



# Tribal Employment Rights Office

Poarch Band of Creek Indians  
5811 Jack Springs Road, Building 200, 1<sup>st</sup> Floor  
Atmore, Alabama 36502  
Phone: (251) 368-0606 Ext. 2027, 2028, 2029, or 2035

## TRIBAL EMPLOYMENT RIGHTS OFFICE (TERO) INDIAN RECERTIFICATION APPLICATION/ANNUAL REPORT

**NOTE: ONLY FULLY COMPLETED ORIGINAL APPLICATIONS INCLUDING ALL ADDITIONAL INFORMATION REQUESTED WILL BE CONSIDERED.**

Check the box you are applying for (you may only select one):

- 1. 100% Tribal Member Business (Poarch Band of Creek Indians)
  - A. Ownership- Tribal members must own 100% of the business
  - B. Control- Tribal members must exercise 100% management and supervisory control of the day-to-day operations of the business.
  
- 2. 51% Tribal Member Business (Poarch Band of Creek Indians)
  - A. Ownership- Tribal Members must own at least 51% of the business
  - B. Control- Tribal Members must exercise majority control of the business and be substantially involved in the day-to-day management and operations of the business.
  
- 3. Indian Business
  - A. Ownership- Indians must own at least 51% of the business
  - B. Control- Indians must exercise majority control of the business and be substantially involved in the day-to-day management and operations of the business.
  
- I agree to correspondence through email as the primary communication method with the TERO Office?

Official Business Name as it appears on legal documentation:

\_\_\_\_\_

Mailing Address: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Directions to business location (attach map):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Website: \_\_\_\_\_

Email Address: \_\_\_\_\_

FEIN # (or Social Security Number): \_\_\_\_\_

Name of Owner(s) who is/are American Indian of a federally recognized tribe:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tribe: \_\_\_\_\_ Roll Number: \_\_\_\_\_

Tribe: \_\_\_\_\_ Roll Number: \_\_\_\_\_

Tribe: \_\_\_\_\_ Roll Number: \_\_\_\_\_

What date and year was the establishment of this business? \_\_\_\_\_

Duration of American Indian(s) owners' ownership interest: \_\_\_\_\_

Existence of Applicant(s) under different ownership, as different type of business, and/or under a different name:

\_\_\_\_\_  
\_\_\_\_\_

Type of Business:  Corporation  Partnership  Sole Proprietorship  Limited Liability Company  
 Non-Profit  Other: \_\_\_\_\_

Primary Business Activities? \_\_\_\_\_

\_\_\_\_\_

Number of Year(s) the American Indian(s) has/have been the owner: \_\_\_\_\_

Ownership Interest (percentages): \_\_\_\_\_

List all licensed business categories applicant is requesting certification. If the registration category applicant is requesting does not require a license, please explain why:

\_\_\_\_\_  
\_\_\_\_\_

Number of First Generation Descendant Employees: \_\_\_\_\_

Number of Spouse of Tribal Member Employees: \_\_\_\_\_

Number of Indian (Enrolled Member of other federally-recognized tribe) Employees: \_\_\_\_\_

Number of Non-Indian Employees: \_\_\_\_\_

Number of Tribal Labor Surplus Pool applicants employed last year: \_\_\_\_\_

Number of Tribal Member (Poarch Band of Creek Indians) Employees: \_\_\_\_\_

Name and Roll Number of American Indians (PBCI and other federally recognized tribes) employed by company:

Name: \_\_\_\_\_ Roll Number: \_\_\_\_\_

Name: \_\_\_\_\_ Roll Number: \_\_\_\_\_

Name: \_\_\_\_\_ Roll Number: \_\_\_\_\_

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Name: \_\_\_\_\_ Roll Number: \_\_\_\_\_

Name: \_\_\_\_\_ Roll Number: \_\_\_\_\_

If the Applicant(s) is a member of a Board, Commission, Committee, and/or Authority with the Poarch Band of Creek Indians or any of its entities, please list the Board, Commission, Committee, and/or Authority in which the applicant(s) is a member and explain how this would not be a conflict of interest if this business were to gain TERO certification:

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Identify any ownership interest or supervisory/management functions that of any of the owners, directors, officers, or management personnel perform for any other business:

