



— BUREAU OF —  
RECLAMATION

# Hoover Dam Commercial Use Authorization Handbook 2020



# Hoover Dam Commercial Use Authorization Program

---

## Commercial Use Authorization Handbook

This handbook provides information to assist applicants in learning about the Commercial Use Authorization (CUA) permitting process and commercial operation at Hoover Dam. Additional information and applications forms can be found at: <https://go.usa.gov/xVGJW>

<b>Fee Schedule</b>	4
<b>Frequently Asked Questions (FAQs)</b>	4
What is a Commercial Use Authorization (CUA)?	4
What are the general criteria for receiving a CUA?	4
What commercial visitor services are authorized under a CUA?	4
For what length of time is a CUA issued?	5
Why does Reclamation charge a fee for a CUA?	5
When are Annual Fees due?	5
What are the insurance requirements?	5
How long does it take to obtain a CUA?	5
How do I fill out the application?	6
How do I submit an application?	8
What happens once I submit an application?	8
<b>Payment Process Instructions</b>	9
Application Payment Instructions	9
Administrative Cost Payment Instructions	11
Temporary Authorization Process	12
<b>Checklist for Applicants</b>	13

## **Fee Schedule**

Application Fee - \$100: is due annually with your completed and signed application. Payments made through our website.

Administrative Costs - \$200: is due annually following the initial review, we'll notify you by email whether your application appears appropriate for further processing. You must pay the administrative costs before we can continue to process your application.

Use Fee - \$5 per person per entry (beginning April 5, 2020). Company employees like drivers and guides are exempt from paying the Use Fee.

## **Frequently Asked Questions (FAQs)**

### **What is a Commercial Use Authorization (CUA)?**

A commercial use authorization (CUA) allows an individual, group, company, or other for-profit entity to conduct commercial activities and provide specific visitor services at Hoover Dam. CUAs for Hoover Dam are issued by the Bureau of Reclamation Lower Colorado Dams Office. A CUA is issued to a qualified operator to permit the provision of appropriate commercial services to Hoover Dam visitors. A qualified operator is an individual or an organization that Reclamation determines can satisfactorily provide visitor services and carry out the terms of the CUA.

### **What are the general criteria for receiving a CUA?**

- Payment of administrative and use fees.
- The commercial activity to be authorized under a CUA will have minimal impact on Reclamation's resources and values, and be consistent with all applicable Reclamation management plans, policies and regulations.
- The CUA holder agrees to comply with all the Terms and Conditions described in the CUA.

### **What commercial visitor services may be authorized under a CUA at Hoover Dam?**

A CUA is required if you provide any goods, activities, services, agreements, or other function for members, clients, or the public that:

- Take place at least in part on lands, waterbodies or facilities managed by Reclamation,
- Use Reclamation resources,
- Result in compensation, monetary gain, benefit, or profit.

## **For what length of time is a CUA issued?**

CUAs are issued for a period of one year. The application period began on October 1 and is ongoing. Companies will need to reapply each year. If you apply anytime during the year the CUA Permit will be good for 1 year from the date of issuance.

## **Why does the Bureau of Reclamation charge a fee for a CUA?**

In accordance with 43 Code of Federal Regulations (CFR) 429.3 - It is illegal to conduct business on Reclamation lands, facilities or water bodies without a use authorization. Additionally, 43 CFR 429.1 requires Reclamation to collect application and use fees and to recover administrative costs. 100% of CUA use fees stay at Hoover Dam and are used to recover program costs, including repair and maintenance of facilities.

## **When are Annual fees due?**

The Application Fee is due at the time of the initial application and renewal. Administrative costs payments are due following initial review and upon the issuance of a CUA pre-authorization form.

## **What are the insurance requirements?**

Comprehensive general liability coverage is required for all CUA's and is identified in the application. Please refer to the "Minimum Coverage Amounts for Liability Insurance" document for minimum coverage amounts by type of activity. The policy shall be underwritten by a United States company naming the United States of America as an additional insured.

