

JICARILLA APACHE NATION DEPARTMENT OF LABOR

WORK PERMIT APPLICATION

2021 PROCESS

Please NO nicknames to be used on entire packet.
Must be NEW pictures.
Must be NEW colored work permit application



WORK PERMIT APPLICATION COSTS/FEES

COST PER WORK PERMIT CARD

\$25.00 EACH CARD

\$25.00 EACH FOR REPLACEMENTS,
LOST, DESTROYED

NEW 2021 PROCESSING FEES

\$20.00 EACH APPLICATION

\$10.00 EACH APPLICATION

(NON-REFUNDABLE FEES)

- **No work permits will be issued until administrative fees are paid.**
- **No work permits will be issued until all non-compliance administrative fees are paid.**
- **No work permits will be issued until all citations are paid in full at the Oil & Gas Office. Once a citation is paid in full a clearance letter from Oil & Gas must be submitted.**

WORK PERMIT APPLICATION

Work Permit Application Packet must include the following:



Page 1

- Company Information (1 per packet)

Page 2

- Employee Information

Attachment 1

- Jicarilla Operating Permit (1 per packet)

Attachment 2

- Jicarilla Gross Receipts Tax Registration (1 per packet)

Attachment 3

- Business Card

Enclosure

- Flash drive/Jump drive (Please Label)


Enclosure

- Money Order ONLY

WORK PERMIT APPLICATION INSTRUCTIONS

Please do not send the instruction page in with your application.

Approval Date: 11/20/2020



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)

- Right Top Corner Input No. Cards Requesting
- Check the box that relates to your company
- 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)

- 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 to fit entire box and tape it down.
- 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) Must not be expiring.

Continuation: Copy of Jicarilla Gross Tax Receipt Registration

Prepared by: Patricia Ben Work Permit Instructions Page 1 of 2

Approval Date: 11/20/2020

- 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 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
- Picture must be clear, not blurry
- 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
- From: Your company name and address

Work Permit Application Packet must include the following:

<input type="checkbox"/> Entirely new application	<input type="checkbox"/> Jicarilla Gross Tax Receipt Registration
* Page 1 Company Information	<input type="checkbox"/> Business Card
* Page 2 Employee Information	<input type="checkbox"/> Flash drive/Jump drive
<input type="checkbox"/> Jicarilla Operating Permit	<input type="checkbox"/> 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 Hawk 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.

Prepared by: Patricia Ben Work Permit Instructions Page 2 of 2

NEW 2021 WORK PERMIT APPLICATION



JICARILLA APACHE NATION DEPARTMENT OF LABOR WORK PERMIT APPLICATION

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

Date Processed: mm/dd/yyyy
Processed By:
No. of cards requesting: 10

Oil Field
 Construction
 Residential
 Ranch
 Other

Company Information

Company Name

Contact Person Name/Title

Physical Address

Mailing Address (Cards will be sent here)

Phone number

Job Site Information

Are you the prime contractor? Yes No
 Are you a subcontractor? Yes No
 Who is your prime contractor? (Company Name)

For Oil & Gas companies must give well-site location(s).

For Oil & Gas/Construction/Residential/Ranch/Other, must state type of work conducting on the Jicarilla Apache Reservation.

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 are original and not forged.

Signature of Preparer

Print Name

Today's Date (mm/dd/yyyy)

DOL OFFICE USE ONLY

Number of work permit cards		Money order number		Notes
No of cards processed		Receipt number		
Total money order amount	\$	Date mailed (mm/dd/yyyy)		

Certified Mail Number

Company Name (Must be completed by employee only)

Company Name

Employment Information

First Name

Last Name

Middle Initial

Position Title

Driver's License Information

Driver's License Number

State Issued

Expiration Date

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

- * 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.
- * Driver's license expiring within two-months of application date will not be accepted.
- * 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.

