

SAMPLE



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 ABC Oil Field Services	NUMBER OR CARDS REQUESTING 1	1 x \$25.00 = \$ 25.00
---	--	--------------------------------------

OWNER INFORMATION: NAME/TITLE
Thomas Headly, Owner

PHYSICAL ADDRESS OF COMPANY 1523 S. Nicks Ave.	CITY Farmington	STATE NM	ZIP 87401
--	---------------------------	--------------------	---------------------

MAILING ADDRESS (WORK PERMIT CARDS WILL BE MAILED HERE) PO Box 51324	CITY Farmington	STATE NM	ZIP 87401
--	---------------------------	--------------------	---------------------

OWNER PHONE NUMBER (575) 419-0000	OWNER EMAIL ADDRESS theadly@outlook.com
---	---

Job Site Information

Are you the prime contractor? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Are you a subcontractor? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Who is your prime contractor? (Company Name) DGE Oil Field Service
--	---	--

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.

See attached memo with various well site locations.

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

Natural gas compression services on well site locations. (Please see attached for locations)

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 (must be in blue ink) <i>Rebecca Benaly</i>	Print Name Rebecca Benaly, Admin. Assistant	Today's Date (mm/dd/yyyy) 08/17/2021
--	---	--

Preparer Email Address: **rbenaly@abcfieldservices.com**

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"/>								
----------------------	----	----------------------	----	----------------------	----	----------------------	----	----------------------	----	----------------------

Work Permit Cards Picked-Up Date: _____ Name of Person who picked-up cards: _____

SAMPLE

Company Name (Must be completed by employee only)

Company Name

ABC Oil Field Services

Employment Information

First Name

Jelani

Last Name

Sample

Middle Initial

NA

Position Title

Mechanic

Driver's License Information

Driver's License Number

D08954796

State Issued

AZ

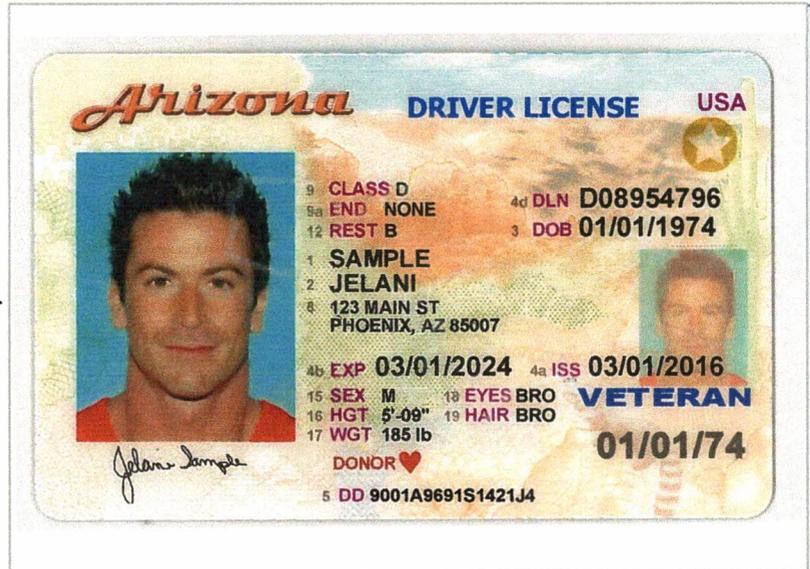
Expiration Date

03/01/2024

Attach a CLEAR/COLORED copy of your state issued driver's license in the box provided

PLEASE READ

- * Must be a valid state issued driver
- * Driver's license must cover entire 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.
- * Only USA DL/ID will be accepted.
- * 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)

Jelani Sample

Date

08/17/2021

Signature (must be in blue ink)

Jelani Sample

Attachment #1



ABC Oil Field Services, Inc

1523 S. Nicks Ave
PO Box 51324
Farmington, New Mexico 87401
(575) 419-0000

MEMORANDUM

TO: Jicarilla Department of Labor
FROM: Rebecca Benaly, Administrative Assistant
DATE: August 17, 2021
RE: Work Locations

This is where you would insert the body of memo: State locations of where your company will be conducting work. This is a sample memo. Some companies were stating that they did not know what a memo was, this should direct them in the right direction.

Must be on letterhead, signed and dated.