## **How long does it take to obtain a CUA?**

Depending on the time of year, it takes a few days up to 7 days for us to issue a CUA. Your application may be delayed if materials are not submitted accurately or completely. Please be sure it is typed and fill in ALL the blanks in your application forms. **We do not accept typed signatures so please print, sign and scan the signature pages.** We cannot process incomplete packets, and we cannot expedite processing. *Note: Applications are processed in the order in which they are received. Incomplete applications are not placed in the queue until they are complete. Make sure to plan in advance if you need a CUA by a particular date.*

# How do I fill out the application?

The following is a step-by-step example on the sections of the application that need completed.

7-2540 (02-2016)  
Bureau of Reclamation

RECLAMATION  
*Managing Water in the West*  
OMB Control No.: 1006-0003  
OMB Expiration Date: XX-XX-2021

## USE AUTHORIZATION APPLICATION

**Applicants:** Use this form to apply for possession or occupancy of, or for extraction or disturbance of natural resources from land, facilities, or waterbodies under the jurisdiction of the Bureau of Reclamation (Reclamation). For examples of uses requiring Reclamation authorization, and for information concerning other uses, see "General Information" on the next page.

Fill out the following application completely. Use "N/A" if a question does not apply. If additional space is needed, attach separate pages of information as necessary. Refer to the second page of this form for detailed instructions.

**1. Information about the applicant requesting the use:**

Applicant or Representative: \_\_\_\_\_  
 Company or Entity Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State, and Zip Code: \_\_\_\_\_  
 Telephone Numbers (include area code): \_\_\_\_\_ Email address: \_\_\_\_\_  
 Tax ID or Social Security Number (as applicable): \_\_\_\_\_

**2. Is this request for a new use authorization or a renewal of an existing use authorization?** Renewal  **New**

If renewal, issuing office: \_\_\_\_\_ Date of use authorization: \_\_\_\_\_

**3. Location of the proposed use:** [A map or drawing including legal land description (section, township, range) showing the location of the proposed use is required.]

**4. Purpose of proposed use:**

**5. Description of the proposed use:** [Provide full description.]

**6. Dates of proposed use [during the following times and dates (specify below)]:**

START			E N D		
DATE	TIME		DATE	TIME	
(Month, Day, Year)	AM	PM	(Month, Day, Year)	AM	PM

**7. Name of Insurance Carrier:** \_\_\_\_\_

**8. Have you, or your organization, forfeited any portion of any previous permit, bond, or surety submitted for use of Federal lands, or is any investigation or legal action pending against you or your organization for use of Federal lands?** Yes No  
 [If "Yes", attach details on separate sheet.]

**9. Applicant Certification:** I certify that the information given in this application is true, complete, and correct to the best of my knowledge and belief and is given in good faith. I acknowledge that I (we) am (are) required to comply with any conditions or stipulations that are required by the Bureau of Reclamation when the use authorization is issued. The non-refundable application fee is included: Yes No  
 If "No", reason: \_\_\_\_\_

Date: \_\_\_\_\_ Signature of Applicant: \_\_\_\_\_

Title 18 U.S.C. Section 1001, makes it a crime for any person knowingly and willfully to make to any department or agency of the United States any false, fictitious, or fraudulent statements or representations as to any matter within its jurisdiction.

## INSTRUCTIONS

1. Fill in all fields
2. Check the **New** box for a first-time application, **Renewal** to renew a Use Authorization
3. Leave blank
4. Leave blank
5. Leave blank
6. Leave blank
7. Insert name of insurance carrier
8. Provide answer
9. Insert the date
10. Print, sign and scan the signature page



9. **Violations:** To your knowledge, have you, your company, or any current or proposed employees been convicted or fined for violations of State, Federal, or local law within the last 5 years? Are you, your company, or any current or proposed employees now under investigation for any violations of State, Federal, or local law or regulation? Does not include minor traffic tickets.

Yes  No  If "Yes", please provide the following information. Attach additional pages, if necessary.

Date of violation or incident under investigation:

Name of business or person(s) charged:

Please identify the law or regulation violated or under investigation:

Please identify the State, municipality, or Federal agency that initiated the charges:

Additional Detail (optional):

(Results) Action Taken by Court:

10. **Signature:** False, fictitious or fraudulent statements of representations made in this application may be grounds for denial or revocation of the Commercial Use Authorization and may be punishable by fine or imprisonment (U.S. Code, Title 18, Section 1001). All information provided will be considered in reviewing this application. Authorized Agents must attach proof of authorization to sign below.

