



DEPARTMENT OF LABOR

Work Permit Application

INSTRUCTIONS

INSTRUCTIONS: Use this checklist to assist in filling out the work permit application.

Company Information Sheet (Page 1)

(1) per application packet

Right Top Corner Input No. Cards Requesting

Check the box that relates to your company. Please ask your owner to answer these questions regarding company type and prime contractor/subcontractor.

Enter Company Name/Address/City/State/Zip/Phone Number

Fill out Mailing address if different from physical address (Cards will be mailed here)

For Oil & Gas Company must give well site location(s). Attach printout of sites

For Construction/Subcontractor/Other: Must state type of work conducting

Enclose a business card.

Employee Information Sheet(s) (Page 2)

(1) per employee

Enter Company Name

Enter First Name/Middle Initial/Last Name (as it appears on the Driver's License)

Enter position Title, Enter Driver's License/State Issued/Expiration Date

To add DL/ID to Employee Sheet. Save a copy of employee DL/ID to computer as JPG file. Open Page 2 of application. Right-click the box for DL/ID. Select Add Image. Select the JPG file. Adjust size to fit the entire box. **OR** you can print a colored copy of the DL/ID, must fit entire box and tape it down. (Blurry or light colored pictures will be returned)

Must be original signature/date of each employee

Number of employee sheets must equal number of cards requesting

Attachment: Copy of Jicarilla Operating Permit (Call 575-759-3485)

Attach copy of Jicarilla Operating Permit (For Oil & Gas Companies)

A copy of the Jicarilla Operating Permit must be attached to each work permit application

Expired or expiring soon Operating Permit(s) will not be accepted

Attachment: Copy of Jicarilla Gross Tax Receipt Registration (Call 575-759-4254)

Attach copy of Jicarilla Gross Tax Receipt Registration (For Oil & Gas Companies/Construction/Subcontractors/Others) Expired or expiring soon Jicarilla Gross Tax Receipt Registration will not be accepted.

Continuation: Copy of Jicarilla Gross Tax Receipt Registration

Subcontractors will need to submit a copy of their prime contractors Jicarilla Gross Tax Receipt Registration

A Copy of the Jicarilla Gross Tax Receipt Registration must be attached to each work permit application.

Department of Labor does not need copies of New Mexico Gross Tax Receipt

Enclose: Flash drive/Jump Drive

Label your flash drive with company name/unlabeled flash drives will not be returned

Picture must be saved as a JPG File

Picture must be saved as (last name, first name) as it appears on the Driver's License

Picture: top of head to shoulder. Please do not send full body picture

Picture must be a camera photo. Do not save on paper and save as JPG File. Must be able to edit picture.

Picture must be clear, Blurry pictures will be returned

No hats

Flash drives must only have pictures saved on it.

Enclose: Payment--Money Order Only

Submit money orders with the application packet

Make payable to: **JAN Department of Labor PO Box 507 Dulce, NM 87528**

From: Your **COMPANY NAME** and address

Work Permit Application Packet must include the following:

Entirely new application

* Page 1 Company Information

* Page 2 Employee Information

Jicarilla Operating Permit

Jicarilla Gross Tax Receipt Registration

Business Card

Flash drive/Jump drive

Money Order

Sending Packet by Mail

JICARILLA APACHE NATION
 Department of Labor
 Attn: Compliance Office
 PO Box 507
 Dulce, NM 87528

Sending Packet by FEDEX

JICARILLA APACHE NATION
 Department of Labor
 Attn: Compliance Office
 25 Hawks Drive
 Dulce, NM 87528

** The forging of signatures and dates on applications will not be tolerated. Companies will be sanctioned and work permits will be suspended.*

** Do not submit instruction checklist with application.*