

HOW TO APPLY

Applying for a Staking Authorization

Application forms are available in this brochure, at the DNR Public Information Offices, and on the DNR web site at <http://dnr.alaska.gov/mlw/landsale>. Applications may be completed and submitted online using credit card or bank account information. Please visit the above website address for further information.

Application forms may be reproduced.

You may file only one application per staking area.

Although you may apply for multiple areas, you may receive only one staking authorization in this offering. You will be awarded the staking authorization for the first staking area for which your name is drawn during the lottery or for which there are fewer applicants than available authorizations.

1. Complete a 2012 Remote Recreational Cabin Sites Staking Authorization Application/Eligibility Statement for each staking area you wish to apply for. The application must contain the staking area name and number, your name, mailing address, telephone number(s), date, and your signature. Faxed applications will be accepted with credit card payment information.
2. Pay a non-refundable \$25 application fee with each application for each staking area. This fee may be paid by a personal check, certified check, credit card, or money order. Do not send cash. Checks should be made payable to the Department of Natural Resources. Checks returned for any reason will invalidate the application(s). No application will be accepted without the fee. If submitting multiple applications, the fees may be paid with a single check, money order, or credit card transaction.
3. Certify you are an eligible Alaska resident for at least one year (12 months) immediately preceding the date of your lottery application.
4. An agent who presents a power of attorney or other notarized authorization of agency may file an application on behalf of a qualified applicant.
5. If you wish to withdraw an application, we must receive your request in writing prior to the end of the application period. Mail or deliver your request to one of the DNR Public Information Offices listed below. Your application fee is non-refundable.
6. Once an application is filed, it may not be transferred to another staking area or to another applicant.
7. Your application will be rejected if:
 - It does not contain the \$25 application fee.
 - It is received before or after the application period.
 - It is incomplete, unsigned, or illegible.
 - A bank or credit union refuses payment on your check for any reason.
 - Your credit card is declined.

Please note that filing an application does not grant or vest any right, title, or interest, or expectancy of a right, title, or interest in a Remote Recreational Cabin Site.

Applicant Responsibility to Keep Address Current

Throughout the bid/application, lease, contract, and patent processes, in accordance with 11 AAC 67.005 (g) General Qualifications, an applicant or bidder is responsible for keeping DNR DMLW Land Sales and Contract Administration Section (LSCAS) informed of their current address. The application or bid is subject to rejection if LSCAS is unable to contact the applicant or lessee at the current address of record. Any notice or other correspondence sent to you is sufficient if mailed to the last address of record, even if it does not reach you.

Multiple Applicants

There may be only one applicant per Remote Recreational Cabin Sites lottery application. An authorization to stake a Remote Recreational Cabin Sites parcel and apply for a lease will be awarded to the individual lottery applicant.



Privacy Notice

AS 38.05.035 (a) Powers and Duties of the Director authorizes the Division Director to decide what information is needed to process an application for the sale or use of State-owned land or resources. This information is made a part of the State public land records and becomes public information under AS 40.25.100 Disposition of Tax Information and AS 40.25.120 Public Records; Exceptions; Certified Copies, unless the information qualifies for confidentiality under AS 38.05.035 (a) (8) and confidentiality is requested, or AS 45.48, Alaska Personal Information Protection Act. Public information is open to inspection by you or any member of the public. A person who is the subject of the information may challenge its accuracy or completeness under AS 40.25.310 Information Accuracy and Completeness by giving a written description of the challenged information, the changes needed to correct it, and a name and address where the person can be reached. False statements made in an application for a benefit are punishable under AS 11.56.210 Unsworn Falsification in the Second Degree.

Personal information (such as social security numbers, credit card numbers, bank information, etc.) is held confidential. However, all other information concerning bids or applications to purchase State-owned land is considered public and available upon request. Such public information may include, but is not limited to bids, bidding parties, sale terms, and payment histories.



Where to File Applications

ONLINE APPLICATIONS

File applications online at <http://dnr.alaska.gov/mlw/landsale/>.

MAIL-IN APPLICATIONS

Mail-in applications must be sent to the DNR Financial Services Section:

REMOTE RECREATIONAL CABIN SITES
Department of Natural Resources, Financial Services Section
550 West 7th Avenue, Suite 1410, Anchorage, AK 99501-3561

HAND-DELIVERED APPLICATIONS

The Anchorage, Juneau, or Fairbanks DNR Public Information Offices are the only offices that will accept hand-delivered applications to participate in this Remote Recreational Cabin Sites offering.

SOUTHCENTRAL REGION

DNR Public Information Center
550 W. 7th Ave., Suite 1260 (Atwood Building), Anchorage, AK 99501
(907) 269-8400, fax: (907) 269-8901, TDD: (907) 269-8411
Recorded land sales information (907) 269-8400
Office hours: Monday through Friday, 10:00 a.m. - 5:00 p.m.
dnr.pic@alaska.gov

NORTHERN REGION

DNR Public Information Center
3700 Airport Way, Fairbanks, AK 99709
(907) 451-2705, fax: (907) 451-2706, TDD: (907) 451-2770
Office hours: Monday through Friday, 10:00 a.m. - 5:00 p.m.
fbx-pic@alaska.gov

SOUTHEAST REGION

DNR Public Information Center
400 Willoughby Avenue, 4th Floor, Juneau, AK 99801
(907) 465-3400, fax: (907) 586-2954, TDD: (907) 465-3888
Office hours: Monday through Friday, 10:00 a.m. - 5:00 p.m.
sero@alaska.gov