*By my signature, I hereby attest that all my statements and answers on this form and any attachments are true, complete, and accurate to the best of my knowledge.*

9. Provide information about any violations occurring in the last five years.

10. Print, sign and scan the signature page.

## How do I submit an application?

Once you have all of the required documentation, you can submit electronically (preferred) or by mail.

**Electronically:** [HooverCUA@usbr.gov](mailto:HooverCUA@usbr.gov)

**By Mail:** Bureau of Reclamation CUA Program - (LCD-21102)  
P.O. Box 61470  
Boulder City, NV 89006

The application process, forms, directions, payment portal, requirements and other related information can all be found at <https://go.usa.gov/xVGJW>.

## What happens once I submit an application?

1. Once we've received all required documents, we will send you an email followed by a CUA pre-authorization form you must sign and return. Administrative cost fees are due at that time.
2. You will then need to sign and return the CUA pre-authorization form for final approval by Reclamation.
3. We will then review and process your application.
4. We sign the official CUA Permit and issue it to the company along with a Vehicle CUA Permit.
5. Once you've received your approved, fully executed CUA Permit, you may begin operations at Hoover Dam within your authorization dates. Any representative of your business must have a copy of your permit at all times while conducting business within the Hoover Dam Security Zone.
6. The entrance station will be notified of all current CUA holders.
7. You will need to submit an application, application documents, make application and administrative fee payments, and comply with all CUA conditions, operating plan and all laws, to continue to operate commercially in the Hoover Dam Security Zone.

# Application Payment Instructions

Reclamation / Lower Colorado Region / Hoover Dam / Commercial Use Authorizations

The screenshot shows the Hoover Dam website with a navigation menu on the left. The main content area features a 'HOOVER DAM TOUR TICKETS' button, an 'AUTHORIZED VENDORS' button, and a red warning icon with the text: 'Notice: CUA Permits are required for all commercial tour and charter vehicles. CUA Use Fees of \$5 per person.' Below this is a link that says 'Pay CUA Fees Here:'. The page title is 'Commercial Use Authorizations' and it includes a 'KEY CONTENT' section with links for 'How to get a CUA' and 'CUA Frequently Asked Questions'. A paragraph explains that the CUA program requires tour operators to complete an authorization process.

1. On-line, through the browser on your computer type the web address.  
[www.usbr.gov/lc/hooverdam/cua/commercial.html](http://www.usbr.gov/lc/hooverdam/cua/commercial.html)
2. After arriving at this page, locate the “Pay CUA Fees Here” link.
3. Click on the link to proceed to the next step.

The screenshot shows the 'Commercial Use Authorization (CUA)' page. It features a large image of the Hoover Dam with the caption 'Hoover Dam'. Below the image is a 'Select tickets' section with a 'Date' selector. The date is currently set to 'Monday, November 2nd 2020'. Underneath the date selector is a table for selecting tickets:

Tickets	Quantity	Price
Application Fee (Both fees are required) \$100.00	- 1 +	
Administration Fee (Both fees are required) \$200.00	- 0 +	
Use Fee \$5.00	- 0 +	

At the bottom left is a '← Back' button and at the bottom right is a blue button that says 'Add 1 Ticket to Order'.

4. Once on the page select "Today" under the Date section
5. Add One in the field for quantity of Application Fee under the Tickets section
6. Click on the “Add One Ticket to Order” button in the bottom right corner.

  
Order Summary

× Commercial Use Authorization (CUA)	\$100.00
Monday, November 2nd 2020	
1 × Application Fee (Both fees are required)	\$100.00

Apply a promo code 

Subtotal	\$100.00
<b>Order Total</b>	<b>\$100.00</b>

[Proceed to Checkout](#)

7. Once on the Order Summary page, review that you have One Application Fee, then click the **Proceed to Checkout** button.