Name (please print)

Signature

Date

PDF FORM OF APPLICATIONS



- Work permit application can be:
 - downloaded and filled out
 - Filled out using Adobe Acrobat Pro DC and printed
 - Preparer signature/date **must be** original signature
 - Employee signature/date **must be** original signature

Please do not resize application paper size. We have been receiving 9X5 applications.

Gather your information before starting your application packet. Please follow all instructions.


START HERE

- DOWNLOAD Adobe Acrobat Reader DC at get.adobe.com/reader/
- SCAN all your employees DL/ID. Make sure they are all clear & colored. Save them to your desktop as a jpg file.
- DOWNLOAD the Jicarilla Work Permit Application at jandol.com Save the application to your desktop.
- OPEN the application you saved on your desktop; it should open in your newly installed Adobe Acrobat Reader DC. You will be able to fill in the document online and add the DL/ID you just saved.
- PRINT after you completed the application. FOR ADDITIONAL employees fill out page two again and PRINT only page two.

PAGE 1 COMPANY INFORMATION

1. No of cards requesting (No of cards must equal amount of money order)
2. Select type of company. If Other Specify
3. Company Name (This will appear on card)
4. Contact Person/Position (First name MI Last Name, Position)
5. Physical Address of your company
6. Mailing address (Cards will be sent here)
7. Business Phone Number OR cell number
8. Email Address

Only (1) Company page per packet. Each company page received will be charged \$20 processing fee.



JICARILLA APACHE NATION

DEPARTMENT OF LABOR

WORK PERMIT APPLICATION

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

Date Processed: mm/dd/yyyy
Processed By:
No. of cards requesting: 26

Oil Field
 Construction
 Residential
 Ranch
 Other

Company Information

Company Name
ABC SAMPLE ROUSTABOUT SERVICES

Contact Person Name/Title
John A. Doe, Manager

Physical Address	City	State	Zip
252545 E. Main Street	Farmington	NM	87401
Mailing Address (Cards will be sent here)	City	State	Zip
PO Box 2566	Farmington	NM	87401

Phone number	Email address
(575) 759-4264	sampleemail@gmail.com

PAGE 1 JOB SITE INFORMATION

1. Are you the prime contractor? (Owner will be able to answer this question)
 - Select yes/no
2. Are you a subcontractor? (Owner will be able to answer this question)
 - a) Select yes/no
 - b) List the prime contractor company name
3. For Oil & Gas companies only-please list well-site location(s).
 - a) If all locations will not fit in this space
 - i. (see attachment)
 - ii. print out a list
 - iii. submit document as an attachment.
4. For Oil & Gas/Construction/Residential/Other, must state type of work conducting. (Application will be returned if left blank)
5. Print name can be typed
6. Signature/Date must be original
(signed with **BLUE ink pen**)

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) EXAMPLE OILFIELD SERVICES
For Oil & Gas companies must give well-site location(s). Jicarilla 4 R Unit, EXsample Well Site		
For Oil & Gas/Construction/Residential/Ranch/Other, must state type of work conducting on the Jicarilla Apache Reservation. If left blank, application will be returned		
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 are original and not forged.		
Signature of Preparer Use BLUE ink pen	Print Name Jane S Doe	Today's Date (mm/dd/yyyy) Use BLUE ink pen

PAGE 2 EMPLOYEE INFORMATION

Please check company names on all documents. If page 2 has different company name, application will be returned.

