



# 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
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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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Tribal Employment Rights Office | Certification Application

## 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.



# Cherokee Nation TERO



## Tribal Employment Rights Office | Certification Application

### 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

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

Cherokee Nation  
Tribal Employment Rights Office  
Master Skills List

- \_\_\_ 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
- \_\_\_ 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



Cherokee Nation  
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Master Skills List

- 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
- Litigation Support Service
- 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
- Mining Permits
- Mobile Homes-Sales/Service
- Moving-Service
- Music-Supplies/Instruments
- Natural Gas-Sales
- Nursery
- Nursing
- Nutrition/Physical-Therapy
- Office-Equipment/Supplies

Cherokee Nation  
Tribal Employment Rights Office  
Master Skills List

- 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
- Psychologist-Pediatric/Geriatric
- 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
- Restaurant/Catering
- Retail Store-Clothing
- Retail Store-Firearms
- Roofing-Gravel/Fiberglass Shingles
- Roofing-Hot Asphalt/TPO
- Roofing-Kevlar/Coatings
- 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

Cherokee Nation  
Tribal Employment Rights Office  
Master Skills List

- Sporting Goods
- Sports Officiating
- Staffing Service/Recruiting
- Steel-Erection
- Steel-Fabrication
- Steel-Stainless Steel Fabrication
- Steel-Supplies
- Storage Building/Containers-Sales
- Storage Containers-Sales/Rentals
- 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
- 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
- Water Filtration
- 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, Rodent
- Windows-Cleaning
- Windows-Custom
- Windows-Installation
- Windows-Repair
- Windows-Supplies
- Wine-Distribution/Sales
- Winery Production
- Wire Rope
- Wrecker Service/Towing