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Identification of board of directors and officers if the Applicant(s) is a corporation or limited liability company:

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Date of last shareholder or member meeting if the Applicant is a corporation or limited liability company: \_\_\_\_\_

Per Tribal TERO Code 33-2-6-b-1, can the Indian owner(s) demonstrate the provision of real value for his or her fifty-one percent (51%) or more ownership commensurate with the value of his or her ownership share? If yes, explain: \_\_\_\_\_

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Per Tribal TERO Code 33-2-6-b-2, is the Indian owner substantially involved as a senior level official in the day to day management of the firm as his or her primary employment activity: If yes, explain: \_\_\_\_\_

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Per Tribal TERO Code 33-2-6-b-2, can the Indian owner through prior experience or training and having substantial occupational ties to the area of business in which the business is engaged, be held accountable to the Poarch Band of Creek Indians for services rendered: If yes, explain: \_\_\_\_\_

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Per Tribal TERO Code 33-3-2-d, can the business requesting certification provide quality goods and services to the Poarch Band of Creek Indians that are fair, reasonable, and cost effective? If yes, explain: \_\_\_\_\_

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**Note: All Businesses may be Subject To an Interview by TERO Prior to (Re) Certification Determination.**

**ALL Applicant(s)**

**Please provide the following required documentation:**

1. Certificate of Indian Blood and/or Tribal Identification Card for Each Tribal/Indian(s) Owner(s).
2. Copy of Photo Identification (driver's license or state Identification card) for Each Tribal/Indian(s) Owner(s) and Non-Indian(s) Owner(s).
3. Resume of Indian Owner(s) and/or Non-Indian(s) Owner(s).
4. Completed W-9 Form signed by the Owner(s).

**100% Tribal Member Business, 51% Tribal Member Business, and Indian Business (including Indian Business owned by other federally recognized tribes)**

**Please provide the following required documentation:**

**Partnerships:**

1. Partnership agreements, only if there are changes affecting ownership/management control.
2. Partnership tax returns (Form 1065 including the Partners' Schedule K-1) for the past year, or if a new business, all returns available from date opened to present.

**Corporations:**

1. Recorded Articles of Incorporation or other organization document and by laws, only if there are changes affecting ownership/management control.
2. Minutes for past year, or if a new business, since inception.
3. Copies of any resolutions affecting ownership.
4. Copy of all stock certificates issued or voided.
5. Corporate tax return (Form 1120/1120S) for the past year, or all returns available from date opened to present. S Corporation tax return to include partners Schedule K-1.

**Limited Liability Companies:**

1. Recorded Articles of Organization, Certificate of Formation, or other organizational document which shall include list of members, only if there are changes affecting ownership/management control.
2. Copy of the Operating Agreement, only if there are changes affecting ownership/management control.
3. Minutes for the past year, or if a new business, since inception.
4. Documentation of how LLC is taxed, this would be the applicable tax return (per above).

**Indian Business owned by other federally recognized tribe:**

1. The Tribal charter, ordinance, or resolution establishing the Applicant as a business of the tribe, only if there are changes affecting ownership/management control.

**ALL Applicant(s) (except Tribal Owned Businesses)****Please provide the following required documentation:**

1. Identification of changes to management personnel.
2. Identification of any other business that the Applicant relies on for management functions or employee payroll.
3. Complete personal tax returns for the past year for each owner, including the Schedule C, if such Schedule is part of the return. If this is a new business, all available returns shall be submitted.
4. Copies of W-2's and 1099's issued by the Applicant.
5. Copies of all insurance policies for the Applicant, including, but not limited to, general liability policies, professional liability policies, worker's compensation insurance policies, and automobile policies.
6. Copies of all necessary licenses and certifications held by any owner and employee of the Applicant that may be required in order for the Applicant to legally perform activities in the requested registration categories. This may include, but is not limited to, a business license, a sales tax number, state licenses, and bonding letters.
7. Updated resume of all owners and all key employees demonstrating experience and/or education to manage a business engaged in the requested registration categories.
8. Copies of personal certifications from state, college, technical school or local agencies for any owners and key employees demonstrating experience and/or education to manage a business engaged in the requested registration categories.

