



Cherokee Nation TERO



Tribal Employment Rights Office | Certification Application

The following checklist is provided to ensure you have submitted all required items to receive consideration for certification. **Incomplete applications will not be submitted.** All applications shall be subject to a site visit. **As of September 1, 2014, all applications will be required a \$100 non-refundable application processing fee. If the business is certified, the first year certification fee will be waived.**

Single Proprietor

- Drivers License
- Certificate of Degree of Indian Blood (CDIB)
- Tribal Membership Card
- Federal Identification Number on Social Security
- Equipment List
- Current Financial Statement
- Current & Prior 2 years Federal Income Tax Returns (All Schedules)
- Copy of Bank Signature Card
- 3 cancelled checks for accounts payable
- Business Loan Information
- One week's cancelled payroll checks
- Copies of any Specialty License or Certificates
- \$100 Processing Fee (Payable to TERO)
- TERO form **C-1**

LLC

- Articles of Organization (showing state approval date)
- Copy of LLC Certificate
- TERO form **P-1** and **C-1**
- Drivers License
- Certificate of Degree of Indian Blood (CDIB)
- Tribal Membership Card
- Federal Identification Number or Social Security
- Equipment List
- Current Financial Statement
- Current & Prior 2 years Federal Income Tax Returns (All Schedules)
- Copy of Bank Signature Card
- 3 cancelled checks for accounts payable
- One week's cancelled payroll checks
- Business Loan Information
- Operation Agreement
- Copies of any Specialty License or Certificates
- \$100 Processing Fee (Payable to TERO)

Please make sure application is complete and mail to:

Cherokee Nation TERO

PO Box 948

Tahlequah, OK 74465

Corporation

- Articles of Incorporation (Showing State Approval Date)
- Complete copy of by-laws
- Certification of incorporation
- Front & Back copies of all issued and/voided stock certificates
- Minutes of all corporate organizational meeting and all Resolutions affecting ownership
- Complete copy of stock transfer ledgers & stock register
- Proof of stock purchase (i.e. front & back copies of cancelled check, cashier's check, money order, etc.)
- List of officers & numbers of shares
- TERO form **P-1** and **C-1**
- Drivers License
- Certificate of Degree of Indian Blood (CDIB)
- Tribal Membership Card
- Federal Identification Number or Social Security
- Equipment List
- Current Financial Statement
- Current & Prior 2 years Federal Income Tax Returns (All Schedules)
- Copy of Bank Signature Card
- 3 cancelled checks for accounts payable
- One week's cancelled payroll checks
- Copies of any Specialty License or Certificates
- \$100 Processing Fee (Payable to TERO)

Partnership/Joint Venture

- Partnership/Joint Venture Agreement and Amendments
- TERO form P-1 and C-1
- Drivers License
- Certificate of Degree of Indian Blood (CDIB)
- Tribal Membership Card
- Federal Identification Number or Social Security
- Equipment List
- Current Financial Statement
- Current & Prior 2 years Federal Income Tax Returns (All Schedules)
- Copy of Bank Signature Card
- 3 cancelled checks for accounts payable
- One week's cancelled payroll checks
- Copies of any Specialty License or Certificates
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Per Legislative Act 01-04, to be certified as an Indian Owned Business by the Cherokee Nation TERO (Tribal Employment Rights Office), your business must meet these definitions:

Section 4. O. "Indian-owned economic enterprise" shall mean any Indian-owned commercial, industrial, or business activity established or organized for the purpose of profit, provided that such Indian ownership shall constitute not less than 51 percent (51%) of the enterprise, and the ownership shall encompass active operation and control of the enterprise.

Section 4. M. "Indian" shall mean a person who is a member of a federally recognized Indian tribe and/or any person recognized as an Indian by the United States pursuant to its trust responsibility to American Indians.

1. Firm Identification: Federal Identification/Social Security No. _____

Name of Firm Date of Application

Mailing Address City State Zip

Type of Business: _____ Single Proprietor _____ Corporation _____ LLC _____ Partnership

Percent of Indian Ownership: _____ (Must be 51% or more)

Contact Name Business Phone

Email Business Fax:

Date firm was established: _____ Number of Indian Employees: _____ Non-Indian _____

Directions to business location:



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2. Capital & Equipment:

- A. Identify amount and source of original and present capital (e.g., contributed by owner, bank loan, or other type of loan) If loan indicate name(s) of those legally bound to repay.
- B. Equipment: List all equipment pertaining to day-to-day operations and business

Quantity	Description	Price (Book value)	How Obtained (Purchased, provided by owner, donated, etc.)

