



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

- Complete Application
- Driver's License
- Tribal Membership Card
- Copy of Bank Signature Card
- Current Financial Statement
- 3 cancelled checks for Accounts Payable
- One week cancelled payroll checks
- Business Loan Information (if applicable)
- Copies of any Specialty License or Certificates
- \$100 Processing Fee (Payable to TERO)
- Current & Prior 2 years Federal Income Tax returns (All Schedules)

LLC

- Complete Application
- Driver's License
- Tribal Membership Card
- Copy of Bank Signature Card
- Articles of Organization (showing state approval date)
- Operating Agreement
- Copy of LLC Certificate
- Current Financial Statement
- 3 cancelled checks for Accounts Payable
- One week's cancelled payroll checks
- Business Loan Information (if applicable)
- Copies of any Specialty License or Certificates
- \$100 Processing Fee (Payable to TERO)
- Current & Prior 2 years Federal Income Tax Returns (All Schedules)

Corporation

- Complete Application
- Driver's License
- Tribal Membership Card
- Copy of Bank Signature Card
- 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
- Current Financial Statement
- 3 cancelled checks for Accounts Payable
- One week's cancelled payroll checks
- Business Loan Information (if applicable)
- Copies of any Specialty License or Certificates
- \$100 Processing Fee (Payable to TERO)
- Current & Prior 2 years Federal Income Tax Returns (All Schedules)

Partnership/Joint Venture

- Complete Application
- Partnership/Joint Venture Agreement and Amendments
- Driver's License
- Tribal Membership Card
- Copy of Bank Signature Card
- Current Financial Statement
- 3 cancelled checks for Accounts Payable
- One week's cancelled payroll checks
- Business Loan Information (if applicable)
- Copies of any Specialty License or Certificates
- \$100 Processing Fee (Payable to TERO)
- Current & Prior 2 years Federal Income Tax Returns (All Schedules)

Please make sure application is complete and mail to:

Cherokee Nation TERO
PO Box 948
Tahlequah, OK 74465



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Per Legislative Act 01-14, 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 51percent (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 _____ Text Notification _____

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

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	___ Chiropractor
___ AC/Refrigeration-Manufacturing/Sales	___ Clay-Manufacture/Tile/Pottery
___ Access Control System-Installation/Maintenance	___ Coffee-Sales
___ Accounting Services	___ Community Development-Planning
___ Advertising	___ Computer-Repair
___ Agricultural-Equipment/Sales/Supplies	___ Computer-Sales
___ Agricultural-Tourism	___ Computer-Services
___ Appliance-Commercial-Service/Repair/Sales	___ Concrete
___ Appliance-Home-Service/Repair/Sales	___ Construction-Commercial Management
___ Architect	___ Construction-Commercial/General Contractor
___ Art Instruction-Classes/Parties	___ Construction-EIFS (Exterior Insulation Finish Syst
___ Art-Commercial/Graphic	___ Construction-Inspection Service
___ Art-Framing/Supplies	___ Construction-Metal Buildings/Framing
___ Asphalt	___ Construction-Millwork/Installation/Sales
___ Asset Inspections-Aerial	___ Construction-Residential/General Contractor
___ Attorney at Law	___ Construction-Supplies
___ Auction-General	___ Construction-Wood Framing
___ Author	___ Counter Tops-Sales
___ Automobile-Detailing	___ Crane-Rental/Services
___ Automobile-Emergency Vehicle Outfitting	___ Data Storage Media
___ Automobile-New/Used-Sales	___ Data Systems-Consulting
___ Automobile-Service/Repair/Supplies	___ Defensive Training
___ Aviation-Services	___ Dentistry-General & Outpatient
___ Background Checks	___ Dentures-Sales/Repair
___ Bakery	___ Documents-Storage/Disposal
___ Bank	___ Doors-Overhead-Installation/Sales
___ Banquets/Events	___ Doors-Sales/Supplies
___ Beef-Producer	___ Drafting
___ Behavioral Health/Counseling/Coaching	___ Drug & Alcohol-Assessments/Testing
___ Books-Supplies	___ Drywall-Finishing/Installation
___ Boring/Directional Drilling	___ Educational-Consulting/Training/Sales
___ Cabinets	___ Electrical-Contractor
___ Cabling-Infrastructure	___ Electrical-High Voltage
___ Car Wash	___ Electrical-Supplies
___ Career-Training/Development/Coaching	___ Electronics-Sales/Service
___ Carpet Cleaning	___ Elevator-Systems
___ Carports-Sales	___ Embroidery
___ Cell Towers	___ Energy-Audits/Consulting
___ Ceramic Art Tile	___ Engineering-Civil/Consulting
___ Chemical-Analysis/Testing	___ Engineering-Electrical

Cherokee Nation
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Master Skills List

- ___ Engineering-Mechanical
- ___ Engineering-Structural
- ___ Engineering-Traffic
- ___ Engraving
- ___ Environmental & Industrial Odor Control
- ___ Environmental-Assessment/Consulting
- ___ Environmental-Hydrovac Services
- ___ Environmental-Testing
- ___ Excavation
- ___ Extermination-Pest/Plant
- ___ Fabrication-Metal/Wood
- ___ Fencing-Installation
- ___ Fencing-Sales/Supplies
- ___ Financial-Investments
- ___ Fire Equipment-Sales/Service
- ___ Fire Restoration & Cleaning
- ___ Fire Wood/Pallets-Sales
- ___ Fleet Management Maintenance
- ___ Flooring-Installation/Sales
- ___ Florist
- ___ Food Concession and Catering
- ___ Food Service-Sales/Supplies
- ___ Foundation-Repairs
- ___ Furniture-Custom Made
- ___ Furniture-Home/Office
- ___ G.I.S.-Service
- ___ G.P.S. Bracelets
- ___ Generator-Sales/Install/Service
- ___ Geologist
- ___ Glass/Mirror-Installation/Repair
- ___ Glass-Sales
- ___ Grants-Consulting
- ___ Graphic Design
- ___ Hardware Store
- ___ Hay Baling/Brush Hogging
- ___ Head Stone/Memorials
- ___ Heavy Equipment-Sales/Supplies/Leasing/Service
- ___ Home Health/Hospice
- ___ Hotel/Hospitality
- ___ Housekeeping-Service/Cleaning
- ___ Hunter/Gun-Safety
- ___ HVAC-Installation/Repair
- ___ HVAC-Supplies
- ___ Industrial-Supplies/Leasing
- ___ Insulation-Install/Remove
- ___ Insurance
- ___ Interior Design
- ___ Iron Work-Custom/Art
- ___ Janitorial-Supplies
- ___ Jewelry
- ___ Land Development-Commercial/Residential
- ___ Land Mapping (Orth mosaic, Topographical-Aerial
- ___ Landscaping
- ___ Laundry-Dry Cleaning/Alterations/Linens
- ___ Lawn & Garden-Supplies/Sales/Service
- ___ Lawn Work-Mowing/Spraying
- ___ Lighting
- ___ Litigation Support Service
- ___ Livestock-Buyer/Sales
- ___ Livestock-Supplies
- ___ Locksmith-Rekey/Installation/Access Control
- ___ Lumber-Sales/Supplies
- ___ Machine Job Shop
- ___ Maintenance-Facilities
- ___ Management-Consulting
- ___ Management-Project
- ___ Marble/Granite Sales
- ___ Marketing
- ___ Masonry
- ___ Massage Therapist
- ___ Media Services
- ___ Medical Equipment-Sales/Service/Install/Leasing
- ___ Medical-Doctor/Surgeon/Anesthesiologist
- ___ Medical Service-Ambulance/NEMT/Supplemental
- ___ Medical-Supplies
- ___ Mining Permits
- ___ Mobile Homes-Sales/Service
- ___ Moving-Service
- ___ Music-Supplies/Instruments/Lessons
- ___ Natural Gas-Sales

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Master Skills List

- ___ Nursery
- ___ Nursing
- ___ Nutrition/Physical-Therapy
- ___ Office-Equipment/Supplies/Leasing
- ___ Oil & Gas-Consulting/Supplier
- ___ Optometry
- ___ Outdoor Recreational Products/Playground Equipment
- ___ Packaging-Sales/Supplies
- ___ Painting
- ___ Patio-Covers
- ___ Percolations Test
- ___ Pharmacy
- ___ Photography/Videography-Aerial/General
- ___ Pipeline Employee Services
- ___ Plexiglas
- ___ Plumbing-Contractor
- ___ Plumbing-Supplies
- ___ Porta Potties
- ___ Powder Coating
- ___ Power Washing-Sales/Service
- ___ Printing-Custom (In House Printers Only)
- ___ Printing-Service/Supplies
- ___ Private Investigation
- ___ Project Estimation
- ___ Promotional Items
- ___ Propane-Supplies/Sales
- ___ Psychologist-Pediatric/Geriatric
- ___ Publishing
- ___ Real Estate
- ___ Recycling
- ___ Remediation-Asbestos/Survey
- ___ Remediation-Lead Base Paint Inspection/Removal
- ___ Remediation-Mold/Water
- ___ Restaurant/Bar Equipment-Sales/Supplies
- ___ Restaurant/Catering
- ___ Retail Store-Clothing/Fabric/Gifts
- ___ Retail Store-Firearms
- ___ Roofing
- ___ Safety Training
- ___ Sandblasting
- ___ Sanitary Sewer Installation
- ___ Satellites-Installation
- ___ Screen Printing (In House)
- ___ Security
- ___ Security-Alarm Systems/Keyless
- ___ Septic Tank-Sales
- ___ Septic Tank-Service/Pumping/Installation
- ___ Sewage Treatment Plants-Construction/Inspection/
- ___ Sheet Metal-Sales/Supplies
- ___ Siding
- ___ Signs
- ___ Silk Screenings
- ___ Sludge-Removal
- ___ Small Engine-Sales/Service
- ___ Smoke Shop
- ___ Snow Removal
- ___ Soil Stabilization
- ___ Speech-Therapy
- ___ Sporting Goods
- ___ Staffing Service/Recruiting
- ___ Steel-Erection
- ___ Steel-Fabrication
- ___ Steel-Stainless Steel Fabrication
- ___ Steel-Supplies
- ___ Storage Building/Containers-Sales/Rentals
- ___ Storage Facility
- ___ Storm Sewer Installation
- ___ Storm Shelters-Sales/Installation
- ___ Surveying
- ___ Swimming Pools-Sales/Service/Repair
- ___ Telecommunications-Network Deployment
- ___ Telephone-Cellular
- ___ Telephone-Sales/Supplies
- ___ Telephone-Service/Equipment
- ___ Timber-Harvesting/Consulting
- ___ Tools-Sales
- ___ Traffic-Control
- ___ Trailers-Sales/Rentals/Service
- ___ Trash/Refuse Collection
- ___ Trash-Dumpsters/Containers

Cherokee Nation
Tribal Employment Rights Office
Master Skills List

- ___ Travel Agency
- ___ Tree Removal-Stump Grinding/Trimming
- ___ Trucking Equipment-Sales/Service
- ___ Trucking-Equipment/Material Transport
- ___ Truss-Metal/Wood
- ___ 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
- ___ Waste Management-Sales/Service
- ___ Water Boiler/Chiller-Sales/Service
- ___ Water Filtration
- ___ Water Pump-Sales/Service
- ___ Waterline Installation
- ___ Waterproofing
- ___ Water-Restoration & Extractions
- ___ Water-Sales/Service/Rentals
- ___ 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
- ___ Wire Rope
- ___ Wrecker Service/Towing