Company Name (Must be completed by employee only)

Company Name

ABC SAMPLE ROUSTABOUT SERVICES

Employment Information

First Name

Lani

Last Name

Sample

Middle Initial

n/a

Position Title

CDL Driver

Driver's License Information

Driver's License Number

123456789

State Issued

NM

Expiration Date

03/01/2011

Expired

Name must be as shown on DL/ID

If no middle initial-put **n/a** (do not leave blank)

NO Nicknames

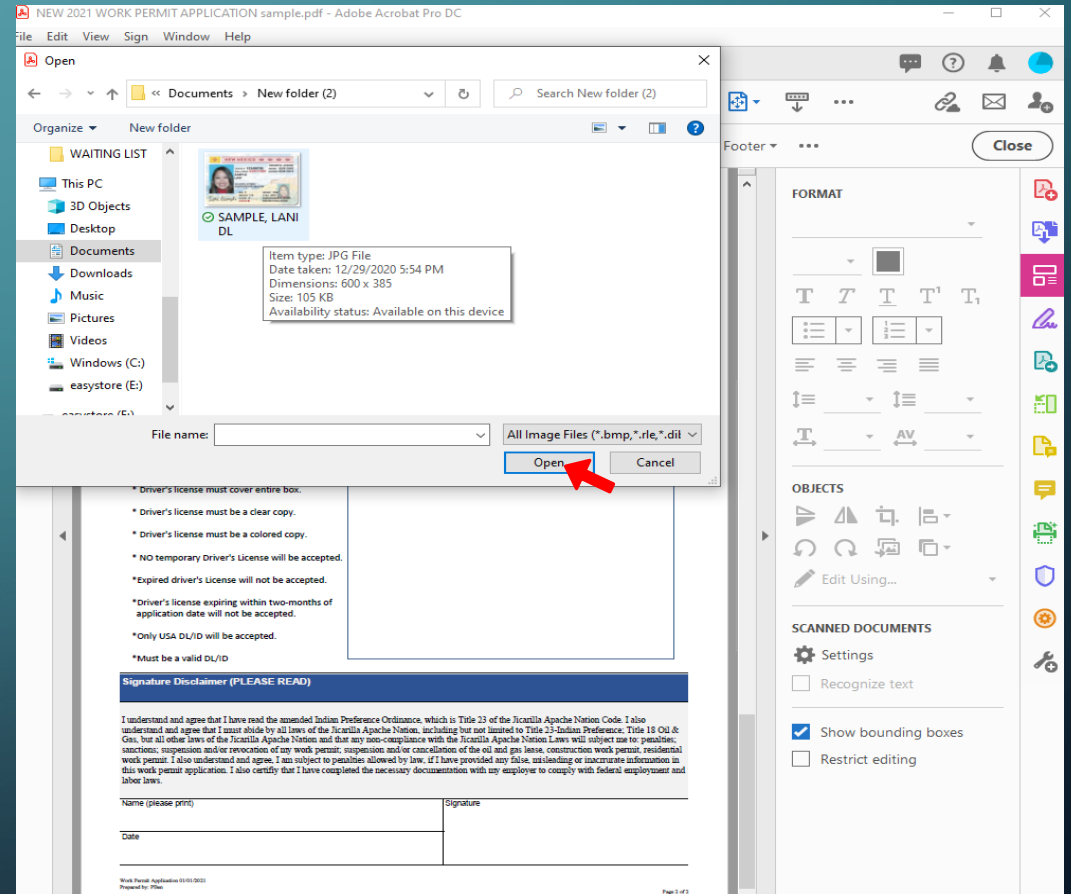
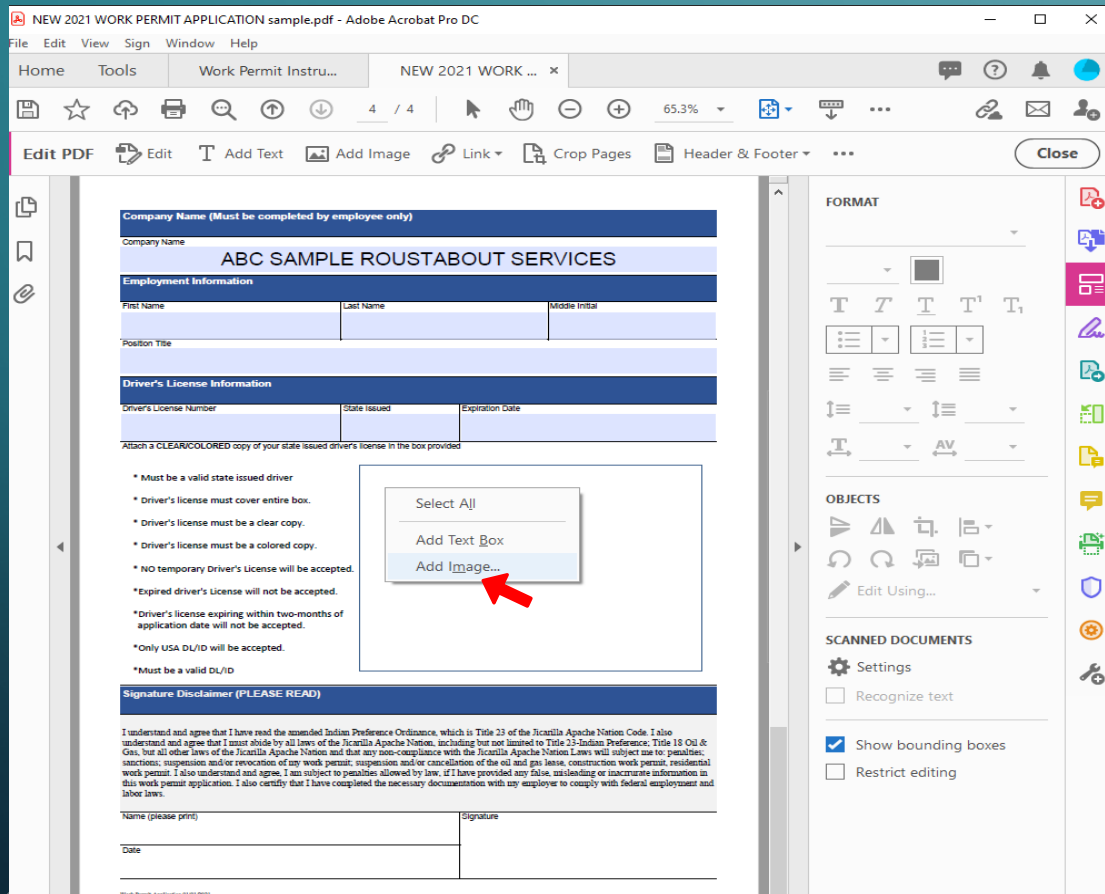
If DL/ID is expired, application will be returned.