## Pay for Your Order

### Your Information

First Name

Last Name

Email Address

Confirm Email Address

ZIP Code  Country

### Payment Details

[+ Apply a gift card](#)

Pay With Card

  
Order Summary

× Commercial Use Authorization (CUA)	\$100.00
Monday, November 2nd 2020	
1 × Application Fee (Both fees are required)	\$100.00

Apply a promo code 

Subtotal	\$100.00
<b>Order Total</b>	<b>\$100.00</b>

[Complete Order](#)

8. You will then be taken to a Pay for Your Order page, begin by filling out the Your Information info completely.
9. Next fill out the Payment Details section.
10. Click the Complete Order button to finish.
11. You will be emailed a receipt upon completion.

# Administrative Cost Payment Instructions

Reclamation / Lower Colorado Region / Hoover Dam / Commercial Use Authorizations

**HOOVER DAM**

Hoover Dam  
About Us  
Tour Information  
Special Event Activities  
Education Information  
Historical Information  
Travel & Safety  
Frequently Asked Questions  
Commercial Use Authorizations

Work with Reclamation  
Water Operations

**HOOVER DAM YOUR TICKETS** **AUTHORIZED VENDORS**

**Notice:** CUA Permits are required for all commercial tour and charter vehicles. CUA Use Fees of \$5 per person.

Pay CUA Fees Here:

## Commercial Use Authorizations

**KEY CONTENT**  
How to get a CUA | CUA Frequently Asked Questions

The Commercial Use Authorizations (CUA) Program will require tour operators to complete an authorization process to conduct commercial operations at Hoover Dam.

1. On-line, through the browser on your computer type the web address.

[www.usbr.gov/lc/hooverdam/cua/commercial.html](http://www.usbr.gov/lc/hooverdam/cua/commercial.html)

2. After arriving at this page, locate the “Pay CUA Fees Here” link.

3. Click on the link to proceed to the next step.

## Commercial Use Authorization (CUA)

Hoover Dam

### Select tickets

Date

Today Tomorrow Monday, November 2nd 2020

Tickets

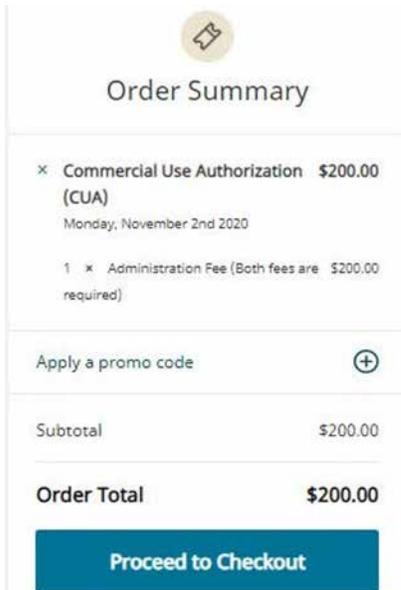
Application Fee (Both fees are required) \$100.00	- 0 +	Administration Fee (Both fees are required) \$200.00	- 1 +
Use Fee \$5.00	- 0 +		

← Back Add 1 Ticket to Order

4. Once on the page select **Today** under the Date section

5. Add **One** in the field for quantity of Administration Fee under the Tickets section

6. Click on the **Add One Ticket to Order** button in the bottomright corner.



**Order Summary**

- × Commercial Use Authorization \$200.00 (CUA)  
Monday, November 2nd 2020
- 1 × Administration Fee (Both fees are \$200.00 required)

