

**Process for  
Requesting and Receiving a  
Cultural Resources Investigation Permit  
from the Louisiana Division of Archaeology**

The Division of Archaeology may issue a permit allowing a governmental agency, political subdivision, group, or person to conduct intrusive archaeological research at sites determined to be located on state-owned property (including navigable water bottoms) per the *Archaeological Resources Act* (R.S. 41:1606). The following steps outline the process by which an applicant may request and receive a permit.

- ◇ Contact the Division, through phone call, email, or letter, to determine whether a permit is warranted. Any written communication must describe the general situation and potential project.
- ◇ Request permission to conduct this archaeological research from the state agency responsible for managing the property on which the proposed project will take place.
- ◇ Submit a letter request for a permit accompanied by a concise proposal to the state archaeologist or appropriate Division permit manager that includes, at a minimum, the following components: a research design (what, why, when & where), project goals and field methodology (how), a map clearly demarcating the area(s) where work will take place, timelines for completing a draft report and site forms, and the Principal Investigator's vita (who). The Principal Investigator must meet the state's minimum qualifications for professional archaeologists defined in LAC 25:I. Chapter 1. The research design must also include documentation that the collection will be curated to the standards of the Division of Archaeology and will be deposited at the Division's facility when the final report and site forms are submitted. Additionally, a letter of support from the state agency that manages the property must be submitted directly to the Division.
- ◇ The permit manager will review the proposal and request any additional information needed.
- ◇ The applicant will present the proposal to the Louisiana Archaeological Survey and Antiquities Commission for their review and approval. Although LASAC members may review a proposal via mail/email/facsimile, they can only vote on the proposal during the Commission's regular quarterly meetings.
- ◇ The permit manager will subsequently notify, in writing, the Principal Investigator as to whether a permit was approved or denied. If approved, two copies of the permit are enclosed with the notification letter, unless issuance of the permit is contingent on meeting additional criteria. Two copies of the permit may be sent through the mail for the applicant/P.I. to sign and return to the Division. Alternatively, the permit may be sent electronically via email for the applicant/P.I. to print two copies, sign, and return to the Division through the mail.

- ◇ Read the permit carefully before signing; it is a document to which the signatory is legally bound. Should the P.I. agree to the conditions stipulated in the permit, s/he must sign both copies and return them to the permit manager, who will obtain the signatures of the State Archaeologist and the Secretary of the Department of Culture, Recreation and Tourism. A fully executed, original permit will be returned to the applicant/P.I. *Do not begin work until receiving the completed permit.*
  
- ◇ The Division must approve, in writing, any deviations from the original permit prior to the beginning of fieldwork. Major deviations (e.g., research in an area not specified in the original permit) may need to be approved by the Commission as well. Send a written request to the Division permit manager detailing the changes and requesting permission to modify the originally permitted plan of work. The permit manager will notify the applicant of any additional requirements. *Do not begin modified work until receiving written approval from the Division.*

It is the responsibility of the permit recipient to provide a copy of his/her Cultural Resources Investigation Permit to the state agency that manages the property and to maintain contact with that agency throughout the project. Issuance of future permits will be based on past compliance with permit requirements.

If there are any other questions, please contact the Division of Archaeology at (225) 342-8170 or [archaeology@crt.state.la.us](mailto:archaeology@crt.state.la.us).