DL/ID expiring within two-months of application date will not be accepted.

DRIVER'S LICENSE/ID INFORMATION

RIGHT-CLICK
SELECT ADD IMAGE

SELECT EMPLOYEE DL/ID
SELECT OPEN



CONTINUED STEPS ON DL/ID INFORMATION

DL/ID WILL APPEAR
POSITION IN THE BOX

RESIZE THE DL/ID TO FIT IN THE BOX
PRINT EMPLOYEE SHEET, CLEAR AND
REPEAT FOR ADDITIONAL EMPLOYEES

NEW 2021 WORK PERMIT APPLICATION sample.pdf - Adobe Acrobat Pro DC

File Edit View Sign Window Help

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Company Name (Must be completed by employee only)

Company Name
ABC SAMPLE ROUSTABOUT SERVICES

Employment Information

First Name Last Name Middle Initial

Position Title

Driver's License Information

Driver's License Number State issued Expiration Date

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

- * 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.
- * Driver's license expiring within two-months of application date will not be accepted.
- * Only USA DL/ID will be accepted.
- * Must be a valid DL/ID

Signature Disclaimer (PLEASE READ)

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Name (please print) Signature

Date

Work Permit Application 01/01/2021 Prepared by: Piles Page 3 of 3

FORMAT

OBJECTS

SCANNED DOCUMENTS

Settings

Recognize text

Show bounding boxes

Restrict editing

NEW 2021 WORK PERMIT APPLICATION sample.pdf - Adobe Acrobat Pro DC

File Edit View Sign Window Help

Home Tools Work Permit Instru... NEW 2021 WORK ... x

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Edit PDF Edit Add Text Add Image Link Crop Pages Header & Footer Close

