

JICARILLA APACHE NATION
OPERATING PERMIT
INSTRUCTIONS & REQUIREMENTS

FORM PERMIT REQUIREMENTS
APPROVED JOGA Director
October 31, 2017

JICARILLA
OIL & GAS
ADMINISTRATION

INSTRUCTIONS

1. Prior to submitting your Operating Permit Application to the JOGA, you must first receive a Gross Receipts Tax clearance letter from the Jicarilla Revenue & Taxation Department. An Operating Permit will not be processed without required documentation.
2. Submit completed Operating Permit Application to the JOGA (see requirements below).
3. Submit a check, money order, or cashier's check to the JOGA made out to the Jicarilla Apache Nation. Annual costs are \$1,000.00 for a Permit and \$10.00 for each vehicle sticker.
 - a. NOTE – CREDIT/DEBIT CARDS AND/OR CASH ARE NOT ACCEPTED
4. Appointments are necessary for new companies only.
5. Receive Operating Permit and vehicle stickers from JOGA. You may either pick them up in person or have them mailed to you. A copy of the permit will be carried with you at all times when on the Nation's Lands. A vehicle sticker will be placed in a visible location on each vehicle, preferably on the windshield. Vehicles include trucks, graders, backhoes, ATV's, etc.
6. Obtain Work Permits from the Jicarilla Department of Labor for all employees who will conduct business activities on the Jicarilla Apache Nation.

REQUIREMENTS

1. The Operating Permit Application packet must include;
 - a. Clearance letter from the Jicarilla Revenue & Taxation Department.
 - b. Completed and signed Operating Permit Application.
 - c. For a permit renewal, include a copy of the current or most recent Operating Permit.
 - d. Proof of bond or insurance in the amount of \$1,000,000.00 USD. Contact your insurance company and make the Jicarilla Apache Nation the certificate holder.
 - e. A brief statement stating;
 - i. Past oil and gas business activities including locations, type or operations, and business names,
 - ii. Description of business activity to be conducted,
 - iii. List the oil and gas companies with whom you will be doing business,
 - iv. Provide location(s) where business activities will be conducted.
 - f. For corporations, limited liability companies, or other business entities, provide;
 - i. A copy of the corporate charter or other organizational documentation,
 - ii. A copy of the document authorizing the business entity to conduct business in the State of New Mexico,
 - iii. Provide documentation describing all subsidiary and parent entities.
 - g. List of all employees that will conduct business on the Jicarilla Apache Nation.
 - h. List of all vehicles that will be used to conduct business on the Jicarilla Apache Nation.

CONTACT INFORMATION

Revenue & Taxation Department – Gross Receipt Registration can be completed online at www.jicarillarevtax.com. You may also contact either Kathleen Atole at katole@jicarillarevtax.com and 575.759.4448, or Josephine Lucero at jlucero@jicarillarevtax.com and 575.759.4254. They are located inside the Nation's Administration Building at #25 Hawks Dr., Dulce, NM, 87528.

Jicarilla Oil & Gas Administration – An Operating Permit Application can be found on our website at www.jicarillaoga.com. You may also contact us at 575.759.3485 or by emailing Shannon Largo at shannonlargo@jicarillaoga.com. Our mailing address is PO Box 146 Dulce, NM 87528. You can visit us at our office at #6 Dulce Rock Drive, Dulce, NM 87528.

Department of Labor – Work Permits can be obtained by visiting the DOL office inside the Nation's Administration Building at #25 Hawks Dr., Dulce, NM, 87528. You may also contact Tunte Chavez at 575.759.4416, or by email at complianceo@ymail.com.