9. At least three (3) recommendation letters from prior employers and/or clients relative to the Applicant's qualifications and skills in the requested registration categories, if requesting any new categories.
10. A list of all payments made to non-Indian owner(s) and employees, including, but not limited to, salaries, wages, contract labor payments, management fees, and rental fees.
11. A list of total debt owed by the Applicant and the uses of any loan proceeds.
12. List the gross receipts for last year and the current year-to-date.
13. Proof and receipts of consistent marketing and sales to various consumers other than the Tribe
14. Personal financial statements for each owner.
15. Copies of cancelled checks from the past two pay periods for all employees and bank statements or online printouts proving that payroll taxes have been paid.
16. Copies of current equipment leases, if any, and proof of payment of those leases.
17. Copies of the Applicant's books, to include a general ledger, check registers, an accounts receivable ledger, and an accounts payable ledger. This may be generated manually or by a computer.
18. A current balance sheet.
19. Any supporting documentation for assets purchased within the past two years.
20. Any other documentation required by the TERO Office to complete the certification process.
21. Does the business requesting certification have any contractual agreements (service agreements, distributor agreements, etc) with any other businesses? If yes, list and explain the nature of those agreements: \_\_\_\_\_

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## REGISTRATION

### **ALL Applicant(s)**

**Please provide the following required documentation:**

1. Identification of the categories in which the applicant has a valid business license.
2. Identification of all employees who have a license or certification which is required in order for the Applicant to legally perform activities within the requested registration categories.
3. A list of a continuing education completed by any key employees within the past year which are applicable to the requested registration categories.
4. For each requested registration category, a list of contracts and/or subcontracts performed within the past year with contract price.

**Note: The Applicant(s) Business will only be solicited for the product(s) and/or service(s) that has established its Fitness in particular categories of business area(s).**

### MASTER LIST OF CATEGORIES OF BUSINESS AREA(S) FOR PRODUCT(S) AND/ OR SERVICE(S) FOR REGISTRATION CONSIDERATION.

The Applicant(s) Business may be registered in any of the following categories:

All Applicant(s): Identify the categories in which the applicant(s) is licensed by circling, underlining, and/or highlighting.

**Commercial Construction Categories of Business Areas for Goods and/or Services – Registration Categories 33.3.4. through 33.3.14 apply to construction over \$50,000. Registration Categories 33.3.5 through 33.3.14 apply only to construction under \$50,000.**

In conformity with Alabama's classification and Licensure of Construction Contractors, all construction contractors providing construction services in Alabama shall be classified by the TERO Office in accordance with the following major classifications:

- 4.01 Building Construction: This shall include the construction of building structures including modifications thereof or additions thereto, intended for use for shelter, protection, comfort or convenience. Building construction shall include the excavation and foundations for buildings and work incidental thereto.**
- 4.02 Building Construction under Four Stories (BCU4): This shall include the construction of building structures, including modifications thereof, that do not exceed three stories in height, and any roof structure or component of such structure does not exceed fifty feet in height, which are intended for use for shelter, protection, comfort or convenience. BCU4 shall include the excavation and foundations for buildings and work incidental thereto for buildings less than three stories in height. BCU4 shall include interior nonstructural alterations and repairs to existing buildings exceeding three stories in height. In addition to the above, BCU4 shall include the construction of building structures, including modifications thereof exceeding three stories in height on projects but only under the**



direction and supervision of a General contractor or Construction Manager licensed under Building Construction.

- 4.03 **Highways and Streets**: This shall include the construction of roads, streets, guardrails, fences, parkways, parking areas, bridges, grading, drainage and all other types' incidental thereto.
- 4.04 **Municipal and Utility**: This shall include clearing, grubbing, paving, curbs, gutters, walks, alleys, driveways, sewer projects, water projects, gas projects, electric projects, telephone projects and work incidental thereto.
- 4.05 **Heavy and Railroad Construction**: This shall include the construction of railroads, bridges, foundations, pile driving, cofferdams, tunnels, drainage projects, irrigation projects, hydro-electric development, transmission lines, pipe lines, marine construction, runways and any other work incidental to the above types.
- 4.06 **Specialty Construction**: This is defined as any work in connection with construction, erection, alteration, modifications or additions requiring special skills and/or trades or crafts for any particular part of the work, and work incidental thereto.

