



# Guidelines for Establishing a Geocache or Letterbox Site in Minnesota State Parks, Recreation Areas, and Waysides

## INTRODUCTION

This document provides guidance for visitors interested in establishing a geocache or letterbox site on lands administered by the MNDNR - Parks and Trails division.

## PERMITS REQUIRED

- The permittee must have received an approved geocaching permit before placing a geocache or letterbox in a State Park, State Recreation Area, or State Wayside.
- Each geocache, letterbox, or multi-cache requires its own permit.
- A *Special Use Permit* may also be necessary for groups who want to conduct a short-term, sponsored geocaching event. Contact the unit manager for additional information.
- Anticipate that it may take up to 30 days for your application to be processed.

## SITE SELECTION AND PLACEMENT

The permittee is responsible for following all Parks and Trails rules and regulations as well as the guidance provided in this document when selecting, placing, and managing a geocache location.

The MNDNR – Parks and Trails division supports the general geocaching guidelines established and maintained by the geocaching user community. Go to <https://www.geocaching.com/about/guidelines.aspx> for further information.

In addition:

1. The permittee must meet with the unit manager to assist with selecting an appropriate cache location.
2. Caches are not allowed in Scientific & Natural Areas, areas identified as restricted, golf courses, overnight use areas, or areas that negatively impact other users.
3. Caches may not be placed or inserted into buildings or structures.
4. Due to resource protection, safety, or other park management concerns, geocaches may not be allowed in units or portions of units administered by the Parks and Trails division.

## CACHE SPECIFICATIONS AND MANAGEMENT

1. Maximum size of cache containers is 8" x 12" x 4". Containers larger than these dimensions need to be noted on the application and specifically approved by the unit manager.
2. The container must be clearly labeled as a "geocache" and include a GC code on the outside of the container. Transparent containers help to show that the contents are harmless. Include a printed "cache note" inside your cache to explain what it is and to provide a brief description of geocaching.
3. The permittee is responsible for maintaining the cache container and contents in good condition. This includes removing excess items and items that are not family-friendly.
4. The Parks and Trails division retains the right to remove, or have removed, a cache it feels is in an inappropriate location; is causing undue impacts to natural or cultural resources; or for other reasons deemed inconsistent with the mission, rules, and statutes of the MNDNR or Parks and Trails division.

## HOW TO APPLY

Visitors may electronically submit a geocaching/letterboxing permit application [here](#). Contact information for individual units can also be found at [http://www.dnr.state.mn.us/state\\_parks/index.html](http://www.dnr.state.mn.us/state_parks/index.html).