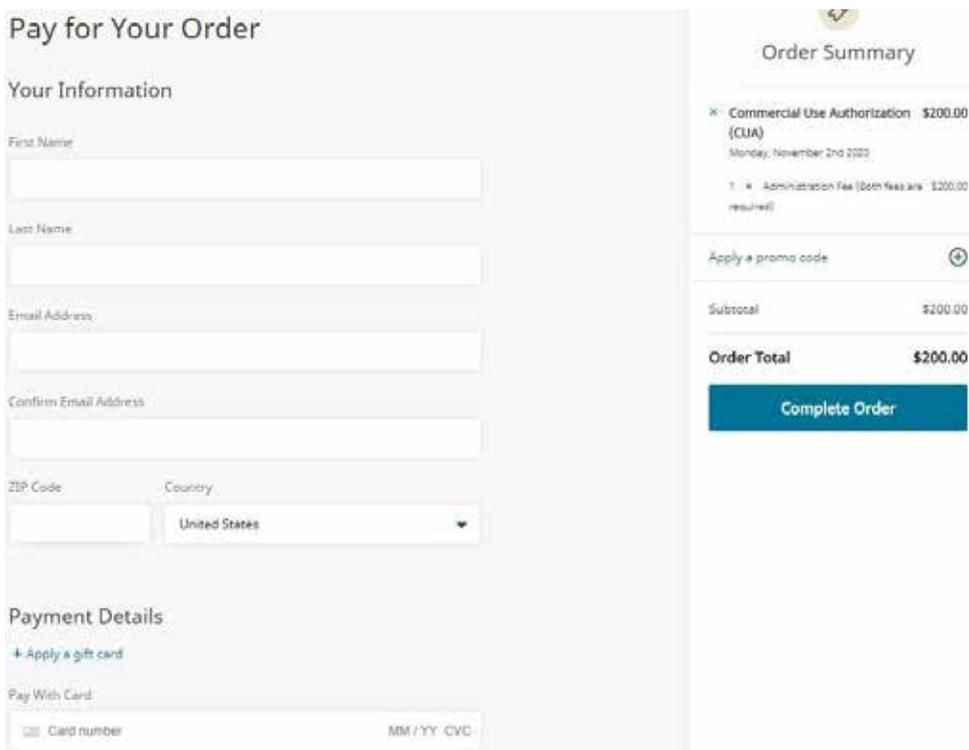
Apply a promo code (+)

Subtotal \$200.00

**Order Total \$200.00**

**Proceed to Checkout**

7. Once on the Order Summary page, review that you have **One** Administration Fee, then click the **Proceed to Checkout** button.



**Pay for Your Order**

**Your Information**

First Name

Last Name

Email Address

Confirm Email Address

ZIP Code  Country

**Payment Details**

+ Apply a gift card

Pay With Card

**Order Summary**

- × Commercial Use Authorization \$200.00 (CUA)  
Monday, November 2nd 2020
- 1 × Administration Fee (Both fees are \$200.00 required)

Apply a promo code (+)

Subtotal \$200.00

**Order Total \$200.00**

**Complete Order**

8. You will then be taken to a Pay for Your Order page, begin by filling out the **Your Information** info completely.

9. Next fill out the **Payment Details** section.

10. Click the **Complete Order** button to finish.

11. You will be emailed a receipt upon completion.

## Temporary Authorization

A Temporary Authorization (TA) allows a tour operator to conduct short-term commercial activities at Hoover Dam without a CUA Permit. A TA is issued for a period of seven days and requires a \$300 penalty fee be paid to the CUA Station at the Security Checkpoint.

If the operator pursues a CUA Permit, they will be responsible for submitting a completed Use Authorization Application within **seven days** of the TA being issued. Once the application is submitted, the TA will be added as an attachment to the application and the \$300 penalty fee will go towards the Application Fee and Administrative Costs for processing the application pending approval.

If the tour operator decides not to pursue a CUA Permit, they will pay the \$300 penalty fee any time they enter the Hoover Dam Security Zone after the initial TA expires. Failure to obtain a TA while conducting commercial services in the Hoover Dam Security Zone may result in fines for each violation up to \$5,000.00 and a mandatory court appearance.

## Application Checklist

Applications must be completed by new operators and by current operators seeking to renew the use authorization.

- Complete the fully typed CUA Application Form. Print, sign and scan the signature pages to submit electronically. Submit with application package.
- USDOT Number/FMCSA Number (if applicable) – Displayed on exterior of vehicles.
  - <https://www.fmcsa.dot.gov/registration/do-i-need-usdot-number>
- Proof of Insurance – Insurance certificates must submit the following information, or it will delay processing:
  - the **United States of America**- is a named additional insured (Your Certificate of Insurance must include a statement verifying the United States of America is named as an additional insured on your policy.)
  - The name and address of your business should match the name used on your application and BusinessLicense.
- \$100 Application Fee Payment. Payment can be made online via the Hoover Dam website.
- \$200 Administrative Costs Payment. Following the initial review, we'll notify you by email whether your application appears appropriate for further processing. You must pay the administrative costs before we can continue to process your application.