



KENTUCKY STATE PARKS
DIVISION OF INTERPRETATION AND PROGRAM SERVICES
 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 style="width: 150px; height: 20px;" type="text"/>	<div style="border: 2px solid black; width: 100%; height: 100%;"></div>
State Naturalist Signature	<input style="width: 150px; height: 20px;" type="text"/>	
Division Recreation & Interpretation Director Signature:	<input style="width: 150px; height: 40px;" type="text"/>	
	<input style="width: 20px; height: 15px;" type="checkbox"/> PERMIT APPROVED	<input style="width: 20px; height: 15px;" type="checkbox"/> PERMIT DENIED
	Date: <input style="width: 50px; height: 20px;" type="text"/>	
	Date: <input style="width: 50px; height: 20px;" type="text"/>	
	Date: <input style="width: 50px; height: 20px;" 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*)
5. Submit completed application to park manager.
6. Park Managers - Scan completed permit and marked map and email to 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, Mayo-Underwood Building - 5th 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.