



Jicarilla Apache Nation

Department of Labor

Construction Work Permit Checklist

Please ensure you obtain this document before visiting our office.

1. Gross Tax Receipt

Issued by the Tax and Revenue Department (located at the Tribal building, main entrance, second floor). For assistance, call Kathleen at (575) 759-4448 or Josephine at (575) 759-4254.

2. Work Permit Application

- ✓ **Original Signatures.** The preparer must sign on page 1, and each applicant applying for the permit must sign on page 2.
- ✓ **Work Location.** Clearly list your work site. If you will be working at multiple locations, provide a formal memo on company letterhead listing all sites.
- ✓ **Valid Identification.** All IDs must be current. If an ID expires in less than one year, the work permit will expire on that same date.
- ✓ **Photo.** Provide a USB flash drive with clear, well-lit photos. Hats and sunglasses are not permitted; clear prescription glasses are acceptable.
- ✓ **Payment.** Only money orders or cashier's checks will be accepted. The fee is \$25 per permit plus \$30 per application.
- ✓ **Appointment.** Work permits are issued by appointment only (575-759-4410), Monday through Thursday, from 9:00 AM to 4:00 PM. Applications for more than 15 work permits must be submitted by mail: Department of Labor, Attn: Compliance Office, P.O. Box 507, Dulce, NM 87528.



JICARILLA APACHE NATION DEPARTMENT OF LABOR

25 Hawk Drive PO Box 507 Dulce NM 87528 (575) 759-4410

Date Processed: mm/dd/yyyy
Processed By:

TYPE OF BUSINESS Oil Field Construction Residential Ranch Other

Company Information

COMPANY NAME	NUMBER OR CARDS REQUESTING	_____ x \$25.00 = \$ _____
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OWNER INFORMATION: NAME/TITLE

PHYSICAL ADDRESS OF COMPANY	CITY	STATE	ZIP
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MAILING ADDRESS <small>(WORK PERMIT CARDS WILL BE MAILED HERE)</small>	CITY	STATE	ZIP
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COMPANY PHONE NUMBER	OWNER EMAIL ADDRESS
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Job Site Information

Are you the prime contractor? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you a subcontractor? <input type="checkbox"/> Yes <input type="checkbox"/> No	Who is your prime contractor? (Company Name)
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LOCATIONS: ALL companies must list the location(s) of where work will be conducted. For oil & Gas companies please attach list of well-site locations.

TYPE OF WORK: ALL companies must state the type of work conducting within the Jicarilla Apache Nation boundaries.

I attest, under penalty, that I have assisted in the completion of this entire application and that to the best of my knowledge the information is true and correct. **All signatures must be original. DOL will not accept any forged and digital signatures.**

Signature of Preparer <i>(must be in blue/black ink)</i>	Print Name	Today's Date (mm/dd/yyyy)
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Preparer Email Address:

DOL OFFICE USE ONLY

Number of work permit cards	Money order number	Work Permit _____ X \$25 =
No of cards processed	Receipt number	Processing Fee \$20 =
Total money order amount \$	Date mailed (mm/dd/yyyy)	Administrative Fee \$10 =
		Non-compliance =
		Postage Fee =
		TOTAL COST =

Certified Mail Number

<input type="text"/>	--	<input type="text"/>	--	<input type="text"/>	--	<input type="text"/>	--	<input type="text"/>	--	<input type="text"/>
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Work Permit Cards Picked-Up Date: _____ Name of Person who picked-up cards: _____

Company Name (Must be completed by employee only)

Company Name

Employment Information

First Name	Last Name	Middle Initial
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Position Title

Driver's License Information

Driver's License Number	State Issued	Expiration Date
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PLEASE READ

Attach a **CLEAR/COLORED** copy of your state issued driver's license in the box provided
CLICK on BOX to upload DL/ID

- * Must be a valid state issued driver license.
- * Upload Driver's license in box.
- * Driver's license must be a clear copy.
- * Driver's license must be a colored copy.
- * NO temporary Driver's License will be accepted.
- * Expired driver's License will not be accepted.
- * For Driver's license expiring soon, Work permit card expiration will match DL/ID expiration date.
- * Must be a valid DL/ID

Signature Disclaimer (PLEASE READ)

I understand and agree that I have read the amended Indian Preference Ordinance, which is Title 23 of the Jicarilla Apache Nation Code. I also understand and agree that I must abide by all laws of the Jicarilla Apache Nation, including but not limited to Title 23-Indian Preference; Title 18 Oil & Gas, but all other laws of the Jicarilla Apache Nation and that any non-compliance with the Jicarilla Apache Nation Laws will subject me to: penalties; sanctions; suspension and/or revocation of my work permit; suspension and/or cancellation of the oil and gas lease, construction work permit, residential work permit. I also understand and agree, I am subject to penalties allowed by law, if I have provided any false, misleading or inaccurate information in this work permit application. I also certify that I have completed the necessary documentation with my employer to comply with federal employment and labor laws. *(please note Department of Labor will not accept forged or digital signatures)*

Name (please print)	Signature (must be in blue/black ink)
Date	