Attachment #2

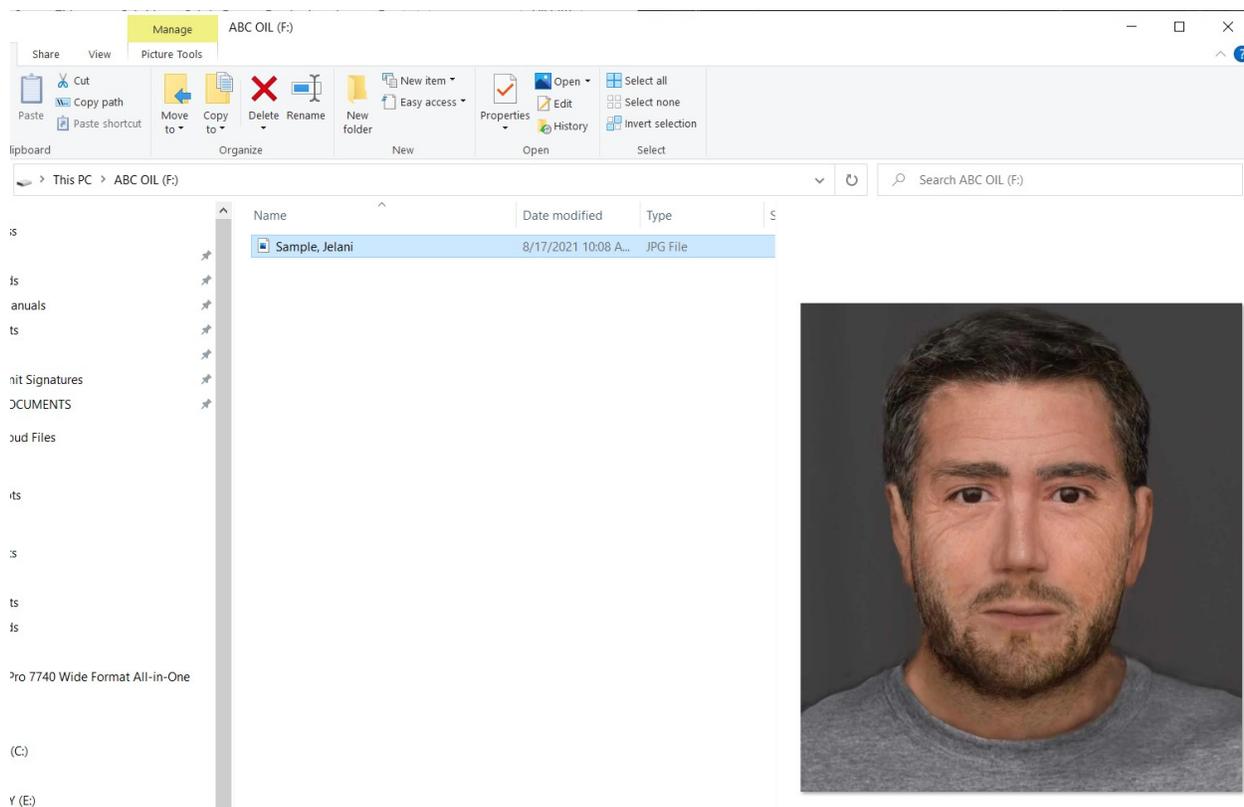
Flash drive/USB

Labeled with company name



Picture saved on flash drive

1. Saved as Last Name, First Name (No nicknames)
2. Saved as JPG File
3. Picture must be new. Take out a camera and take picture of employee.
 - Must be new picture
 - No Hats/Sunglasses
 - Must be clear, not blurry



Attachment #3

UNITED STATES POSTAL SERVICE
POSTAL MONEY ORDER

Serial Number: 000000000000
Year, Month, Day: []
Post Office: []
U.S. Dollars and Cents: \$55.00

Amount: \$55.00

Pay to: JAN Department of Labor
Clerk: []

Address: PO Box 507
Dulce, NM 87528

From: ABC Oil Field Services Inc.
Address: PO Box 51324
Farmington, NM 87401

Memo: (1) Work Permit Card

© 2008 United States Postal Service. All Rights Reserved.
SEE REVERSE WARNING • NEGOTIABLE ONLY IN THE U.S. AND POSSESSIONS

Attachment #4

Jicarilla Gross Tax Receipt
Sample
Contact Information
Revenue & Taxation Department
(575) 759-4211



Attachment #5

Jicarilla Operating Permit
Sample
Contact Information
Jicarilla Oil & Gas Department
(575) 759-3485