#### **Building Construction Specialty Construction (BC-S)**

In conformity with Alabama's classification and Licensure of Construction Contractors, in lieu of the major Classification of Building Construction, a business may be licensed under any of the following Specialties.

- 5.01 **Site work**: Earthwork, Fencing, Other
- 5.02 **Concrete**: Foundations, Structural Concrete Erection, Reinforcing Steel, Precast and Restressed Concrete Installation, Other
- 5.03 **Masonry**: Restoration, Other
- 5.04 **Metal**: Structural and Miscellaneous Steel Erection, Ornamental and Miscellaneous Metal, Metal Studs, Other
- 5.05 **Carpentry**: Framing, Millwork and Finish Carpentry, Other
- 5.06 **Moisture Protection**: Roofing and Sheet Metal, Sheet Metal and Metal Siding, Metal building erection, Insulation, Exterior Insulation and Finish Systems, Sprayed on Fire Proofing, Joint Sealers, Other
- 5.07 **Doors, Windows and Glass**: Glass Windows and Doors, Specialty Door and Hardware, Glazed Curtain Wall, Other

- 5.08 **Finishers:** Painting and Wall Coverings, Special Coatings and Waterproofing, Sandblasting, Terrazzo, Hard Tile and Stone, Carpet and Resilient Tile Lath and Plaster, Drywall and Metal Studs, Acoustical Treatments and Insulation, Other
- 5.09 **Specialty:** Building Accessories, Other
- 5.010 **Equipment:** Kitchen Equipment, Theater and Stage, Millwright, Other
- 5.011 **Furnishings:** Furniture Installation, Millwork and Casework, Window Treatments, Auditorium and Theater Seating, Bleachers, Other
- 5.012 **Special Construction:** Pre-engineered Metal Buildings, Conveying, Elevators and Escalators, Handicap Lifts, Other
- 5.013 **Other:** Building, Maintenance Repair, Remodeling and Alteration

#### **Highways and Streets Specialty Construction (HS-S)**

In conformity with Alabama's classification and Licensure of Construction Contractors, in lieu of the major classification of Highways and Streets, a business may be licensed under any of the following Specialties.

- 6.01 **Guardrails**
- 6.02 **Fencing**
- 6.03 **Bridges**
- 6.04 **Earthwork**
- 6.05 **Drainage and Culvert**
- 6.06 **Hot and Cold Asphalt Plant Mix Paving**
- 6.07 **Asphalt Surface Treatment**
- 6.08 **Concrete Pavement**
- 6.09 **Base and Soil Stabilization**
- 6.010 **Erosion Control/Mowing**
- 6.011 **Grassing**
- 6.012 **Grinding, Grooving or Milling**
- 6.013 **Traffic Control and Safety**
- 6.014 **Painting, Sandblasting, and Bridge Repair**
- 6.015 **Steel (all classes)**
- 6.016 **Other**

#### **Municipal and Utility Specialty Construction (MU-S)**

In conformity with Alabama's classification and Licensure of Construction Contractors, in lieu of the major classification of Municipal and Utility, a business may be licensed under any of the following Specialties.

- 7.01 **Sewer Projects**

- 7.02 **Water Projects**
- 7.03 **Gas and Oil Projects**
- 7.04 **Power Projects and Plants**
- 7.05 **Telecommunication Projects**
- 7.06 **Clearing and Grubbing**
- 7.07 **Site Work Grading**
- 7.08 **Drainage and Culvert**
- 7.09 **Paving and Asphalt**
- 7.010 **Concrete**
- 7.011 **Pipelines**
- 7.012 **Gunite**
- 7.013 **Facilities**
- 7.014 **Other**

### **Heavy Railroad Specialty Construction (H/RR-S)**

In conformity with Alabama's classification and Licensure of Construction Contractors, in lieu of the major classification of Heavy/Railroad, a business may be licensed under any of the following Specialties.

