



**Connecticut Department of  
Energy & Environmental Protection**  
Bureau of Outdoor Recreation  
State Parks & Public Outreach Division

## Letterbox/Geocache Placement Permit Application

To enable us to make the best decision about your request, you must discuss the proposed location of your letterbox or cache with the park supervisor or their designee before submitting permit application.

### Part I: Letterbox or Cache Owner Information

This application is for placement of a: ☐ Letterbox ☐ Geocache ☐ Letterbox/Geocache Hybrid at:  
\_\_\_\_\_ State Park/State Forest.

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Business Phone: \_\_\_\_\_ ext. \_\_\_\_\_ Fax: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

\*E-mail: \_\_\_\_\_

\*By providing this e-mail address you are agreeing to receive official correspondence from the department, at this electronic address, concerning the subject application. Please remember to check your security settings to be sure you can receive e-mails from "ct.gov" addresses. Also, please notify the department if your e-mail address changes.

### Part II: Letterbox or Cache Details

Name of letterbox or cache as it will appear online:  
\_\_\_\_\_

Owner's name as it will appear online: (your letterboxing.org or geocaching.com screen name):  
\_\_\_\_\_

Website(s) where letterbox or cache will be listed: ☐ Letterboxing.org ☐ Geocaching.com  
☐ Other: www. \_\_\_\_\_

The container is: ☐ Non-breakable plastic ☐ Other: \_\_\_\_\_

FOR GEOCACHES ONLY (not Decimal Degrees -- must be true GPS coordinates)

GPS coordinates: N \_\_\_\_\_ Is this a micro cache? ☐ Yes ☐ No  
W \_\_\_\_\_

Describe the physical location of this cache:  
  
\_\_\_\_\_  
  
\_\_\_\_\_

☐ Check here if additional sheets are necessary, and label and attach them to this sheet

### Part III: Applicant Certification

I have read and agreed to abide by the Connecticut State Parks and Public Outreach Division [Rules on letterboxing and geocaching](#). I understand that violation of these rules or of Division rules and regulations will cause my letterbox or cache to be removed and may result in enforcement actions against me in accordance with parks regulation.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Applicant (print or type)

\_\_\_\_\_  
Title (if applicable)

### Part IV: For Parks Use Only

Permit Disposition: ☐ Permit Approved ☐ Permit Denied

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

Note: Please submit the Letterbox/Geocache Permit Application directly to the park/forest office where you would like to place your letterbox or geocache or mail to:

STATE PARKS & PUBLIC OUTREACH DIVISION  
BUREAU OF OUTDOOR RECREATION  
DEPARTMENT OF ENERGY AND ENVIRONMENTAL PROTECTION  
79 ELM STREET  
HARTFORD, CT 06106-5127

Phone: 860-424-3200  
E-mail: [DEEP.stateparks@ct.gov](mailto:DEEP.stateparks@ct.gov)