Company Name (Must be completed by employee only)

Company Name
ABC SAMPLE ROUSTABOUT SERVICES

Employment Information

First Name Last Name Middle Initial

Position Title

Driver's License Information

Driver's License Number State issued Expiration Date

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

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Name (please print) Signature

Date

Work Permit Application 01/01/2021 Prepared by: Piles Page 3 of 3

FORMAT

OBJECTS

SCANNED DOCUMENTS

Settings

Recognize text

Show bounding boxes

Restrict editing

RESIZE DL/ID TO FIT BOX

PAGE 2 EMPLOYEE INFORMATION

Example of how page two will look when completed.

Signature Disclaimer

1. Please have employee read before signing
2. Use BLUE ink pen to fill
 - a) **(MUST BE SIGNED BY EMPLOYEE ONLY)**
 - b) Name (please print)
 - c) Date
 - d) Signature
3. The forging of signatures and dates on applications will not be tolerated. Companies will be sanctioned, and work permits will be suspended.

Company Name (Must be completed by employee only)		
Company Name		
ABC SAMPLE ROUSTABOUT SERVICES		
Employment Information		
First Name	Last Name	Middle Initial
Lani	Sample	n/a
Position Title		
CDL Driver		
Driver's License Information		
Driver's License Number	State Issued	Expiration Date
123456789	NM	03/01/2011

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

- * 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.
- * Driver's license expiring within two-months of application date will not be accepted.
- * 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.

Name (please print)	Signature
Use BLUE ink pen	Use BLUE ink pen
Date	
Use BLUE ink pen	

CANADA EMPLOYEE(S) MUST ATTACH:

- ❖ I-9 Forms
- ❖ Work Visa



MEXICO EMPLOYEE(S) MUST ATTACH:

- ❖ New Mexico Drivers License OR
- ❖ New Mexico Identification Card

If sent in without the required documents your application will be returned. To avoid the delay of your cards, please do not add them to your application until they received their required documents.

ATTACHMENTS

Jicarilla Operating Permit

- For Oil & Gas Companies Only
- Must be attached to each work permit application.
- Expired or expiring soon -- operating permits will not be accepted
- Only 1 copy per packet

Jicarilla Gross Tax Receipt Registration

- Must be attached for all companies
- Subcontractors will need to submit a copy of their prime contractor's Jicarilla Gross Tax Receipt Reg.
- Expired or expiring soon Jicarilla Gross Tax Receipt Registration will not be accepted
- Only 1 per packet

Business Card

- Business Owner
- Preparer Business Card
- **DO NOT ATTACH**
- New Mexico Gross Tax Receipt. This document is not required

FLASH DRIVE



- A flash drive (sometimes called a USB device, drive or stick, thumb drive, pen drive, jump drive or USB memory). Above picture of flash drive is provided for companies asking “what is a flash drive”
- Label flash drive with company name/unlabeled flash drives will be returned
- Pictures must be saved as JPG file (last name, first name, MI) use employee name as shown on DL/ID **Please NO nicknames.**
- Pictures of head to shoulder only. No full-body pictures. Must be able to edit pictures.
- Please clean lens before taking pictures. Picture must be clear and in color, **No blurry pictures will be accepted.**
- **No hats** (for Police Dept/Game & Fish identification purposes)
- Flash drives must have only employee pictures saved.