- 8.01 **Foundations, Piling, and Cofferdams**
- 8.02 **Retaining Walls**
- 8.03 **Tunnels**
- 8.04 **Drainage, Irrigation, and Flood Control Projects and Dams**
- 8.05 **Marine Construction**
- 8.06 **Industrial Projects**
- 8.07 **Oil and Gas Field Projects**
- 8.08 **Dredging**
- 8.09 **Gunite**
- 8.010 **Slurry Walls**
- 8.011 **Membrane Liners**
- 8.012 **Runways**
- 8.013 **Other**

### **9.0 Swimming Pools (SP)**

In conformity with Alabama's classification and Licensure of Construction Contractors, a business may be licensed for the construction, repair, or renovation of Swimming Pools and work incidental thereto.

### **Mechanical (M)**

In conformity with Alabama's classification and Licensure of Construction Contractors, a business may be licensed for Mechanical or may request specific sub classifications such as the following Specialties.

- 10.01 **Heating, Ventilating and Air Conditioning**

- 10.02 Plumbing**
- 10.03 Refrigeration**
- 10.04 Fire Protection Systems**
- 10.05 Pollution Control**
- 10.06 Industrial Pipe Work and Insulation**
- 10.07 Boiler and Refractory Construction Maintenance and Repair**
- 10.08 Other**

### **Electrical (E)**

In conformity with Alabama's classification and Licensure of Construction Contractors, a business may be licensed for Electrical or may request specific sub classifications such as:

- 11.01 High Voltage (120 and up)**
- 11.02 Low Voltage**
- 11.03 Substations**
- 11.04 Other**

### **12.0 Demolition (D)**

In conformity with Alabama's classification and Licensure of Construction Contractors, a business may be licensed for Demolition.

### **Environmental (EV)**

In conformity with Alabama's classification and Licensure of Construction Contractors, a business may be Licensed for Environmental or may request specific sub classifications such as:

- 13.01 Environmental Remediation**
- 13.02 Abatement**
- 13.03 Reclamation**
- 13.04 POL Dispensing System**
- 13.05 Landfills**

### **Other Specialties (SC)**

A business may be licensed for "Other Specialties" such as:

- 14.01 Golf Course**
- 14.02 Tennis Courts**
- 14.03 Running Tracks**
- 14.04 Landscaping**
- 14.05 Fencing**

- 14.06 **Sprinkler Systems**
- 14.07 **Outdoor Advertising Signs**
- 14.08 **Cell Towers**
- 14.09 **House Moving**
- 14.010 **Others**

**Residential Construction Categories of Business Areas for Goods and/or Services – Registration Categories 33.3.15.01 applies to construction over \$10,000. Registration Categories 33.3.15.02 applies to construction under \$10,000.**

**In conformity with the State of Alabama Homebuilder Licensure Board, all contractors providing residential construction in Alabama shall be classified by the TERO Office in accordance with the following classifications:**

**01. Over \$10,000**

- (a) Unlimited Home Builders License - All residential construction related to a single family dwelling which may include, but not be limited to, building a new home or remodeling an existing home.
- (b) Limited Structural Home Builders License – Single trade/structural residential construction to a single-family dwelling, which may include, but not be limited to, foundation, framing.
- (c) Limited Non-Structural Home Builders License - Single trade/non-structural residential construction to a single-family dwelling, which may include, but not be limited to, siding, sheetrock, roofing.

**02. Under \$10,000**

All residential construction to a single-family dwelling under \$10,000 with the proper City or County license.

**Categories of Business Areas for Vendor Goods and/or Services**

A Business Applicant may be registered in any of the following broad categories and also provide a certificate of certification specifically listing the primary business activities to be performed. If something requires a license under construction, then it must fall under commercial or residential construction services.

- 16.01 Agriculture, Forestry, Fishing and Hunting: This may include, but not be limited to, crop production; beef cattle ranching and farming, including feedlots; all other animal production; forestry and logging; support activities for forestry; and farm management services.**
- 16.02 Architectural and Structural Metals Manufacturing: This may include, but not be limited to, ornamental and architectural metal work products manufacturing; ornamental and architectural metal work manufacturing; sheet metal manufacturing; plate work**

manufacturing; fabricated structural metal manufacturing; prefabricated metal building and component manufacturing; and metal window and door manufacturing.

