



**KENTUCKY STATE PARKS**  
**DIVISION OF RECREATION AND INTERPRETATION**  
 Geocaching/Earthcaching/Letterboxing Application and Permit



**Geocache/Earthcache/Letterbox Location Information:**

Park Name

Cache/Letterbox Name:

Location Description Clues:

North Latitude Coordinate/West Longitude Coordinate(s) must be provided for both caches & letterboxes

#1 N Latitude

#2 W Latitude

Coordinates for multi-cache sites

#2 N Latitude:

#2 W Latitude:

#3 N Latitude:

#3 W Latitude:

#4 W Latitude

#4 N Latitude

**Applicant Information:**

Person responsible for cache

Address Line 1

Address Line 2

Email

Username

City

State/Zip

Phone Number

\*\*Attach a park map showing approximate location of the cache

*I certify that all of the above information is correct to the best of my knowledge. I understand that I must follow all state park regulations as well as the Kentucky State Parks guidelines for placement of geocaches/earthcaches or letterboxes in addition to geocaching.com guidelines*

Applicant Name: \_\_\_\_\_

Date: \_\_\_\_\_

OFFICE USE ONLY		NOTES:
Park Manager Signature	<input type="text"/>	Date: <input type="text"/>
State Naturalist Signature	<input type="text"/>	Date: <input type="text"/>
Division Interpretation & Program Services Director Signature:	<input type="text"/>	Date: <input type="text"/>
<input type="checkbox"/> PERMIT APPROVED <input type="checkbox"/> PERMIT DENIED		<input type="text"/>

### INSTRUCTIONS FOR COMPLETING THE GEOCACHING/EARTHCACHING/LETTERBOXING APPLICATION

1. Download the application online at <http://parks.ky.gov>
2. Meet with the park manager or his/her designee to select an appropriate location(s) for a geocache, earthcache or letterbox
3. Obtain the GPS coordinates for the location(s) being proposed. This is required for geocaches, earthcaches or letterboxes so we can accurately map the location for review/management purposes.
4. Mark the approximate location(s) on a park map as you will need to submit a map with your application. (*park maps are available at [www.parks.ky.gov](http://www.parks.ky.gov)*)
5. Submit completed application to park manager.
6. Park Managers - Scan completed permit and marked map and email to [RobertA.Myers@ky.gov](mailto:RobertA.Myers@ky.gov). Alternatively, a hard copy of the application and map can be sent via U.S. Mail to Geocaching Permits, KY State Parks, Capital Plaza Tower - 10th Floor, 500 Mero Street, Frankfort KY 40601
7. Review and approval/denial of the permit application may take **up to 30 days**. Applicant and [geocaching.com](http://geocaching.com) or [letterboxing.org](http://letterboxing.org) will be notified by e-mail or hard copy of division approval.
8. **Reminder:** caches or letterboxes may be established only after division approval has been received.