wrangell-St. Elias National Park and Preserve

#### IS THIS THE PERMIT I NEED?

A *recreational* Off Road Vehicle (ORV) user is anyone who uses an ORV to access the park or preserve for recreational activities (including sport hunting) and who is not a federally qualified subsistence user engaged in subsistence activities. If a non-local resident wants to engage in hunting with an ORV, they must obtain a recreational ORV permit. If a local is engaging in non-subsistence recreational ORV use, they must obtain a recreational ORV permit.

#### APPLICATION INSTRUCTIONS FOR RECREATION ORV PERMITS

1. Download ORV application (form 10-933) from the Recreational ORV [website](#).
2. Complete the application, including **Applicant Information, Vehicle Information, Permit Request Details, and Name, Date, and Signature**.
  - a. In the “Requested Use area or Route” section, select the recreational trail(s) you wish to use this year.
  - b. If the permit will cover more than one ORV, use addendum (last page of application) to add additional vehicles.
3. Email the completed application (form 10-933) to **WRST\_Permits@nps.gov** ([WRST\\_Permits@nps.gov](mailto:WRST_Permits@nps.gov)). The email subject should say “Recreation ORV Permit.”
4. Permitting staff will process the application. If/when the application is approved, the applicant will receive an email with the *unsigned ORV permit* (form 10-114) attached.
  - a. **Sign and date the permit** (page 1 of form 10-114).
  - b. Designate the **person who is responsible** for adhering to the permit terms and conditions. This can be the permittee or another person. (Condition #12 on page 3 of form 10-114).
  - c. Return the permit to **WRST\_Permits@nps.gov** ([WRST\\_Permits@nps.gov](mailto:WRST_Permits@nps.gov)).
5. Permitting staff will email the **official (fully executed) NPS-signed permit** to the permittee.
6. The person designated under Condition #12 (and any additional ORV drivers in the party) must **keep the signed ORV permit on their person** (hard copy or digital copy) at all times while operating an ORV on designated trails listed on the permit in Wrangell-St. Elias National Park and Preserve.

#### NOTES

- Please allow **two weeks processing time** from the date the application is first submitted until an official permit is received.
- The permit is not valid until signed by both the permittee and NPS official.
- Always keep a copy of the permit on your person (hard copy or digital copy).
- The permit is only valid for the year it is issued.



**APPLICATION FOR SPECIAL USE PERMIT**  
**Vehicle**



**Wrangell-St. Elias National Park and Preserve**  
Mile 106.8 Richardson Hwy, PO Box 439  
Copper Center, AK 99573  
wrst\_permits@nps.gov

**Type of Permit**

Off-road vehicle

**Applicant Information**

<b>Applicant Name</b>	
<b>Telephone</b>	
<b>Cell</b>	
<b>Address (Street/PO box, city, state, zip code)</b>	
<b>Driver's License Number (DLN)</b>	
<b>DLN Issuing State</b>	
<b>DLN Expiration Date</b>	
<b>Email Address</b>	
<b>Emergency Contact Name</b>	
<b>Emergency Contact Phone #</b>	

**Vehicle Information** *(for additional vehicles, see addendum)*

<b>Transporting Vehicle License Plate #</b>	
<b>Issuing State</b>	
<b>ATV/UTV Make</b>	
<b>ATV/UTV Model</b>	

**Permit Request Details**

<b>Start Date</b>	
<b>Requested Use Area or Route</b>	RECREATIONAL ORV USE <input type="checkbox"/> Trail Creek Trail <input type="checkbox"/> Lost Creek Trail <input type="checkbox"/> Soda Lake Trail <input type="checkbox"/> Nugget Creek Trail

*The applicant by his or her signature certifies that all the information given is complete and correct, and that no false or misleading information or false statements have been given.*

<b>Name</b>	
<b>Date</b>	
<b>Signature</b>	

### NOTICES

This is an application **only** and does not serve as permission to conduct any special activity in the park. The information provided will be used to determine whether a permit will be issued. Send the completed application to [wrst\\_permits@nps.gov](mailto:wrst_permits@nps.gov).

If your request is approved, a permit containing applicable terms and conditions will be sent you. The permit must be signed by the responsible person and returned to the park for final approval by the Park Superintendent before the permitted activity may begin.

#### Privacy Act Statement

**Authority:** The authority to collect information on the attached form is derived from 54 U.S.C. 100101.

**Purpose:** The purposes of the system are (1) to provide a park superintendent with information to approve or deny requests for activities that provide a benefit to an individual, group or organization, rather than the public at large; and (2) to assist park staff to manage the activity to ensure that the permitted activity does not interfere with the enjoyment of the park by visitors and that the natural and cultural resources of the park are protected.

**Routine Uses:** In addition to those disclosures generally permitted under 5 U.S.C.552a(b) of the Privacy Act, records or information contained in this system may be disclosed outside the National Park Service as a routine use pursuant to 5 U.S.C. 552a(b)(3) to other Federal, State, territorial, local, tribal, or foreign agencies and other authorized organizations and individuals based on an authorized routine use when the disclosure is compatible with the purpose for which the records were compiled as described under the system of records notice for this system.

**Disclosure:** Voluntary, however, failure to provide the requested information may impede individual from obtaining a permit from the National Park Service.

**Information Regarding Disclosure of Your Social Security Number Under Public Law 93-579 Section 7(b):** Your Social Security Number (SSN) is needed to identify records unique to you. Applicants are required to provide their social security or taxpayer identification number for activities subject to collection of fees and charges by the National Park Service. Failure to disclose your SSN may prevent or delay the processing of your application. The authority for soliciting your SSN is 54 U.S.C.103104. The information gathered through the use of the SSN will be used only as necessary for processing this application and collecting and reporting any delinquent financial obligations. Use of the social security number will be carried out in accordance with established regulations and published notices of system of records.

#### Paperwork Reduction Act Statement

We are collecting this information subject to the Paperwork Reduction Act (44 U.S.C. 3501) to provide the park managers the information needed to decide whether or not to allow the requested use. All applicable parts of the form must be completed in order for your request to be considered. You are not required to respond to this or any other Federal agency-sponsored information collection unless it displays a currently valid OMB control number.

#### Estimated Burden Statement

Public reporting burden for this form is estimated to average 15 minutes per response including the time it takes to read, gather and maintain data, review instructions and complete the form. Direct comments regarding this burden estimate, or any aspects of this form, to the Information Collection Clearance Officer, National Park Service, 12201 Sunrise Valley Drive Reston, Virginia 20192. Please do not send your form to this address.

<b>Project Number/Bill</b>
<b>Date Processed:</b>
<b>Permit Number:</b>
<b>Prepared By:</b>
<b>Organization Name:</b>



## ORV Addendum

Wrangell-St. Elias National Park and Preserve  
Mile 106.8 Richardson Hwy, PO Box 439  
Copper Center, AK 99573  
wrst\_permits@nps.gov



### Vehicle Information

<b>Transporting Vehicle License Plate #</b>		<b>Transporting Vehicle License Plate #</b>	
<b>Issuing State</b>		<b>Issuing State</b>	
<b>ATV/UTV Make</b>		<b>ATV/UTV Make</b>	
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