



Columbia Parks & Recreation Department

**Official Geocaching/Letterboxing
Placement Permit**

This permit is valid for **12 months** from the date approved. After that date, 1) a request for renewal of the original permit must be approved (i.e., no changes need to be made) OR 2) the treasure container must be moved or information must be updated AND a new permit issued OR 3) container must be removed from the premises.

Geocache / Letterbox Owner Information (PRINT):

Name _____

Trailname / User Nickname as it appears on the letterboxing or geocaching website: _____

Address _____

Phone number (____) _____ E-mail address _____

Name of treasure container as listed on website(s): _____

Physical description of container _____

____ Official Geocache/Letterbox Label _____ Water resistant _____ Photograph attached _____

GPS Location coordinates _____ WGS84 _____ NAD27 _____

******AND / OR******

Physical description of location (required for letterboxes) _____

____ Virtual container _____ On-site container _____ Offset cache (geocaches only)

____ Multi-cache or series (5 maximum - list each location information on back or on additional sheet)

____ I understand that containers not in compliance with the terms of this permit will be removed from the property and this permit voided for failure to comply.

____ I understand that I am to monitor the container(s) monthly and maintain it/them to be family friendly. I have read and understand the terms of this permit and agree to comply accordingly. I will retain a copy of this permit for my records.

Signature of Applicant: _____

Date: _____

APPROVED DENIED Justification: _____

P&R Director or Designee Date E-mail address

Original Permit Expires _____

Renewal(s) Expires _____