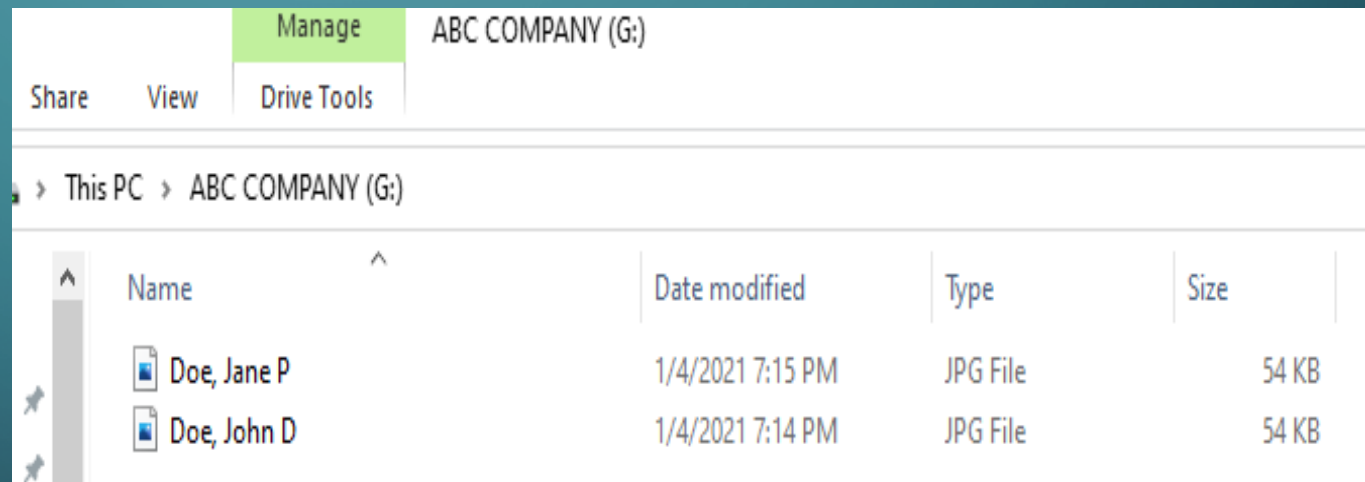
FLASH DRIVE (PLACE A LABEL ON YOUR FLASH DRIVE WITH COMPANY NAME)

Pictures saved on flash drive must be **NEW** camera pictures. All pictures will be checked. Previous used pictures will not be accepted, and application will be returned. Please **DO NOT** use nicknames.

PICTURE SAMPLE-PLEASE NO FULL BODY PICTURES. MUST BE SAVED EXACTLY LIKE THE PICTURE BELOW.



PICTURE MUST BE SAVED AS A JPG FILE. FILE NAME MUST BE (LAST NAME, FIRST NAME, MI) AS SHOWN ON DL/ID



Name	Date modified	Type	Size
Doe, Jane P	1/4/2021 7:15 PM	JPG File	54 KB
Doe, John D	1/4/2021 7:14 PM	JPG File	54 KB

Note: Do not save pictures on a paper and save because this makes it hard to edit the pictures (More explanation provided on next slide)

