



Pacific Reefs National Wildlife Refuge Complex General Special Use Permit Application Instructions

Contact information:

Special Use Permit Coordinator
Pacific Reefs National Wildlife Refuge Complex
P.O. Box 50167
300 Ala Moana Blvd, Rm 5-231
Honolulu, HI 96850
Pacific_Reefs@fws.gov
808-792-9550

****Special conditions or permit stipulations may be added to permit prior to approval****

1. Identify if permit application is for new, renewal or modification of an existing permit. Permit renewals may not need all information requested. Contact the specific refuge headquarters office where the activity is going to be conducted if you have questions regarding the applicability of a particular item.
- 2-8. Provide full name, organization (if applicable), address, phone, fax, and e-mail.
9. Provide names and addresses of assistants, subcontractors or subpermittees. Names and address are only required if the assistants, subcontractors or subpermittees will be operating on the refuge without the permittee being present. Volunteers, assistants, subcontractors or subpermittees that are accompanied by the permittee need not be identified.
10. Activity type: check one of the following categories:
 - a. Event;
 - b. Wood cutting;
 - c. Group visit;
 - d. Cabin/Subsistence cabin;
 - e. Educational activity; or
 - f. Other—any other activity(s) not mentioned above. Please describe “other” activity.
For the purposes of visiting a PRNWRC refuge or marine national monument, only “e. Education activity” or “f. Other” applies.
11. Describe Activity: provide detailed information on the activity, including times, frequency and how the activity is expected to proceed, etc. Permit renewals may not need activity description, if the activity is unchanged from previous permit. Most repetitive activities, such as group visits, do not require an activity description for each visit. Contact the PRNWRC special use permit coordinator to determine if an activity description is required.
12. Activity/site occupancy timeline: identify beginning and ending dates, site occupation timeline, hours, clean-up and other major events. Permit renewals may not need an activity/site occupancy timeline, if the activity is unchanged from previous permit. Most repetitive activities, such as group visits, do not require an activity/site occupancy timeline for each visit. Contact the PRNWRC special use permit coordinator to determine if an activity/site occupancy timeline is required.
- 13-14. Expected number of participants: Provide an estimate of the number of adults, and children and grade level of group, if applicable.
15. Identify if onsite refuge staff will be required for group activities and anticipated time frame, if applicable.
- 16a-16b. Identify and attach Plan of Operation, if required. Most repetitive activities, such as group visits, do not require Plans of Operations for each visit. In addition, permit renewals may not require Plans of Operations if the activity is essentially unchanged from the previous permit. Contact the PRNWRC special use permit coordinator to determine if a Plan of Operations is required.
17. Location: identify specific location (GPS coordinates preferred), if not a named facility. Most repetitive activities, such as group visits, do not require a location. In addition, permit renewals may not require a location if the activity is essentially unchanged from the previous permit. Contact the PRNWRC special use permit coordinator to determine if a location is required.
- 18a-18b. A map of location is required. Please attach the map to the application. Most repetitive activities, such as group visits, do not require a map. In addition, permit renewals may not require a map if the activity is essentially unchanged from the previous permit. Contact the PRNWRC special use permit coordinator to determine if a map is required.
- 19a-19b. Insurance is required. Provide name, type and carrier of insurance.

20. Rat free certification and hull inspection certification is required for all vessels. Rat free certification is required for all aircraft. Please attach the certification(s) to the application. Contact the PRNWRC special use permit coordinator to determine if any additional types of licenses, certifications or permits are required, and to coordinate the simultaneous application of several types of licenses, certifications or permits. This Special Use Permit (SUP) may be processed while other certifications are being obtained.
- 21-22. Provide name(s) of any personnel required to stay overnight, if applicable.
23. Identify all equipment and materials, which will be used, if applicable. Most repetitive events, such as group visits, do not require a list of equipment. In addition, permit renewals may not require a list of equipment if the event is essentially unchanged from the previous permit. Contact the PRNWRC special use permit coordinator to determine if a list of equipment is required.
24. Describe and provide vehicle descriptions and license plate or identification numbers of all vehicles, including boats and airplanes. Motor vehicle descriptions are only required for permittee vehicle, and/or if the vehicle will be operated on the refuge without the permittee being present. Motor vehicles that are accompanied by the permittee as part of a group (convoy) activity need not be identified if cleared in advance by refuge supervisor. Specifically describe ship-to-shore, intersite (between islands, camps, or other sites) and onsite transportation mechanisms, and license plate or identification numbers, if applicable.
25. Specifically describe onsite work and/or living accommodations, if applicable.
26. Specifically describe onsite hazardous material storage, or other onsite material storage space (including on and offsite fuel caches).
27. Sign, date, and print the application. Click on the Print button to print the application (if using the fillable version). The refuge official will review and, if approved, fill out the remaining information, sign, and return a copy to you for signature and acceptance.

** Contact the Special Use Permit Coordinator for any additional special conditions
or permit stipulations that may exist for the refuge(s) or monument(s) **