



# DEPARTMENT OF LABOR WORK PERMIT APPLICATION **INSTRUCTIONS**

## PAGE 1 COMPANY INFORMATION

*MUST BE UPDATED WORK PERMIT APPLICATION DATED 1/1/2021*

- Download application and open in Adobe Acrobat Pro/DC to fill and upload DL/ID easier.
- Check with box in which your company is classified.
- Enter Company Name, **OWNER name** Input No. Cards Requesting
- Physical Address/City/State/Zip/Phone Number
- Fill out Mailing address **(Cards will be mailed here)**
- Check boxes for prime contractor/subcontractor. Please answer prime contractor question if it does not apply to you put "NA." Please list DBA in Prime Contractor box.
- Location question must be answered for ALL application(s) submitted.** This information is for Game & Fish/Jicarilla PD, so they know what location employees will be working. For Oil & Gas Company must give well site location(s). Attach printout of site information. **If you are not working on well-sites,** attach a memo stating where you will be conducting work & the clients you do work for.
- Type of work conducting question must be answered for ALL application submitted:** state type of work conducting on the reservation.
- Preparer** Signature/Printed name and date (Must be original signature in blue/black ink) **No sharpies.**  
\*\*Preparer is who we keep in contact for any updates, or questions. Please leave contact number on application.
- Enclose a business card for owner and preparer. Please disregard if you have submitted a business card in previous application packet.

## PAGE 2 EMPLOYEE INFORMATION

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- Company Name on Pg 2 must match Pg 1 & supporting documents. This will be used on work permit card, so please make sure this is correct. Any dba will not be placed on card.  
\*\*Please do not abbreviate your company name.
- Employee first name, last name, MI (**Use name as it appears on Driver's License**)
- Position title, this will be used on work permit card.
- Driver's license number/state issued
- Expiration Date. Employees must have a valid State Issued DL/ID for the entire duration of the work permit card issued (1 year). If DL/ID is expiring soon, DL/ID expiration date will match work permit card expiration date.
- Employee Signature on page 2 (Must be original signature in blue/black ink) **Please no sharpies.**

## ATTACH A COPY OF JICARILLA OPERATING PERMIT **\*\*Step 2\*\***

Contact the **Oil & Gas Administration** with any questions (CALL 575-759-3485) .

- For Oil & Gas / Oil Field companies. Attach only one (1) copy of Jicarilla Operating Permit for each application submitted. **This document should have an expiration date at the bottom of the page.**
- DOL will not accept expired or expiring within one month of receiving your work permit.

**ATTACH A COPY OF JICARILLA GROSS TAX RECEIPT REGISTRATION **\*\*Step 1\*\*****  
**Contact the **Revenue & Taxation Dept** with any questions (CALL 575-759-4254)**

- Attach only one copy of Jicarilla Gross Tax Receipt Registration for **all work permit applications submitted**. Will not accept expired or expiring within one month of receiving your work permit card. **This document should have an expiration date at the bottom of the page.**
- Department of Labor does not need copies of New Mexico Gross Tax Receipt.

**ENCLOSE A FLASH DRIVE WITH JPG PICTURES**  
**(PICTURES ONLY for employees that are requesting work permits)**

- Label your flash drive with company name
- Picture must be **NEW** and saved as a JPG File. Pictures will not be used if it was used on a previous work permit card.
- Picture must be saved as (last name, first name) as it appears on the Driver's License. (NO NICKNAMES)
- Picture of head to shoulder. Please do not send full body picture. Do not crop pictures.
- Picture must be a camera photo. Do not save on paper by scanning and save as JPG File. (We must be able to edit pictures)
- Picture must be clear, not blurry
- Absolutely **NO** hats/sunglasses/masks. Prescription glasses are fine.
- Flash drives must only have pictures saved on it.

**ENCLOSE PAYMENT BY **MONEY ORDER OR CASHIER'S CHECKS ONLY****

- Submit money orders or cashier's checks with the application packet.
- Make payable to: **JAN Department of Labor PO Box 507 Dulce, NM 87528**
- From: Your company name and address
- Do not send in **blank money orders. Packet will be returned if left blank.**
- Company checks / Official checks will be returned.

***WORK PERMIT APPLICATION PACKET MUST INCLUDE THE FOLLOWING:***

- Entire new work permit application  
**Page 1 with company information** (Only need one copy per new packet)
- Page 2 Employee information page** (For each employee requesting work permits)
- Jicarilla Operating Permit with expiration date (only need one copy per **new** packet)
- Jicarilla Gross Tax Receipt with expiration date(only need one copy per **new** packet)
- Flash drive with employee names. New pictures only. Names must be legal names, no nicknames (only need one flash driver per packet)
- One Money Order— \$25.00 per work permit ID card.  
\$30.00 application fee (must be paid for every new application submitted.)

**PLEASE DO NOT LEAVE ANY FIELDS BLANK OR APPLICATION WILL BE RETURNED.**

***\*\*\*Steps to obtain work permits from DOL: Contact (1)Rev & Tax - (2)Oil & Gas Admin - (3)Dept of Labor***

JICARILLA APACHE NATION  
DEPARTMENT OF LABOR  
WORK PERMIT CARD COSTS

WORK PERMIT CARD FEE: \$25.00 PER CARD  
 PROCESSING FEE: \$20.00 PER APPLICATION (NON-REFUNDABLE)  
 ADMINISTRATIVE FEE: \$10.00 PER APPLICATION (NON-REFUNDABLE)  
 \$30.00 = Application Fee

**Example Only:** (Application requesting 50 work permit cards and has third non-compliance)

FIRST APPLICATION SUBMITTED

Description	Quantity	Cost	Amount
Work permit cards requested	50	\$25.00	\$1,250.00
Processing Fee	1	\$20.00	\$ 20.00
Administrative Fee	1	\$10.00	\$ 10.00
		<b>TOTAL</b>	<b>\$1,280.00</b>

\*Application was returned for problem areas.

FIRST NON-COMPLIANCE

Description	Quantity	Cost	Amount
Work permit cards requested			
Processing Fee	1	\$20.00	\$ 20.00
Administrative Fee	1	\$10.00	\$ 10.00
		<b>TOTAL</b>	<b>\$ 30.00</b>

\*Application was returned because it still had problem areas.

SECOND NON-COMPLIANCE

Description	Quantity	Cost	Amount
Work permit cards requested			
Processing Fee	1	\$20.00	\$ 20.00
Administrative Fee	1	\$10.00	\$ 10.00
		<b>TOTAL</b>	<b>\$ 30.00</b>

\*Application was returned because it still had problem areas.

THIRD NON-COMPLIANCE

Description	Quantity	Cost	Amount
Work permit cards requested			
Processing Fee	1	\$20.00	\$ 20.00
Administrative Fee	1	\$10.00	\$ 10.00
Postage Fee	1	\$11.50	\$ 11.50
		<b>TOTAL</b>	<b>\$ 41.50</b>

\*After third non-compliance the company owed \$101.50. The past due amount of \$101.50, this amount would need to be paid in full in order for the company to submit any new applications.