

# Parks and Trails Division

## Citizen Geocaching/Letterboxing Permit Application

### Instructions

1. Please review the list of geocaching *Best Practices* (pg. 3) before completing this application.
2. Create a map of the geocache location to submit with your application.
3. Deliver, mail, or e-mail your application and map to the unit manager or contact station at the unit where you are requesting to place a geocache. Contact information is available on the MNDNR [Parks and Trails website](https://www.dnr.state.mn.us/state_parks/list_alpha.html).

### Reminders

* Applications may take up to 30 days to process.
* Citizens must obtain a permit from the parks and trails division before placing a geocache or letterbox in a State Park, State Recreation Area, or State Wayside.
* Parks and Trails unit managers are authorized to issue geocaching special use permits, so long as the cache placement is consistent with statute, division guidelines, and best practices (listed below).

### Geocache/Letterbox Information

**Parks and Trails Unit:**

**Cache/Letterbox Name:**

**Location Description Clues:**

**Latitude Longitude**

 #1 N Latitude:

 #1 E Longitude:

**Additional Coordinates (for multi-cache applications, *optional*)**

 #2 N Latitude:

 #2 E Longitude:

#3 N Latitude:

 #3 E Longitude:

#4 N Latitude:

 #4 E Longitude:

### Applicant Information

**Cache Owner:**

**Address:**

**City:**

**State:**

**Zip:**

**Phone:**

**E-mail:**

### Signature

I certify that all of the above information is correct to the best of my knowledge. I understand that I must follow all rules and regulations as well as the list of geocaching *Best Practices*.

**Applicant Signature (typed or signed)**

**Date**

####

## Best Practices

***Geocache Placement***

* + Caches may not be buried, nor may vegetation, rocks or other natural or cultural features be moved, marked or damaged in the process of placing, accessing or maintaining a cache.
	+ Caches may not be attached to, or placed within, any building or structure.
	+ Caches are not allowed in some units or portions of some units due to natural resource, operational, or safety reasons.
	+ Caches are not allowed in Scientific and Natural Areas, overnight use areas, or other areas identified as restricted.
	+ Other caches should be avoided. [https://www.geocaching.com](https://www.geocaching.com/play/guidelines) stipulates that caches must be at least 1/10th mile apart unless they are part of a multi-cache.
	+ Caches should not be placed in areas subject to active resource management like prescribed burns and natural community reconstruction, or in areas planned for facility development.
	+ Geocaching programs or special events may require additional division review.

***Geocache Specifications and Contents***

* + Caches must contain a logbook for citizens to record their visit.
	+ Size of cache containers must be <20 Liters, typically no larger than a shoebox.
	+ Geocaching is a family friendly and outdoor friendly game. Cache contents must be suitable for all ages and suitable for the outdoors. Illegal/obscene material, dangerous material (such as explosives, ammunition, lighters, knives, drugs/alcohol), edible or scented items, items that can melt, and items that can expand in the cold, are prohibited.

***Geocache Containers***

* + Clearly label containers as a “geocache”.
* Choose a transparent container to show that the contents are harmless.
* Do not use glass containers that may break and become hazards.
* Do not use containers that could be confused with bombs or other dangerous items.
* If the container has military markings, permanently cover or remove them.