Applicant may submit equipment list as Attachment - 2



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TERO Form C-1

Documentation Requirements

Management

1. Provide for each owner of more than 5% interest, all senior management personnel and members of the Board of Director the following:
 - A. Name
 - B. Address
 - C. Social Security Number
 - D. If Indian, Tribal Affiliation and Enrollment Number
 - E. Percentage of ownership

 2. Present position (description of all duties)
 3. Previous business experience
 4. Previous work experience in areas in which firm intends to engage
 5. Education and Training
 6. Other jobs presently held
 7. Control of Company:
 - A. Identify name
 - B. Race
 - C. Sex
 - D. Title in company those individuals (owners and non-owners) who are responsible for day to day management, including, but not limited to, those with prime responsibility for:
 - a. Financial decisions
 - b. Management decisions, such as:
 - Marketing & Sales
 - Hiring & Firing
 - Purchase of major equipment & supplies
 - Supervision of field personnel
8. Describe or attach any stock options or other ownership options that are outstanding, and any agreements between owners & third parties, which restrict ownership or control of Indian owners.
9. A sworn statement of the proper officer indicating:
 - A. The total number of share of the capital stock actually issued and the amount of cash paid into the treasury on each share sold: or, if paid in property, the kind, quantity and value of the same per share.
 - B. Of the stock sold, how much remains unpaid and subject to assessment?



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TERO Form P-1

Documentation Requirements

- I. Provide for each Owner:
 - A. Name
 - B. Address
 - C. Tribal Affiliation
 - D. Enrollment Number
 - E. Percent of Ownership
 - F. Amount of Investment
 - G. Method of Investment
 - Cash
 - Equipment
 - H. Loan information or promissory note indicating who the loan is from
 - I. Percent of voting control and position in the firm
 - J. Name of all other firms in which the owner holds or has within the past year an ownership interest (other than publicly-held corporations and similar ownerships solely for investment) or a management position.
2. List any management fee, equipment rental, bonuses or other arrangements that will provide payment to non-Indian owners beyond their share of profits and salaries, as indicated above.
3. Identify any owner or management official of the named company who is or has been an employee of another company that has an ownership interest in or a present business relationship with said company; present business relationships include shared space, equipment, financing, or employees as well as both companies having some of the same owners.
4. Indicate if this company or other companies with any of the same officers have previously received or been denied certification or participation as an Indian preference firm and describe the circumstances. Indicate the name of the certifying authority and the date of such certification or denial.



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Certification

I do solemnly declare and affirm that the contents of the foregoing documents are true and correct and include all information necessary to identify and explain the operation of _____ (Name of Business), as well as the ownership thereof. The undersigned in addition swears that this business is at least 51% owned by one or more members of a federally recognized Tribe whose management and daily business operation are controlled by one or more such individuals.

Any material misrepresentation will be grounds for denial or revocation or certification by members of the Cherokee Nation TERO. By executing this certification I hereby submit to the jurisdiction of the Cherokee Nation Courts.

(Signature)

(Date)

(Print or Type Name)

(Title)

On this _____ day of _____, 20____ before me appeared applicant _____, who being duly sworn did execute the foregoing affidavit, and did state that she/he was properly authorized by _____
(Name of business)

To execute the affidavit and did so as her/his free act and deed.

(Notary Signature and Seal)

(Date)

