

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 (Al I 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 (Al I 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 (Al I 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
- (Al I 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)







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.

Federal Identifica	ation/Social Secur	ity No			
	Date of Application				
	City		State	Zip	
Single Proprietor	_ Corporation		LLC		Partnership
(Must be 51% or more	<u>+</u>)				
		Business Phone			
		Business Fax:			
	Number of Indiar	1 Employees:		Non-Indian _	
on:					
	Single Proprietor (Must be 51% or more	City Single Proprietor Corporation (Must be 51% or more)	City Single Proprietor Corporation [Must be 51% or more] Business Phone Business Fax: Number of Indian Employees:	City State Single Proprietor Corporation LLC (Must be 51% or more) Business Phone Business Fax: Number of Indian Employees:	City State Zip Single Proprietor Corporation LLC [Must be 51% or more] Business Phone Business Fax: Number of Indian Employees: Non-Indian







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

				How Obtained
Quantity	Description	Pric	e (Book value)	(Purchased, provided by owner, donated, etc.)
,				<u> </u>

Applicant may submit equipment list as Attachment - 2



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TERO Form C-I

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. <u>Describe or attach</u> 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?



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.



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Certification

I do solemnly declare and affirm that the coinformation necessary to identify and explain of Business), as well as the ownership there owned by one or more members of a feder controlled by one or more such individuals	nin the operation of of.The undersigned in addition sweat rally recognized Tribe whose manage	rs that this business is at least 51%
Any material misrepresentation will be grown Nation TERO. By executing this certification		•
(Signature)		(Date)
(Print or Type Name)		
(Title)		
On this day of		before me appeared applicant
state that she/he was properly authorized b		id execute the foregoing affidavit, and did
To execute the affidavit and did so as her/h	,	
(Notary Signature and Sea	al)	(Date)

Abov	veground Tanks-Inspection/Install/Service	 Books-Supplies
	ounting Services	 Cabinets-Design/Build
Acup	ouncturist	 Cabinets-Installation
Adve	ertising	 Cabling-Infrastructure
Agri	cultural-Equipment/Sales/Supplies	 Carpet Cleaning
Agri	cultural-Tourism	 Carports-Sales
	liance-Commercial-Service/Repair/Sales	 Ceilings-Drop
	liance-Home-Service/Repair/Sales	 Ceilings-Sheetrock
	aponic Greenhouse/Supplies	 Cell Towers
Aqua	aponic Training	 Ceramic Art Tile
Arch		 Chemical-Analysis
Art-0	Commercial/Graphic	 Chemical-Testing
Art-l		 Chiropractor
Art-S	Supplies	 Coffee-Sales
	nalt/Concrete-Striping	 Community Development-Planning
Aspl	nalt-Paving	Computer-Consulting
	nalt-Seal Coating	Computer-Data Storage
Aspl	nalt-Sweeping	Computer-IT Management
	et Inspections-Aerial	Computer-Networking
ATM	M-Full Service	Computer-Repair
Atto	rney at Law	Computer-Research & Development
Auct	tion-General	Computer-Sales
Auth	nor	 Computer-Software Sales
Auto	omobile-Body Work	 Computer-Supplies/Hardware
	omobile-Detailing	 Concrete-Curbs/Guttering
Auto	omobile-Emergency Vehicle Outfitting	 Concrete-Driveways/Sidewalks
	omobile-Glass	 Concrete-Footing
Auto	omobile-New Sales/Supplies	 Concrete-Pads/Flat Work
Auto	omobile-Service/Repair	 Concrete-Sales/Supplies
Auto	omobile-Tires	 Concrete-Testing
	omobile-Used Sales	 Concrete-Walls
	tion-Services	 Construction/Millwork-Installation
·	ground Checks	 Construction/Millwork-Trim Sales
Bake	•	 Construction-Blasting/Explosives
Bank		 Construction-Commercial/General Contractor
	quets/Events	 Construction-Commercial Management
	ıty Salon	 Construction-EIFS (Exterior Insulation Finish Systems)
	-Producer	 Construction-Inspection Service
	avioral Health/Counseling	 Construction-Metal Buildings
Blue	print Machine-Service/Sales	