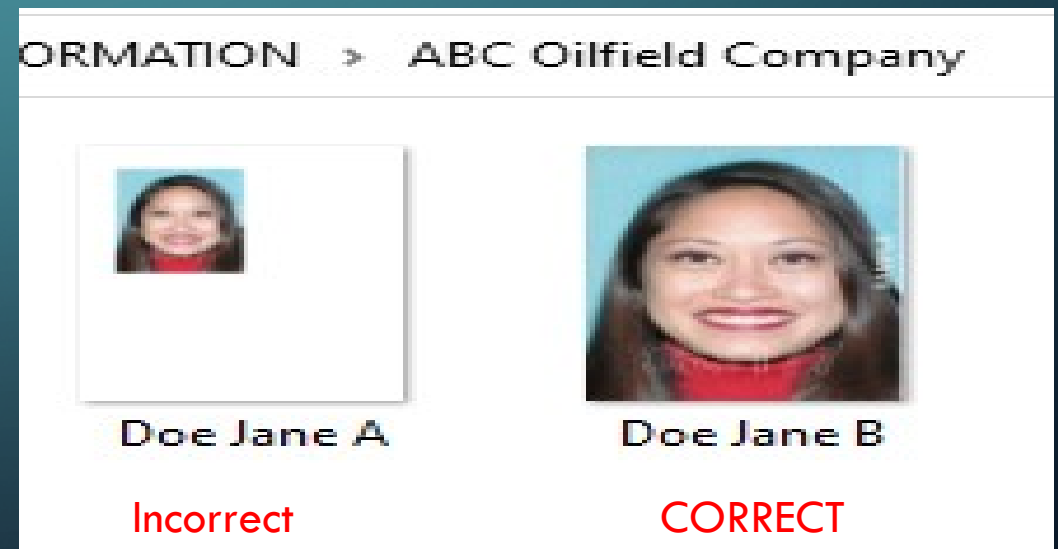
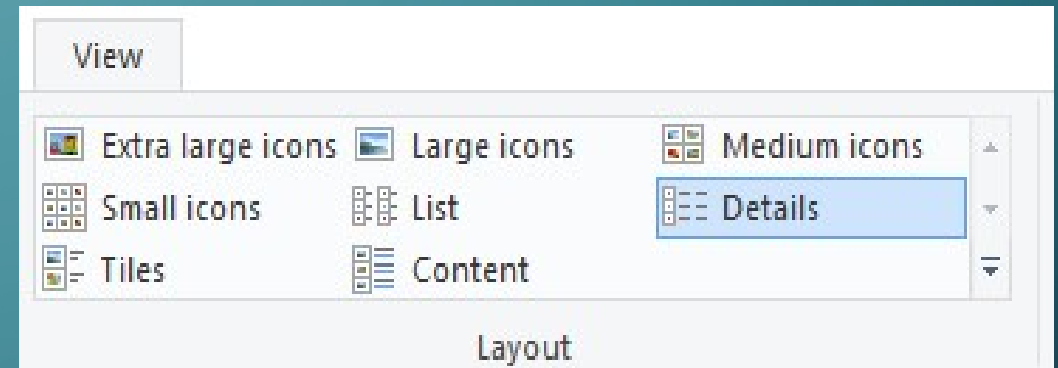
EXAMPLE OF BAD JPG FILES

Please before sending your flash drives, check your pictures. Companies have been sending in pictures that are saved on a paper and then saved as a jpg file.

To check if you saved the picture correctly. Open flash drive, click on View, select Extra large icons.

The picture to the right will show you the correct way to save jpg files.

Pictures saved on paper will cause problems when attempting to edit the picture these pictures are distorted and cannot be edited. Files saved incorrectly will be returned.





PAYMENT (MONEY ORDERS ONLY)

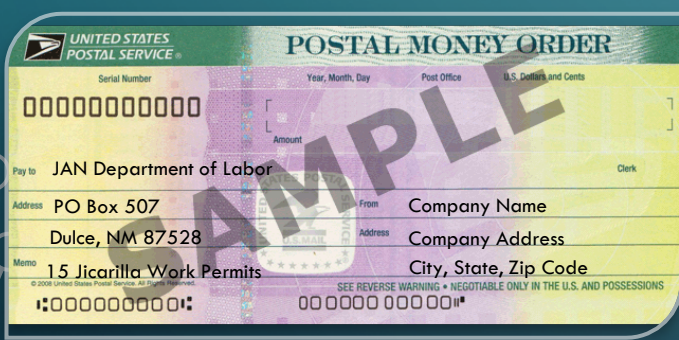
We currently only accept money orders as payments. NO CASHIERS CHECKS, CASH, CHECKS.

Application packets sent with (cashier's checks, cash, checks) will be returned.