Cherokee Nation
Tribal Employment Rights Office
Master Skills List

- ___ Aboveground Tanks-Inspection/Install/Service
- ___ Accounting Services
- ___ Acupuncturist
- ___ Advertising
- ___ Agricultural-Equipment/Sales/Supplies
- ___ Agri-Tourism
- ___ Appliance-Commercial-Service/Repair/Sales
- ___ Appliance-Home-Service/Repair/Sales
- ___ Architect
- ___ Art-Commercial/Graphic
- ___ Art-Framing
- ___ Art-Supplies
- ___ Asphalt/Concrete-Striping
- ___ Asphalt-Paving
- ___ Asphalt-Seal Coating
- ___ Asphalt-Sweeping
- ___ Asset Inspections-Aerial
- ___ ATM-Full Service
- ___ Attorney at Law
- ___ Auction-General
- ___ Author
- ___ Automobile-Body Work
- ___ Automobile-Detailing
- ___ Automobile-Emergency Vehicle Outfitting
- ___ Automobile-Glass
- ___ Automobile-New Sales/Supplies
- ___ Automobile-Service/Repair
- ___ Automobile-Tires
- ___ Automobile-Used Sales
- ___ Aviation-Services
- ___ Background Checks
- ___ Bakery
- ___ Bank
- ___ Banquets/Events
- ___ Beauty Salon
- ___ Behavioral Health/Counseling
- ___ Blueprint Machine-Service/Sales
- ___ Books-Supplies
- ___ Cabinets-Design/Build
- ___ Cabinets-Installation
- ___ Cabling-Infrastructure
- ___ Carpet Cleaning
- ___ Carports-Sales
- ___ Ceilings-Drop
- ___ Ceilings-Sheetrock
- ___ Cell Towers
- ___ Ceramic Art Tile
- ___ Chemical-Analysis
- ___ Chemical-Testing
- ___ Chiropractor
- ___ Coffee-Sales
- ___ Community Development-Planning
- ___ Computer-Consulting
- ___ Computer-Data Storage
- ___ Computer-IT Management
- ___ Computer-Networking
- ___ Computer-Repair
- ___ Computer-Research & Development
- ___ Computer-Sales
- ___ Computer-Software Sales
- ___ Computer-Supplies/Hardware
- ___ Concrete-Curbs/Guttering
- ___ Concrete-Driveways/Sidewalks
- ___ Concrete-Footing
- ___ Concrete-Pads/Flat Work
- ___ Concrete-Sales/Supplies
- ___ Concrete-Testing
- ___ Concrete-Walls
- ___ Construction/Millwork-Installation
- ___ Construction/Millwork-Trim Sales
- ___ Construction-Blasting/Explosives
- ___ Construction-Commercial/General Contractor
- ___ Construction-Commercial Management
- ___ Cabinets-Installation
- ___ Cabling-Infrastructure
- ___ Carpet Cleaning
- ___ Carports-Sales
- ___ Ceilings-Drop

Cherokee Nation
Tribal Employment Rights Office
Master Skills List

- ___ Ceilings-Sheetrock
- ___ Cell Towers
- ___ Ceramic Art Tile
- ___ Chemical-Analysis
- ___ Chemical-Testing
- ___ Chiropractor
- ___ Coffee-Sales
- ___ Community Development-Planning
- ___ Computer-Consulting
- ___ Computer-Data Storage
- ___ Computer-IT Management
- ___ Computer-Networking
- ___ Computer-Repair
- ___ Computer-Research & Development
- ___ Computer-Sales
- ___ Computer-Software Sales
- ___ Computer-Supplies/Hardware
- ___ Concrete-Curbs/Guttering
- ___ Concrete-Driveways/Sidewalks
- ___ Concrete-Footing
- ___ Concrete-Pads/Flat Work
- ___ Concrete-Sales/Supplies
- ___ Concrete-Testing
- ___ Concrete-Walls
- ___ Construction/Millwork-Installation
- ___ Construction/Millwork-Trim Sales
- ___ Construction-Blasting/Explosives
- ___ Construction-Commercial/General Contractor
- ___ Construction-Commercial Management
- ___ Construction-Inspection Service
- ___ Construction-Metal Buildings
- ___ Construction-Metal Framing
- ___ Construction-Residential/General Contractor
- ___ Construction-Residential/Design
- ___ Construction-Residential Management
- ___ Construction-Roads /Materials
- ___ Construction-Wood Framing
- ___ Convenience Store
- ___ Counter Tops-Sales
- ___ Courier/Delivery
- ___ Crane Rental Services
- ___ Crane Services
- ___ Dance Studio
- ___ Data Storage Media
- ___ Data Systems-Consulting
- ___ Daycare Center
- ___ Defensive Training
- ___ Dental-Sales/Equipment/Supplies
- ___ Dentistry-General & Outpatient
- ___ Dentures-Sales/Repair
- ___ Documents-Disposal
- ___ Documents-Storage
- ___ Doors-Overhead-Installation
- ___ Doors-Overhead-Sales
- ___ Doors-Sales/Supplies
- ___ Drafting
- ___ Drafting-Supplies
- ___ Drug & Alcohol-Assessments
- ___ Drug Screening/Testing
- ___ Drywall Finishing
- ___ Drywall Installation
- ___ Educational-Consulting
- ___ Educational-Sales
- ___ Electrical-Contractor
- ___ Electrical-High Voltage
- ___ Electrical-Supplies
- ___ Electronics-Sales/Service Embroidery
- ___ Energy-Audits/Consulting
- ___ Engineering-Civil/Consulting
- ___ Engineering-Electrical
- ___ Engineering-Mechanical

