Geocache/Earthcache/Letterbox Location Information:

Park Name		Coordinates for multi-cache sites	
Cache/Letterbox Name:		#2 N Latitude:	
Location Description Clues:		#2 W Latitude:	
		#3 N Latitude:	
North Latitude Coordinate/West Longitude Coordinate(s) must be provided for both caches & letterboxes		#3 W Latitude:	
#1 N Latitude		#4 W Latitude	
#2 W Latitude		#4 N Latitude	

Applicant Information:

Person responsible for cache		Username	
Address Line 1		City	
Address Line 2		State/Zip	
		Phone Number	
Email			

**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:_____

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.