



# United States Department of the Interior



## FISH AND WILDLIFE SERVICE

Potomac River National Wildlife Refuge Complex  
12638 Darby Brooke Court  
Woodbridge, VA 22192  
Phone: (703) 490-4979 Fax: (703) 490-5631

### Special Use Permits

Thank you for your interest in holding a program on Occoquan Bay National Wildlife Refuge!

#### Here are a few things to consider before applying:

1. A Special Use Permit (SUP) is required for any gathering involving groups of 10 or more people. This includes something as simple as a bird walk.
2. Unlike neighboring parks, certain actions such as picnicking, kite flying, and other recreational activities may be prohibited on the refuge. Please refer to refuge website for exact rules and regulations.
3. Group use of the refuge for education, research, or other activities is regulated to minimize conflict with other visitors and avoid pressure on sensitive habitats. If another program was previously approved to occur on the refuge on the same day you wish to have yours, we may be unable to accommodate your SUP request.
4. Guided programs require coordination with staff. We are frequently booked three or more months in advance and recommend groups contact refuge staff as soon as possible.
5. SUP applications must be postmarked at least three weeks in advance of your desired program date for processing and scheduling purposes.
6. SUP applications require a \$20 processing fee. The fee may potentially be waived if proper documentation is shown. See below for qualifying application fee waiver information.

#### How to Apply for a Special Use Permit Fee Waiver and/or Apply for an Entrance Fee Waiver

The SUP administrative fee and/or Occoquan Bay National Wildlife Refuge entrance fee can be waived if your group is an educational or scientific institution. Recreational visits (i.e. - hiking) are not covered by the waiver.

#### To receive a SUP administrative fee or entrance fee waiver, please provide the following:

1. Documentation of official recognition of your group as an educational institution by a federal, state or local government entity responsible for education or accreditation. Using official letterhead or attaching a copy of an accreditation letter is generally considered sufficient documentation.
2. State how your visit directly relates to the resources of the refuge, state specifically what you will study on the refuge, or show how studying these refuge resources is part of the school curriculum or relates to Virginia or National Standards of Learning. (Lesson plans and course descriptions are useful in addressing these items.)

If you have further questions about SUPS, entrance fees, and fee waivers, please call the office at 703-490-4979 or visit [https://www.fws.gov/refuge/Occoquan\\_Bay/visit/permits.html](https://www.fws.gov/refuge/Occoquan_Bay/visit/permits.html)