Cherokee Nation
Tribal Employment Rights Office
Master Skills List

- ___ Engineering-Structural
- ___ Engineering-Traffic
- ___ Engraving
- ___ Entertainment-Booking
- ___ Environmental & Industrial Odor Control
- ___ Environmental-Assessment
- ___ Environmental-Consulting
- ___ Environmental-Testing
- ___ Excavation-Mining
- ___ Excavation-Site Prep/Demolition
- ___ Excavation-Site Utilities
- ___ Excavation-Snow Removal
- ___ Excavation-Storm Drainage/Water
- ___ Extermination-Pest
- ___ Extermination-Plant
- ___ Fencing-Installation
- ___ Fencing-Sales/Supplies
- ___ Financial-Investments
- ___ Fire Equipment-Sales/Service
- ___ Fire Restoration & Cleaning
- ___ Fire Wood/Pallets-Sales
- ___ Fleet Management Maintenance
- ___ Floor Cleaning-Hard Surfaces
- ___ Flooring-Installation
- ___ Flooring-Sales
- ___ Florist
- ___ Food Concession and Catering
- ___ Food Service-Sales/Supplies
- ___ Foundation-Repairs
- ___ Furniture-Custom Made
- ___ Furniture-Home
- ___ Furniture-Medical
- ___ Furniture-Office
- ___ G.P.S. Bracelets
- ___ Games-Arcade
- ___ Gaming Machines
- ___ Geologist
- ___ Glass-Installation
- ___ Glass-Repairs
- ___ Glass-Sales
- ___ Graphic Design
- ___ Hardware Store
- ___ Hay Baling/Brush Hogging
- ___ Head Stone/Memorials
- ___ Heavy Equipment-Moving/Setting
- ___ Heavy Equipment-Sales/Supplies/Leasing
- ___ Heavy Equipment-Service
- ___ Home Health/Hospice
- ___ Hotel/Hospitality
- ___ Housekeeping-Service/Cleaning
- ___ Hunter/Gun-Safety
- ___ HVAC-Installation/Repair
- ___ HVAC-Supplies
- ___ Industrial-Supplies
- ___ Insulation-Install/Remove
- ___ Insulation-Mechanical
- ___ Insurance
- ___ Iron Work-Custom/Art
- ___ Janitorial-Supplies
- ___ Jewelry
- ___ Land Development-Commercial
- ___ Land Development-Residential
- ___ Land Mapping (Orthomosaic, Topographical-Aerial)
- ___ Landscaping-Commercial Irrigation
- ___ Landscaping-Mowing/Trimming/Planting
- ___ Landscaping-Residential Irrigation
- ___ Landscaping-Sod Sales/Installation
- ___ Landscaping-Supplies
- ___ Laundry-Dry Cleaning/Alterations
- ___ Laundry-Industrial Linen
- ___ Lawn & Garden-Supplies/Sales/Service
- ___ Lawn Work/Mowing
- ___ Lawn Work-Spraying
- ___ Lighting-Commercial
- ___ Lighting-Industrial
- ___ Lighting-Residential
- ___ Linen-Sales
- ___ Liquor Distributor

