



West Virginia State Parks  
Geocache Placement Site Permit Application

1. Name \_\_\_\_\_
2. Geocaching.com User Name \_\_\_\_\_
3. Address \_\_\_\_\_  
\_\_\_\_\_
4. Phone # (\_\_\_\_) \_\_\_\_\_ Fax # (\_\_\_\_) \_\_\_\_\_
5. Email Address \_\_\_\_\_
6. Cache Name\* \_\_\_\_\_
7. Park \_\_\_\_\_
8. Nearest Parking Area to starting cache search \_\_\_\_\_
9. Location, Coordinates \_\_\_\_\_
10. Physical Description of Area \_\_\_\_\_  
\_\_\_\_\_
11. Physical Description of Container and Original Contents  
\_\_\_\_\_
12. Type of Cache\*\* \_\_\_\_\_

Permit is good for one year from the date of approval. Cache permits **must be** renewed on a yearly basis. When the permit expires, cache owners may apply to renew the cache permit for the original location, subject to review and approval by the area superintendent to ensure that a cache does not create a negative environmental impact.

We recommend that you monitor this cache on a quarterly basis, and that you maintain it to be family friendly. This means the cache should contain no food, alcohol, firearms, drugs, dangerous items or adult items.

We also request that you direct people seeking your cache to follow established trails most of the way to your cache. We discourage off-trail hiking as it negatively impacts the environment.

Please forward any questions or concerns to Programming Services Administrator, WV State Parks at (304) 558-2764 or to [miranda.j.cope@wv.gov](mailto:miranda.j.cope@wv.gov). Mail this form to West Virginia State Parks, Building 4, 3rd Floor, State Capitol Complex, 112 California Avenue, Charleston, WV 25305.

\* Caches listed on geocaching.com are required to be Basic listings – any caches listed as Premium caches will be subject to permit revocation and removal.

\*\* Multi-Caches – Coordinates for all stages of multi-caches are required for permit approval.