



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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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:



Cherokee Nation TERO



Tribal Employment Rights Office | Certification Application

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?



Cherokee Nation TERO

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

- Aboveground Tanks-Inspection/Install/Service
- Accounting Services
- Acupuncturist
- Advertising
- Agricultural-Equipment/Sales/Supplies
- Agricultural-Tourism
- Appliance-Commercial-Service/Repair/Sales
- Appliance-Home-Service/Repair/Sales
- Aquaponic Greenhouse/Supplies
- Aquaponic Training
- 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
- Beef-Producer
- 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
- Construction-EIFS (Exterior Insulation Finish Systems)
- Construction-Inspection Service
- Construction-Metal Buildings

Cherokee Nation
Tribal Employment Rights Office
Master Skills List

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

Cherokee Nation
Tribal Employment Rights Office
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
- ___ Inflatables-Party Rentals
- ___ 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

Cherokee Nation
Tribal Employment Rights Office
Master Skills List

- 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
- Project Estimation
- 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/Design & Install
- Signs-Commercial
- Signs-Window
- Silk Screenings
- Sludge-Removal
- Small Engine-Sales/Service
- Smoke Shop
- Sober Living Home

Cherokee Nation
Tribal Employment Rights Office
Master Skills List

- ___ Soil Stabilization
- ___ Speech-Therapy
- ___ 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/Equipmnet
- ___ 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, Rodant
- ___ Windows-Cleaning
- ___ Windows-Custom
- ___ Windows-Installation
- ___ Windows-Repair
- ___ Windows-Supplies
- ___ Wine-Distribution/Sales
- ___ Winery Production
- ___ Wire Rope
- ___ Wrecker Service/Towing