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		Date:		
State Naturalist Signature		Date:		
Division Recreation & Interpretation Director Signature:		Date:		

☐ PERMIT APPROVED ☐ PERMIT DENIED

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)*

5. Submit completed application to park manager.

6. Park Managers - Scan completed permit and marked map and email to lisa.deavers@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 or 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.