Page 1 3/7/2019

 Construction-Metal Framing	Engineering-Electrical
 Construction-Residential/General Contractor	Engineering-Mechanical
 Construction-Residential/Design	Engineering-Structural
 Construction-Residential Management	Engineering-Traffic
 Construction-Roads / Materials	Engraving
 Construction-Wood Framing	Entertainment-Booking
 Convenience Store	Environmental & Industrial Odor Control
 Counter Tops-Sales	Environmental-Assessment
 Courier/Delivery	Environmental-Consulting
 Crane Rental Services	Environmental-Testing
 Crane Services	Excavation-Mining
 Dance Studio	Excavation-Site Prep/Demolition
 Data Storage Media	Excavation-Site Utilities
 Data Systems-Consulting	Excavation-Snow Removal
 Daycare Center	Excavation-Storm Drainage/Water
 Defensive Training	Extermination-Pest
 Dental-Sales/Equipment/Supplies	Extermination-Plant
 Dentistry-General & Outpatient	Fencing-Installation
 Dentures-Sales/Repair	Fencing-Sales/Supplies
 Documents-Disposal	Financial-Investments
 Documents-Storage	Fire Equipment-Sales/Service
 Doors-Overhead-Installation	Fire Restoration & Cleaning
 Doors-Overhead-Sales	Fire Wood/Pallets-Sales
 Doors-Sales/Supplies	Fleet Management Maintenance
 Drafting	Floor Cleaning-Hard Surfaces
 Drafting-Supplies	Flooring-Installation
 Drug & Alcohol-Assessments	Flooring-Sales
 Drug Screening/Testing	Florist
 Drywall Finishing	Food Concession and Catering
 Drywall Installation	Food Service-Sales/Supplies
 Educational-Consulting	Foundation-Repairs
 Educational-Sales	Furniture-Custom Made
 Electrical-Contractor	Furniture-Home
 Electrical-High Voltage	Furniture-Medical
 Electrical-Supplies	Furniture-Office
 Electronics-Sales/Service	G.P.S. Bracelets
 Embroidery	Games-Arcade
 Energy-Audits/Consulting	Gaming Machines
Engineering-Civil/Consulting	Geologist

Page 2 3/7/2019

Glass-Installation	Linen-Sales
Glass-Repairs	Liquor Distributor
Glass-Sales	Litigation Support Service
Graphic Design	Livestock-Buyer
Hardware Store	Livestock-Sales
Hay Baling/Brush Hogging	Livestock-Supplies
Head Stone/Memorials	Locksmith-Rekey/Installation
Heavy Equipment-Moving/Setting	Lumber Yard
Heavy Equipment-Sales/Supplies/Leasing	Lumber-Sales/Supplies
Heavy Equipment-Service	Machine Job Shop
Home Health/Hospice	Machine Job Shop-Control Panels
Hotel/Hospitality	Machinery-Metal Working
Housekeeping-Service/Cleaning	Machinery-Woodworking
Hunter/Gun-Safety	Maintenance-Facilities
HVAC-Installation/Repair	Management-Consulting
HVAC-Supplies	Management-Operations
Industrial-Supplies	Management-Project
Insulation-Install/Remove	Management-Property
Insulation-Mechanical	Marble/Granite Sales
Insurance	Marketing
Iron Work-Custom/Art	Masonry-Brick/Block
Janitorial-Supplies	Masonry-Stone
Jewelry	Massage Therapist
Land Development-Commercial	Mattresses-Sales
Land Development-Residential	Media Services
Land Mapping (Orthomosaic, Topographical-Aerial)	Medical-Doctor/Surgeon
Landscaping-Commercial Irrigation	Medical Equipment-Sales/Service/Installation
Landscaping-Mowing/Trimming/Planting	Medical Service-Ambulance/NEMT
Landscaping-Residential Irrigation	Medical-Supplies
Landscaping-Sod Sales/Installation	Merchant Services
Landscaping-Supplies	Mining Permits
Laundry-Dry Cleaning/Alterations	Mobile Homes-Sales/Service
Laundry-Industrial Linen	Moving-Service
Lawn & Garden-Supplies/Sales/Service	Music-Supplies/Instruments
Lawn Work/Mowing	Natural Gas-Sales
Lawn Work-Spraying	Nursery
Lighting-Commercial	Nursing
Lighting-Industrial	Nutrition/Physical-Therapy
Lighting-Residential	Office-Equipment/Supplies