- 16.03 **Machine Shops and Metal Hardware, Tools, and Machine Manufacturing:** This may include, but not be limited to, machine shops; precision turned product manufacturing; hardware manufacturing; screw, nut, and bolt manufacturing; metalworking machinery manufacturing; machine tool (metal cutting types) manufacturing; machine tool (metal forming types) manufacturing; special die and tool, die set, jig, and fixture manufacturing; cutlery and hand tool manufacturing; hand and edge tool manufacturing; saw blade and hand saw manufacturing; and powder metallurgy part manufacturing.
- 16.04 **Other Fabricated Metal Product Manufacturing:** This may include, but not be limited to, industrial mold manufacturing; forging and stamping, iron and steel forging; metal stamping; metal can, box, and other metal container manufacturing; and any other metal manufacturing.
- 16.05 **Gaming Equipment Manufacturing:** This may include, but not be limited to, Class II or Class III gaming equipment manufacturing; gaming device manufacturing; gaming device component manufacturing; and equipment ancillary to gaming devices manufacturing.
- 16.06 **Other Manufacturing:** This may include, but not be limited to, any other manufacturing not included in this Section.
- 16.07 **Printing:** This may include, but not be limited to, commercial lithographic printing; commercial gravure printing; commercial flexographic printing; commercial screen printing; quick printing; digital printing; manifold business forms printing; other commercial printing; and support activities for printing.
- 16.08 **Automobile Dealers and Automotive Parts and Accessories Retailers**
- 16.09 **Furniture and Home Furnishing Retailers:** This may include, but not be limited to, furniture stores, floor covering stores, and window treatment stores.
- 16.010 **Food and Beverage Retailers:** This may include, but not be limited to, grocery stores; supermarkets; convenience stores; specialty food stores; meat markets; fish and seafood markets; fruit and vegetable markets; beer, wine, and liquor stores; tobacco stores.
- 16.011 **Health and Personal Care Retailers:** This may include, but not be limited to, pharmacies; drug stores; optical goods stores; cosmetic and beauty supply stores; health food supplement stores.
- 16.012 **Gasoline Stations and Fuel Dealers:** This may include, but not be limited to, gasoline stations with or without convenience stores; heating oil dealers, and liquefied petroleum gas (bottled gas) dealers.

- 16.013 **Office Supplies and Stationary Retailers:** This may include, but not be limited to, any writing materials, such as paper, envelopes, pens, ink, rulers.
- 16.014 **Clothing Retailers:** This may include, but not be limited to, suppliers of clothing goods and/or services to consumers.
- 16.015 **Casino and Gambling Retailers:** This may include, but not be limited to, suppliers of equipment ancillary to Class II or Class III gaming devices; suppliers of implements of Class II or Class III gaming activities such as playing cards and dice; and other goods, services or concessions which are only used in connection with Class II or Class III gaming activities.
- 16.016 **ATM and Vending Machine Operators:** This may include, but not be limited to, coin or card-operated machines that dispense currency or sell tangible personal property.
- 16.017 **Transportation and Warehousing:** This may include, but not be limited to, local and long-distance general freight trucking; local and long-distance specialized freight trucking; and motor vehicle towing.
- 16.018 **Information:** This may include, but not be limited to, periodical publishers; directory and mailing list publishers (includes compiling mailing lists in conjunction with providing direct mail advertising services); sound recording industries; record production; sound recording studios; and telephone-based recorded information services.
- 16.019 **Finance and Insurance:** This may include, but not be limited to, portfolio management; investment advice; insurance and employee benefit funds; health and welfare funds; consumer lending; investment banking and securities dealing; securities brokerage; other financial investment activities; insurance agencies and brokerages; claims adjusting; third party administration of insurance and pension funds; cash management services; and money counting machines.
- 16.020 **Real Estate and Rental and Leasing:** This may include, but not be limited to, real estate agents and brokers; real estate property managers; lessors of residential buildings and dwellings; lessors of nonresidential buildings; lessors of mini-warehouses and self-storage units; lessors of RV and mobile home lots; and real estate appraisers.
- 16.021 **Equipment Rental and Leasing:** This may include, but not be limited to, truck, utility trailer and RV rental and leasing; home health equipment rental; recreational goods rental; and commercial and industrial machinery rental and leasing.
- 16.022 **Legal Services:** This may include, but not be limited to, offices of lawyers; offices of notaries; title abstract and settlement offices; and all other legal services.
- 16.023 **Accounting, Tax Preparation, Bookkeeping, and Payroll Services:** This may include, but not be limited to, services provided to manage, prepare, record, and/or audit financial files for the day-to-day operation and management of a business.

