

Electronic Site Form Submittal

Obtaining a Smithsonian Number will require completion of the Cultural Resource Information System (CRIS) form, pictures, a 7.5' Quad map showing the site location, as well as a shape file with the sites location. Please make sure each individual site form, and corresponding pictures and maps are saved as one PDF. These forms can be submitted as PDF's or Word files through email (if the forms are <5mb) or the State of Montana - File Transfer Service via ePass (if the forms are >5mb). Contact SHPO for instructions.

Site forms may only be submitted electronically in a PDF or Word file format. If you submit the form electronically, then you MUST also submit a final paper copy as well. The paper copy of the final site form can be submitted with its respective cultural resource inventory report. There is no need to submit an additional paper copy.

Creating a PDF from a Word document

If using Microsoft Word 07, select Save As and save as type PDF (*.pdf).

If using previous versions of Microsoft Word, download the PDF writer from <http://www.cutepdf.com/> then select Print and select the printer name PDF writer.

Site Form Submittal Process:

1. Fill out all applicable sections of the site form. Make sure your map show site boundaries.
2. Contact the Cultural Records Assistant via email or phone to get instructions on how to sign up for the free State of Montana ePass File Transfer Service or follow the instructions on the website: <https://app.mt.gov/epass/portal/>.
3. Use the ePass File Transfer Service to send your completed site form to the Cultural Records Assistant (see Consulting with Montana SHPO for more detailed instructions). Also submit a GIS shape file of the site's boundary to the Cultural Records Assistant at this time. Leave your contact information in the message along with any other important information.
4. Allow up to one week for processing to receive your newly-assigned Smithsonian site number. Site forms will be checked for accuracy of information such as legal locations, site form categories, map content, and overall completeness. A shape file containing an accurate site boundary is also required for Smithsonian number assignment at this time.
5. You'll be contacted and informed of your site's new Smithsonian number. You'll need to send both paper and digital copies of site forms and reports if you are continuing on with the SHPO compliance and review process.
6. Forms can also be sent on a CD/DVD, or flash drive in PDF format if you prefer. If you send forms in this way please be sure to have a cover letter requesting new Smithsonian numbers.

A faster way to send multiple site forms using ePass File Transfer Service

1. On your computer, highlight all the files you'd like to send over the ePass File Transfer Service.
2. Using your mouse, right click any one of the files, making sure all the files remain highlighted.
3. Then select "Send to" in the menu that pops up next to your mouse's pointer.
4. Then select "Compressed (zip) folder".
5. A new folder will show up, named after the file you'd right-clicked on. This new folder can be renamed if you'd like to.
6. Send the new folder over the ePass File Transfer Service, following the usual method. You are done.