Page 3 3/7/2019

Oil & Gas-Consulting	Remediation-Asbestos
Oil & Gas-Consulting Oil & Gas-Supplier	Remediation-Lead Base Paint Inspection/Removal
On & das-supplier Optometry	Remediation-Mold
Packaging-Sales/Supplies	Remediation-Water
Painting	Restaurant
Painting Paint-Supplies/Sales	Restaurant/Bar Equipment-Sales/Supplies
Parking Lot Striping	Restaurant/Catering
Patio Covers	Retail Store-Clothing
Percolations Test	Retail Store-Firearms
	Roofing-Gravel/Fiberglass Shingles
PharmacyPhotography/Videography-Aerial	Roofing-Hot Asphalt/TPO
Photography/Videography-General	Roofing-Kevlar/Coatings
Photography videography-General Pipeline Employee Services	Roofing-Metal/Guttering
Plexiglas	Roofing-Supplies
Plotters-Service	Roofing-Wood Shingles
Plumbing-Contractor	Safety Training
Plumbing-Contractor Plumbing-Supplies	Salon/Barber Shop/Supplies
Porta Potties	Sandblasting
Polita Fottles Poultry Grower	Sanitary Sewer Installation
Power Washing-Sales/Service	Satellites-Installation
Printers-Service	Screen Printing (In House)
Printing-Blueprints	Security
Printing-Diacom (in house printers only)	Security-Alarm Systems
Printing-Custom (in nouse printers only) Printing-Forms	Septic Tank-Sales
Private Investigation	Septic Tank-Service/Pumping
Project Estimation	Sewage Treatment Plants-Construction
Promotional Items	Sheet Metal-Sales/Supplies
Propane-Supplies/Sales	Siding-Metal
Psychologist-Pediatric/Geriatric	Siding-Vinyl
Publishing	Siding-Wood
Real Estate-Abstracts	Signs-Billboards/Design & Install
Real Estate-Appraisal	Signs-Commercial
Real Estate-Consulting	Signs-Window
Real Estate-Rental Property	Silk Screenings
Real Estate-Sales	Sludge-Removal
Recycling-Computers/Cartridges	Small Engine-Sales/Service
Recycling-Metals	Smoke Shop
Recycling-Paper/Plastic/Glass	Sober Living Home
Rehabilitation Massage Therapy	Soil Stabilization

Page 4 3/7/2019

Speech-Therapy	Upholstery/Quilting
Sporting Goods	Utility-Power Lines
Sports Officiating	Vending Machine/Supplies
Staffing Service/Recruiting	Veterinary-Services
Steel-Erection	Veterinary-Supplies
Steel-Fabrication	Video Conferencing-Equipment/Service
Steel-Stainless Steel Fabrication	Video Productions
Steel-Supplies	Video Surveillance
Storage Building/Containers-Sales	Wall Paper-Installation
Storage Containers-Sales/Rentals	Wall Paper Sales
Storage Facility	Waste Management-Sales/Service
Storm Sewer Installation	Water Boiler/Chiller-Sales/Service
Storm Shelters	Water Dispenser-Sales/Service/Rentals
Surveying	Water Filtration
Swimming Pools-Sales/Service/Repair	Waterline Installation
Telephone-Cellular	Waterproofing
Telephone-Sales/Supplies	Water Pump-Sales/Service
Telephone-Service/Eqipment	Water-Restoration & Extractions
Timber-Harvesting/Consulting	Water-Treatment Plants
Tobacco-Sales	Water-Treatment Service
Tools-Sales	Water-Well Drilling
Trailers-Sales/Rentals/Service	Water-Well-Sales/Service
Trash/Refuse Collection	Web Design-Interactive
Trash-Dumpsters/Containers	Website Design & E Marketing
Travel Agency	Welding-General/Supplies/Equipment
Tree Removal-Stump Grinding	Wildlife Control-Animal, Bird, Rodant
Tree Removal-Trimming	Windows-Cleaning
Trucking Equipment-Sales/Service	Windows-Custom
Trucking-Equipment Transport	Windows-Installation
Trucking-Material Transport	Windows-Repair
Truss-Metal	Windows-Supplies
Truss-Wood	Wine-Distribution/Sales
Ultra Sounds/X-Rays	Winery Production
— Underground Lines-Testing	Wire Rope
Underground Tanks-Install/Remove/Service	Wrecker Service/Towing

Page 5 3/7/2019