

**Permit Requirements for
Commercial Photography and Audio Visual Uses
Year 2004**

The following general guidelines apply to audio visual uses on the Arctic Refuge. However, it is not feasible to cover all possible situations, so each request is considered on a case-by-case basis.

Permits are required for all photography which requires special privileges not available to the general public. All commercial videography, including filming of documentaries, travelogues, feature stories, and all advertising, requires a permit. A \$100.00 administrative fee is required, along with liability insurance and bonding, depending on the production circumstances. News gathering organizations are exempt from formal audio visual permit requirements but may require a special use permit to ensure compatibility with refuge purposes, public use, ongoing research or to protect refuge resources.

All planned photography which may require a permit should be described in a letter addressed to the refuge manager and submitted with a completed special use permit application. Application letters should include clear, concise, information covering all aspects of the planned production, including:

- the company, type and number of employees on site
- when photography/filming will take place
- where specifically the photography/filming will occur
- why the filming is desired
- the subject(s) of the filming
- production equipment and methods to be used.

We also will need a telephone number and the producer's name. Be sure to include planned access (transportation) methods and schedules. Please be aware that helicopters are rarely authorized, therefore it is strongly suggested you plan on using other travel methods.

Some requests will not need a permit. Other productions will require a permit and possibly regional approval. Please allow adequate processing time (up to 45 days) to ensure that your schedule can be met.

After examining your application letter we will usually respond in one of four ways:

- 1) Advise you by letter that no permit is required.
- 2) Issue the required permit.
- 3) Ask for additional information or clarification.
- 4) Advise you that the production is not compatible/acceptable as proposed and suggest acceptable alternatives.