

# MINNESOTA DEPARTMENT OF NATURAL RESOURCES

## 2017 Authorization to Print Help Stop Aquatic Hitchhikers! Signs

The Minnesota Department of Natural Resources (DNR) allows representatives of lake associations, local governments, and other groups to print their own “**Help Stop Aquatic Hitchhikers!**” and “**Dispose Here**” signs to post at water accesses.

**Instructions:** Review the instructions on the [DNR website](#). You must:

1. Receive permission from the water access owners. Find ownership information using [LakeFinder](#).
2. Complete the form below (pgs. 1 & 2) and provide a copy to the company printing the DNR signs. Send a copy to the DNR at 500 Lafayette Road, Box 25, St. Paul MN 55155, "ATTN: AIS sign printing" or email an electronic copy to [tina.wolbers@state.mn.us](mailto:tina.wolbers@state.mn.us).
3. Provide your printer with the artwork files by directing your printer to the [DNR website](#).
4. Review the [Aquatic Invasive Species Sign Manual](#) for installation guidelines.
5. Submit the AIS Sign Installation Report Form (pg.3) to the DNR within 60 days of sign installation.

Standard (18" x 24")



Large (4' x 3')



Dispose Here (12" x 18")



These signs are the copyrighted material of the DNR. The DNR allows unaltered reproduction without further permission. Any alteration does require expressed authorization from the DNR. Reprinting of these files is acceptance on your part to all the terms and conditions described below.

### Terms and Conditions:

- You may not alter the sign in any way.
- You must obtain permission from the access owner(s) to post a sign(s).
- You must post signs according to the installation guidelines in the [Aquatic Invasive Species Sign Manual](#).
- You are responsible for the cost of printing and posting the signs.
- This authorization to print signs does not give you the right to use the department name or any of its logos except as the Department name appears on the sign.
- This authorization to print signs is not an endorsement of your organization.
- The DNR reserves the right to revoke this authorization at any time at its sole discretion upon written notice to you.
- The State of Minnesota shall not be responsible for any loss or damage to any person or entity due to any errors or omissions in the work or during posting of the signs.

**Your Contact Information:**

Name:  
Organization:  
Address (street):  
Address (city, state, ZIP):  
Daytime Phone Number:  
Email Address:

**Sign Information:**

I am printing \_\_\_\_ standard signs (18" x 24") and/or \_\_\_\_ large signs (4' x 3').  
I will install these signs at the location(s) listed in the table below OR see attached for complete list.  
 Mark this box if you need more space than what is provided here and attach information as needed.

Lake Name	County	Lake ID* #	# Standard Sign(s) to be Installed	# Large Sign(s) to be Installed	# "Dispose Here" Sign(s) to be installed	Access Owner(s)

\*Lake ID # (also known as DOW#) can be found online using the DNR's [LakeFinder](#).  
Optional: Attach a map of sign installation location(s).

**Do you have the permission of ALL water access owner(s)\*\* to install signs?**     Yes     No

\*\*For DNR owned accesses – arrange with the DNR Parks & Trails Division Area Supervisor to install the signs.

**I agree to the terms and conditions above:**

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

**Additional Information – Signs will be installed by:**

Name and/or Organization: \_\_\_\_\_  
Phone # and/or Email: \_\_\_\_\_ Estimated Installation Date: \_\_\_\_\_

**Contact Information for Company Printing Signs:**

Printing Company Name:  
Printing Company Representative:  
Printing Company Address (street):  
Printing Company Address (city, state, ZIP):  
Printing Company's Daytime Phone Number:  
Printing Company's Email:

Thank you for your interest in spreading the word about aquatic invasive species. If you have any questions, please contact the AIS Prevention Planner, Tina Wolbers at 651-259-5146 or [tina.wolbers@state.mn.us](mailto:tina.wolbers@state.mn.us)

***DNR Internal Use Only - Keep this form for DNR records***

*Is the DNR listed as an "Access Owner"? If YES, please forward a copy of this application to your local Parks & Trails Division Area Supervisor and the Boating Access Program Coordinator.*

Received on: \_\_\_\_\_ Received by: \_\_\_\_\_



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## Aquatic Invasive Species (AIS) Sign Installation Report Form

Thank you for participating in the Minnesota Department of Natural Resources (DNR) AIS Signs at Water Accesses Program. You have completed and submitted your request for AIS Signs at water accesses and have agreed to the requirements listed in the submitted form(s). Any changes to the original form must be approved by the DNR before signs are installed.

**Fill out the report form below after installing AIS signs at water accesses.**

### Background Information:

1. Were the signs you were offered installed at water access points?  Yes  No
2. Were the signs installed according to the "request form" you submitted to the DNR?  Yes  No  
If **No**, explain why and indicate any changes in the "comments" sections below.
3. Fill out the table below.
4. Sign below and submit a copy of this report, along with your original request form, to the DNR at:  
500 Lafayette Road, Box 25, St. Paul MN 55155, ATTN: AIS sign printing.  
or email an electronic copy to [tina.wolbers@state.mn.us](mailto:tina.wolbers@state.mn.us).

### Your Contact Information & Signature:

Organization:

Your Name:

Date:

Signature:

### Sign Installation Information:

Signs were installed at the location(s) listed in the table below OR see attached for complete list.

Mark this box if you need more space than what is provided here and attach information as needed.

Lake Name	County	Date Posted	Installed by (Name, phone #)	Sign(s) installed (number, type*)	Comments

\*types: Standard "Help Stop Aquatic Hitchhikers!" 18"x24" (HSAH SM); Large "Help Stop Aquatic Hitchhikers!" 4'x3' (HSAH LG); and/or "Dispose Here" 12"x18" (DH)

### Additional Comments: