



# 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 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



# Cherokee Nation TERO

Tribal Employment Rights Office | Certification Application



**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 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 Text Notification

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

- I. 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.



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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

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

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



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

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- \_\_\_ 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