



**COMMONWEALTH OF VIRGINIA  
DEPARTMENT OF CONSERVATION AND RECREATION (DCR)  
VIRGINIA STATE PARKS  
RESEARCH AND COLLECTING PERMIT APPLICATION**

Please fill out and sign this form, being as specific as possible. Use attachments if needed. Also, include a site map of the park(s) and highlight the area(s) where the proposed activities will occur. Allow approximately thirty (30) days for review and processing.

1. Name of Applicant:		2. Name of Organization:		3. Title:
4. Address:		5. City, State, & Zip Code:		
6. Phone Number (W) ( ) -	7. Phone Number (H): ( ) -	8. Fax Number (W): ( ) -	9. E-mail Address:	
10. List park(s) of proposed activity:		11. Location within park(s) for activity:		
12. Date(s) of Visit: From:		To:		
13. Have you been issued a Research and Collecting Permit from this Department in the past? <input type="checkbox"/> Yes <input type="checkbox"/> No  If yes, please write the permit number(s) in this space:				
14. Name(s) of other person(s) requested to attend:				
15. Description of proposed activity (use attachment if necessary):				
16. Number and type(s) of specimen(s) to be collected:				
17. Reason activity proposed for requested location:				
18. Method of collection:				
19. Location where specimen(s) will reside:				
20. Additional comments (use attachment if necessary):				

**21. THIS PERMIT IS ISSUED SUBJECT TO THE FOLLOWING TERMS AND CONDITIONS:**

- a. The permittee must notify the State Park Manager and District Resource Specialist prior to undertaking any permitted activity.
- b. All research and collections will be made in a judicious manner, altering the natural or cultural conditions as little as possible, collecting as few specimens as possible.
- c. Two copies or an electronic version of a complete report, giving the types, number, and disposition of all collected material, will be furnished to the Resource Management office (see below) no later than December 31 of the year the permit is in effect. If research is not yet complete, an update must be submitted by December 31.
- d. In the event that the research leads to publication, the Resource Management office shall be furnished with three (3) reprints or electronic version of each article or report.
- e. The permit may only be used by the person(s) to whom it is issued and a copy of the permit must be on site during all visits.
- f. The collections shall be used for scientific or educational purposes only, shall be dedicated to the public benefit, and shall not be used for commercial profit. Botanical collections if propagated may not be distributed beyond designated repository.
- g. All collecting must be done away from roads, trails, and developed areas unless such locations are identified in the permit. The collecting shall be conducted in such a manner as to not detract from or cause damage to the environment. Because of the scarcity and/or importance of some specimens, the Department may designate the kind, number, and sizes of what may be collected and any other restrictions necessary for the protection of the resources.
- h. Cultural, historic artifacts, and paleontological specimens collected shall remain the property of DCR. DCR reserves the right to designate the repositories of all such artifacts and specimens removed from the park, including loans of items for exhibit. DCR may restrict reassignment of artifacts or specimens from one repository to another. Such items should not be destroyed or discarded without prior DCR authorization.
- i. Permittee and subpermittee(s) shall abide by all DCR regulations and agree to exercise privileges granted in this permit subject to the supervision of the appropriate Park Manager or District Resource Specialist.
- j. Permittee and subpermittee(s) shall and hereby do waive and release any and all claims against the Commonwealth of Virginia, DCR, or its employees, for any and all damages, losses, or costs to persons or property arising either directly or indirectly from the use of said premises and/or from the exercise of privileges granted by this permit.
- k. The parking fee typically collected upon entry into each park is waived for the permittee during research related visits to the park, provided that a copy of the research and collecting permit is displayed and/or in the possession of the permittee.
- l. All research and collecting shall be done in accordance with federal, state, and local laws. All other applicable permits or consents must accompany this application.
- m. The permittee is responsible for the actions of the subpermittee(s).
- n. Failure to adhere to these stipulations and conditions may result in the permit being revoked.

