



THE JICARILLA APACHE NATION

PHONE: (575) 759-4410/4416/4417 FAX: (575) 759-4473
complianceo@ymail.com

INDIVIDUAL WORK PERMIT APPLICATION

Each individual must obtain an Individual Work Permit from the Jicarilla Apache Nation's Department of Labor authorizing their presence on Jicarilla Apache Nation lands for the purpose of conducting oil and gas activities.

Procedures

1. Must provide a copy of your current Operating Permit from Oil & Gas Administration.
2. Must provide a copy of your Gross Receipt Tax Registration/Clearance Letter from Revenue & Taxation Office.

*Work Permits **will not** be issued if we do not have a copy of your Operating Permit and Gross Receipt Tax Registration.*

3. WORK PERMIT FEE: \$25.00 per card

Application Instructions

1. **Page 1** should be completed by the company. Submit **only one** per company.
2. Submit **Page 2** list all employees requesting for new work permits. (NO MORE RENEWAL) Please submit each employee as new.
3. Submit **Page 3** for each employee.
4. Submit **Page 4** for each employee.
5. Please submit an actual photo of all employees applying for work permits these pictures **must be saved as a JPEG image** on a FLASH DRIVE/CD. All photos must be named. NO MORE RENEWALS. Please submit new picture for each employee.
6. Permit Fee: \$25.00 per card. Payment by company checks only. **Make the check payable to the Jicarilla Apache Nation Department of Labor.**

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.



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WORK PERMIT APPLICATION

Oil Field Construction Other _____

COMPANY NAME: _____
(Name as it appears on the operating permit)

COMPANY ADDRESS: _____

TELEPHONE NUMBER: _____

FAX NUMBER: _____

EMAIL : _____

For Oil & Gas Co must give Well Site location(s) conducting oil & gas activity and type of work conducting: *Note if not completed application will be returned*

For Construction/Subcontractors/other, must state type of work conducting here on the reservation:
Note: if not completed application will be returned

SIGNATURE: _____ DATE: _____
Employee who prepared the submission

PRINT NAME: _____

SUBMIT APPLICATION TO:

JICARILLA APACHE NATION
DEPARTMENT OF LABOR
Compliance Office
25 Hawks Drive
PO Box 640
Dulce, New Mexico 87528

(NAME AS IT APPEARS ON THE DRIVER'S LICENSE; INCLUDE THE MIDDLE INITIAL)

*Continue the employee listing on this page.

Name of Employee: _____ DL# _____
Position: _____ New _____ State issued _____
American Indian: _____ Other: _____

Name of Employee: _____ DL# _____
Position: _____ New _____ State issued _____
American Indian: _____ Other: _____

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Position: _____ New _____ State issued _____
American Indian: _____ Other: _____

Name of Employee: _____ DL# _____
Position: _____ New _____ State issued _____
American Indian: _____ Other: _____

(Print additional copies of this form if needed for additional employees)

(SUBMIT FOR EACH EMPLOYEE)

COMPANY NAME: _____

(Name as it appears on the operating permit)

FIRST NAME: _____ MIDDLE INITIAL: _____ LAST NAME: _____

(NAME AS IT APPEARS ON THE DRIVER'S LICENSE; INCLUDE THE MIDDLE INITIAL)

POSITION: _____ DL# _____ STATE ISSUED: _____

AMERICAN INDIAN: _____

OTHER: _____

Jicarilla Apache Nation Photo Information



*****Make Sure the License Number is Legible*****

POSITION TITLE: _____

Employee Signature Below: MUST use a MEDIUM POINT BLACK PERMANENT MARKER for signatures.



John Doe

Signature example

PRINT NAME: _____

*****VERY IMPORTANT***** Along with this information, you need to have your employee's actual photo saved on a disc, or flash drive, and attach it to the work permit application. Please remember to identify the picture with the employee's name.

(SUBMIT FOR EACH EMPLOYEE)

I _____(first name, middle initial, last name),
as an employee of _____ (employer's name)
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. 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.

EMPLOYEE PRINT NAME: _____

EMPLOYEE SIGNATURE: _____ **DATE:** _____