



# 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
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### 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
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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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### 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

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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.



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

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Master Skills List

___ Construction-EIFS (Exterior Insulation Finish Systems)	Electronics-Sales/Service
___ Construction-Inspection Service	Embroidery
___ Construction-Metal Buildings	Energy-Audits/Consulting
___ Construction-Metal Framing	Engineering-Civil/Consulting
___ Construction-Residential/General Contractor	Engineering-Electrical
___ Construction-Residential/Design	Engineering-Mechanical
___ Construction-Residential Management	Engineering-Structural
___ Construction-Roads /Materials	Engineering-Traffic
___ Construction-Supplies/Insulation	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



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Master Skills List

- \_\_\_ 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
- \_\_\_ Healthcare-Consulting
- \_\_\_ Home Health/Hospice
- \_\_\_ Hotel/Hospitality
- \_\_\_ Housekeeping-Service/Cleaning
- \_\_\_ Hunter/Gun-Safety
- \_\_\_ HVAC-Installation/Repair
- \_\_\_ HVAC-Supplies
- \_\_\_ Industrial-Supplies/Leasing
- \_\_\_ 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-
- \_\_\_ 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/Lea
- \_\_\_ Medical Service-Ambulance/NEMT
- \_\_\_ Medical-Supplies
- \_\_\_ Merchant Services
- \_\_\_ Mining Permits
- \_\_\_ Mobile Homes-Sales/Service
- \_\_\_ Moving-Service

Cherokee Nation  
Tribal Employment Rights Office  
Master Skills List

- Music-Supplies/Instruments
- Natural Gas-Sales
- Nursery
- Nursing
- Nutrition/Physical-Therapy
- Office-Equipment/Supplies/Leasing
- Oil & Gas-Consulting
- Oil & Gas-Supplier
- Optometry
- Packaging-Sales/Supplies
- Painting
- Paint- Murals
- Paint-Supplies/Sales
- Parking Lot Striping
- Patio Covers
- Percolations Test
- Pharmacy
- Photography/Videography-Aerial
- Photography/Videography-General
- Pipeline Employee Services
- Plexiglas
- Plotters-Sales/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/Escrow/Title Insurance
- 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/Installation
- Sewage Treatment Plants-Construction
- Sheet Metal-Sales/Supplies
- Siding-Metal
- Siding-Vinyl
- Siding-Wood
- Signs-Billboards/Design & Install
- Signs-Commercial

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Master Skills List

- \_\_\_ 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/Containers-Sales
- \_\_\_ Storage Containers-Sales/Rentals
- \_\_\_ Storage Facility
- \_\_\_ Storm Sewer Installation
- \_\_\_ Storm Shelters/Installation
- \_\_\_ 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, Rodant
- \_\_\_ Windows-Cleaning
- \_\_\_ Windows-Custom
- \_\_\_ Windows-Installation
- \_\_\_ Windows-Repair
- \_\_\_ Windows-Supplies
- \_\_\_ Wine-Distribution/Sales
- \_\_\_ Winery Production
- \_\_\_ Wire Rope
- \_\_\_ Wrecker Service/Towing