

Electronic Site Form Submittal

Obtaining a Smithsonian Number requires completion of the site form, pictures, a 7.5' Quad map showing the site location, a feature map for sites with three or more features, as well as a shapefile of the site boundary. Please make sure each individual site form, corresponding pictures, and maps are saved as a single PDF. These forms can be submitted through email (if the forms are <5mb) or the State of Montana - File Transfer Service via ePass (regardless of size). Contact SHPO for instructions.

Site forms may only be submitted electronically in a PDF format (*see below for notes). If you submit the form electronically, then you MUST also submit a final paper copy as well. The final paper and digital copies of the site form can be submitted with its respective cultural resource inventory report. There is no need to submit an additional paper copy.

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 below for notes). Please also submit a GIS shapefile of the site boundary to the Cultural Records Assistant at this time (‡see below for notes). 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 shapefile 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 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.

*Creating a PDF from a Word document

- If using Microsoft Word 07 or newer, 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.

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

- For overall ease and speed, please zip all our files together into a zip file.
 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.
- If you have any questions, would like any clarification, or more detailed guidance, please contact the Cultural Records Assistant.

‡Notes regarding shapefiles

- We have further information and instructions regarding exporting shapefiles available.
- We also accept Google Earth kml and kmz files. Please contact the Cultural Records Assistant if you would like further information regarding mapping in Google Earth.
- You can totally have all your boundaries as separate features within a single shapefile, as long as there is an identifying attribute (Temp No. etc). There is no need to spend the time exporting each boundary separately.