- 16.024 **Architectural, Engineering, and Related Services**: This may include, but not be limited to, architectural services; landscape architectural services; engineering services; drafting services; and building inspection services.
- 16.025 **Geophysical Surveying and Mapping Services**: This may include, but not be limited to, surveying and mapping; geophysical surveying and mapping; and testing services.
- 16.026 **Specialized Design Services**: This may include, but not be limited to, interior design services; industrial design services; graphic design services; computer systems design; and computer facilities management services.
- 16.027 **Advertising, Public Relations, and Related Services**: This may include, but not be limited to, direct mail advertising; advertising agencies; public relations agencies; media buying agencies; display advertising; advertising material distribution services; marketing research and public opinion polling.
- 16.028 **Other Professional, Scientific, and Technical Services**: This may include, but not be limited to, any other specialized services not included in this Section.
- 16.029 **Administrative and Support Services**: This may include, but not be limited to, employment services; employment placement agencies; executive search services; temporary help services; document preparation services; telephone call centers; telephone answering services; collection agencies; repossession services; travel agencies; tour operators; investigation and security services; security system services; armored car services; locksmiths; exterminating and pest control services; janitorial services; landscaping services; and carpet and upholstery cleaning services.
- 16.030 **Waste Management and Remediation Services**: This may include, but not be limited to, waste collection; waste treatment and disposal; hazardous waste treatment and disposal; remediation services; and septic tank and related services.
- 16.031 **Educational Services**: This may include, but not be limited to, computer training; exam preparation and tutoring; sports and recreation instruction; and automobile driving instruction.
- 16.032 **Health Care and Social Assistance**: This may include, but not be limited to, offices of physicians; offices of dentists; offices of optometrists; offices of mental health practitioners; offices of other health practitioners; family planning centers; kidney dialysis centers; home health care services; ambulance services; psychiatric and substance abuse hospitals or facilities.
- 16.033 **Arts, Entertainment, and Recreation**: This may include, but not be limited to, musical groups and artists; nature parks and other similar institutions; agents for artists, athletes, entertainers, and other public figures; museums; amusement arcades; casinos; golf courses; fitness and recreational sports centers; and bowling centers.



**16.034 Accommodation and Food Services: This may include, but not be limited to, hotels; motels; casino hotels; RV parks and recreational campgrounds; rooming and boarding houses; full service restaurants; limited-service eating places and restaurants; cafeterias; grill buffets; buffets; snack and nonalcoholic beverage bars; caterers; mobile food services; and alcoholic drinking places.**

**16.035 Automotive Repair and Maintenance: This may include, but not be limited to, general automotive repair; automotive body, paint, and interior repair and maintenance; automotive oil change and lubrication shops; automotive glass replacement shops; and car washes.**

I/We, the applicant(s), understand that if our request for TERO certification is approved, we must solicit TERO certified sub-contractors and we must extend Indian preference to all TERO certified sub-contractors per TERO code 33-3-5. We also understand that if our company is solicited for bids, we must contact the TERO Office for the list of the TERO certified businesses that are capable of fulfilling the sub-contracts we are seeking. The TERO office also has the authority to audit our procedures to ensure that Indian Preference is being followed in both the hiring of qualified employees and the issuance of sub-contracts when performing Tribal/Federally funded contracts.

\_\_\_\_\_  
Signature of Indian Owner(s)

RELEASE OF INFORMATION:

I hereby authorize release of my tribal enrollment records from \_\_\_\_\_ to the TERO Office. I hereby certify that the information in this application and attached documents hereto is true and complete to the best of my knowledge and belief.

\_\_\_\_\_  
Signature of Indian Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

Form Number: TERO 0802  
Date Approved: 01/09 (Rev. 11/09 JLS, 09/11 JLS, 10/14 ETJ),  
9/15 WCM, 10/16 SBL, 9/17 SBL, 9/18 CRH, 5/21 JNR)

FOR TERO OFFICE USE ONLY:	
Approved _____	Denied _____
Signature: _____	
Date: _____	