*Additional terms and conditions may be included on the permit.*

**22. I have read the terms and conditions stated above and agree to comply with them if a permit is granted. I also understand that additional terms and conditions may be included in a permit following the review of this application.**

\_\_\_\_\_  
**Applicant's Signature**

\_\_\_\_\_  
**Date**

Send this application and attachments to the following DCR contact:

Theresa A. Duffey  
Natural and Cultural Resource Manager  
DCR-Division of State Parks  
600 East Main Street, 24<sup>th</sup> Floor  
Richmond, Virginia 23219  
theresa.duffey@dcr.virginia.gov

**BACKGROUND:** Research and Collecting Permits are issued for requests pertaining to scientific and/or educational research affiliated with an accredited or professionally recognized organization, such as an educational institution or governmental agency, that are proposed to occur on lands owned and managed by the Department of Conservation and Recreation (DCR). Collection is prohibited as stated in Virginia's Administrative Code (VAC) 4 VAC 5-30-50 unless a special permit has been obtained. 4 VAC 5-30-240 states that "No person within the confines of any park, shall hunt, pursue, trap, shoot, injure, kill or molest in any way any bird or animal, nor shall any person have any wild bird or animal in his possession within the park, provided, however, that this regulation shall not apply in areas designated for hunting by the Department of Conservation and Recreation." Additionally, 4 VAC 5-30-50 states that "No person shall remove, destroy, cut down, scar, mutilate, injure, take or gather in any manner any tree, flower, fern, shrub, rock or plant, historical artifact, or mineral in any Park. Special permits may be obtained for scientific collecting." These legal limitations on collections apply to all DCR-owned lands.

Typically, the Department does not require Research and Collecting Permits for non-invasive observation. However, certain State Parks may restrict these activities to protect sensitive resources. An example of non-invasive observation would be bird watching. Applicants should contact the State Park Resource Management office or the appropriate site manager if they have questions about the permit requirements for a proposed activity.

The Virginia Antiquities Act (§10.1-2300 et seq.) prohibits damage to or removal of objects of antiquity from archaeological sites on all state-controlled land. This Act does not restrict a state agency from construction or other land disturbing activities on its own land, but does prohibit all "relic hunting" or any archaeological field investigations without a permit from the Department of Historic Resources (DHR). DHR is charged with coordinating all archaeological field investigations and surveys conducted on state-controlled lands (§10.1-2301 subsections 1 and 2). DHR is given exclusive right and privilege to conduct field investigations on state lands, but may grant those privileges to others through a permit process (§§10.1-2302 and 2303).

**APPLICATION PROCEDURE:** To apply, complete the permit application form in its entirety. Be as specific as possible and send it to the address at the bottom of the application. The applicant must indicate, on an accurate site map, the location of the proposed activity within the State Park. The application will take approximately 30 days to process. Should the proposed activity require permits or consent from other agencies, such as the Virginia Department of Game and Inland Fisheries, Virginia Department of Historic Resources, or U.S. Army Corps of Engineers, it is the responsibility of the applicant to obtain written approvals or permits. Copies of the other approvals or permits should accompany the DCR permit application. In the event a Research and Collecting Permit request is not approved, a written explanation will be provided to the applicant. Questions regarding Research and Collecting Permits should be directed to the State Parks Natural and Cultural Resource Manager at the address listed at the bottom of the application form.

**PERMIT VIOLATIONS:** The terms and conditions of the Research and Collecting Permit are listed on the permit application under section # 21. These and any additional terms and conditions will be included on the approved permit. Virginia's Administrative Code (VAC) 4 VAC 5-30-40 states, "A permit to do any act shall authorize the same only insofar as it may be performed in strict accordance with the terms and conditions thereof. Any violation by its holders or his/her agents or employees of any term or condition thereof shall constitute grounds for its revocation by the Department, or by its authorized representative, whose action therein shall be final."

Updated July 2014