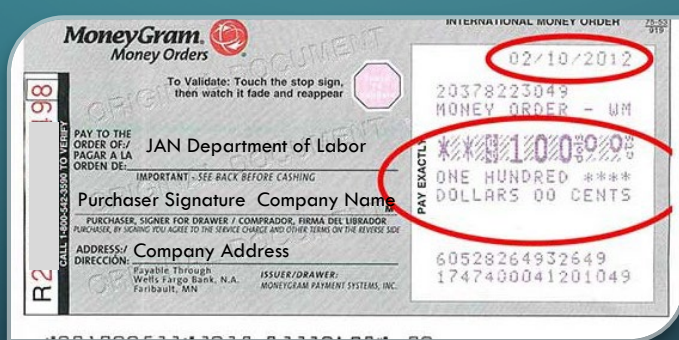
Please fill out entire Money Order

- Make Money Orders payable to: JAN Department of Labor PO Box 507 Dulce, NM 87528
- From: Your company name and address
- Money orders can be found at post offices, and MoneyGram vendors also banks have personal money orders available.
- Sorry for any inconvenience.

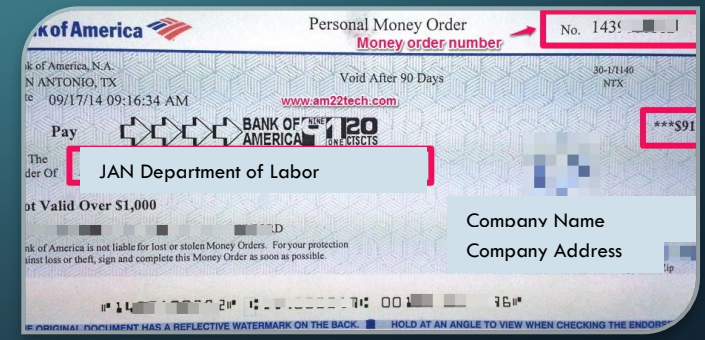
SAMPLES OF MONEY ORDERS



POSTAL MONEY ORDER



MONEYGRAM MONEY ORDER



BANK PERSONAL MONEY ORDER

APPLICATIONS SENT WITH CASHIER'S CHECKS WILL BE RETURNED.

COMPLETE WORK PERMIT APPLICATION PACKET WILL INCLUDE THE FOLLOWING

Please check packet before sending.



1) ENTIRE 2021 NEW APPLICATION

a) PAGE 1 COMPANY INFORMATION

ONLY (1) copy per application packet. Each Page 1 will be charged the \$20 Admin Fee.

a) PAGE 2 EMPLOYEE INFORMATION

- PLEASE PRINT ADDITIONAL SHEETS IF NEEDED

2) JICARILLA OPERATING PERMIT

ONLY (1) copy per application packet

- CALL OIL & GAS AT 575-759-3485 TO APPLY FOR AN JICARILLA OPERATING PERMIT OR UPDATE

3) JICARILLA GROSS TAX RECEIPT REGISTRATION

ONLY (1) copy per application packet

- CALL TAX & REV OFFICE AT 575-759-4254 TO APPLY FOR AN JICARILLA GROSS TAX RECEIPT REGISTRATION

4) BUSINESS CARDS

- BUSINESS OWNER
- PREPARER

5) FLASH DRIVE

- LABEL FLASH DRIVE WITH COMPANY NAME
- LABEL PICTURES WITH EMPLOYEE NAMES
- MUST BE SAVED AS JPG FILE

6) MONEY ORDER ONLY

WORK PERMIT APPLICATION PACKETS CAN BE SENT TO THE FOLLOWING:

SENDING PACKET BY MAIL

JICARILLA APACHE NATION
DEPARTMENT OF LABOR
ATTN: COMPLIANCE OFFICE
PO BOX 507
DULCE, NM 87528

SENDING PACKET BY FEDEX/UPS

JICARILLA APACHE NATION
DEPARTMENT OF LABOR
ATTN: COMPLIANCE OFFICE
25 HAWKS DRIVE
DULCE, NM 87528