Cherokee Nation
Tribal Employment Rights Office
Master Skills List

- Livestock-Buyer
- Livestock-Sales
- Livestock-Supplies
- Locksmith-Rekey/Installation
- Lumber Yard
- Lumber-Sales/Supplies
- Machine Job Shop
- Machine Job Shop-Control Panels
- Machinery-Metal Working
- Machinery-Woodworking
- Maintenance-Facilities
- Management-Consulting
- Management-Operations
- Management-Project
- Management-Property
- Marble/Granite Sales
- Marketing
- Masonry-Brick/Block
- Masonry-Stone
- Massage Therapist
- Mattresses-Sales
- Media Services
- Medical-Doctor/Surgeon
- Medical Equipment-Sales/Service/Installation
- Medical Service-Ambulance/NEMT
- Medical-Supplies
- Merchant Services
- Mobile Homes-Sales/Service
- Moving-Service
- Music-Supplies/Instruments
- Natural Gas-Sales
- Nursery
- Nursing
- Nutrition/Physical-Therapy
- Office-Equipment/Supplies
- Oil & Gas-Consulting
- Oil & Gas-Supplier
- Optometry
- Packaging-Sales/Supplies
- Painting
- Paint-Supplies/Sales
- Parking Lot Striping
- Patio Covers
- Percolations Test
- Pharmacy
- Photography/Videography-Aerial
- Photography/Videography-General
- Pipeline Employee Services
- Plexiglas
- Plotters-Service
- Plumbing-Contractor
- Plumbing-Supplies
- Porta Potties
- Poultry Grower
- Power Washing-Sales/Service
- Printers-Service
- Printing-Blueprints
- Printing-Custom (in house printers only)
- Printing-Forms
- Private Investigation
- Promotional Items
- Propane-Supplies/Sales
- Publishing
- Real Estate-Abstracts
- Real Estate-Appraisal
- Real Estate-Consulting
- Real Estate-Rental Property
- Real Estate-Sales
- Recycling-Computers/Cartridges
- Recycling-Metals
- Recycling-Paper/Plastic/Glass
- Rehabilitation Massage Therapy
- Remediation-Asbestos
- Remediation-Lead Base Paint Inspection/Removal
- Remediation-Mold
- Remediation-Water
- Restaurant
- Restaurant/Bar Equipment-Sales/Supplies

Cherokee Nation
Tribal Employment Rights Office
Master Skills List

- Restaurant/Catering
- Retail Store-Clothing
- Retail Store-Firearms
- Roofing-Gravel/Fiberglass Shingles
- Roofing-Hot Asphalt/TPO
- Roofing-Kevlar
- Roofing-Metal/Guttering
- Roofing-Supplies
- Roofing-Wood Shingles
- Safety Training
- Salon/Barber Shop/Supplies
- Sandblasting
- Sanitary Sewer Installation
- Satellites-Installation
- Screen Printing (In House)
- Security
- Security-Alarm Systems
- Septic Tank-Sales
- Septic Tank-Service/Pumping
- Sewage Treatment Plants-Construction
- Sheet Metal-Sales/Supplies
- Siding-Metal
- Siding-Vinyl
- Siding-Wood
- Signs-Billboards
- Signs-Commercial
- Signs-Window
- Silk Screenings
- Sludge-Removal
- Small Engine-Sales/Service
- Smoke Shop
- Sober Living Home
- Soil Stabilization
- Speech-Therapy
- Sporting Goods
- Sports Officiating
- Staffing Service/Recruiting
- Steel-Erection
- Steel-Fabrication
- Steel-Stainless Steel Fabrication
- Steel-Supplies
- Storage Building-Sales
- Storage Facility
- Storm Sewer Installation
- Storm Shelters
- Surveying
- Swimming Pools-Sales/Service/Repair
- Telephone-Cellular
- Telephone-Sales/Supplies
- Telephone-Service/Equipment
- Timber-Harvesting/Consulting
- Tobacco-Sales
- Tools-Sales
- Trailers-Sales/Rentals/Service
- Trash/Refuse Collection
- Trash-Dumpsters/Containers
- Travel Agency
- Tree Removal-Stump Grinding
- Tree Removal-Trimming
- Trucking Equipment-Sales/Service
- Trucking-Equipment Transport
- Trucking-Material Transport
- Truss-Metal
- Truss-Wood
- Ultra Sounds/X-Rays
- Underground Lines-Testing
- Underground Tanks-Install/Remove/Service
- Upholstery/Quilting
- Utility-Power Lines
- Vending Machine/Supplies

Cherokee Nation
Tribal Employment Rights Office
Master Skills List

- Veterinary-Services
- Veterinary-Supplies
- Video Conferencing-Equipment/Service
- Video Productions
- Video Surveillance
- Wall Paper-Installation
- Wall Paper Sales
- Waste Management-Sales/Service
- Water Boiler/Chiller-Sales/Service
- Water Dispenser-Sales/Service/Rentals
- Waterline Installation
- Waterproofing
- Water Pump-Sales/Service
- Water-Restoration & Extractions
- Water-Treatment Plants
- Water-Treatment Service
- Water-Well Drilling
- Water-Well-Sales/Service
- Web Design-Interactive
- Website Design & E Marketing
- Welding-General/Supplies/Equipment
- Wildlife Control-Animal, Bird, Rodant
- Windows-Cleaning
- Windows-Custom
- Windows-Installation
- Windows-Repair
- Windows-Supplies
- Wine-Distribution/Sales
- Winery Production
- Wire Rope
- Wrecker Service/Towing