

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. Vehicle stickers - a fee of \$20.00 each for the first 20 stickers, a fee of \$10.00 each for the next 80 stickers, and \$5.00 each above 100 stickers purchased.
 - 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.

JICARILLA APACHE NATION OPERATING PERMIT APPLICATION				FORM PERMITS APPLICATION APPROVED JOGA Director October 31, 2017			
				JICARILLA OIL & GAS ADMINISTRATION			
JOGA PERMIT NUMBER:			Designated Operator		Service Vendor		
Company Name			Telephone	Fax	Email		
Mailing Address			Street Address (if different from Mailing Address)				
City	State	Zip Code	City	State	Zip Code		
Office Contact & Phone Number		1 st Emergency Contact & Phone Number		2 nd Emergency Contact & Phone Number			
1. Is this your first Operating Permit with the Jicarilla Oil & Gas Administration? Yes No a. If No, give the expiration date of the last Operating Permit. _____ 2. Has your company's name changed since your last permit (i.e. M&A)? Yes No a. If Yes, what was your company's name before the change? _____							
For Internal Use Only	Quantity	Description			Unit Price	Total	
	1	Operating Permit			\$1,000.00	\$1,000.00	
		Vehicle Stickers					
					Total Due		

I HEREBY AGREE TO COMPLY WITH the regulations of JANC Title 18 – Oil and Gas, and any stipulations or special conditions as set forth in this application/permit, and further agree to comply with all requirements of JANC Title 11 – Taxation having paid all taxes and submitted all required reports when due, and JANC Title 23 – Indian Preference. I CERTIFY that I am authorized to request, on behalf of the applicant, this Operating Permit and that the applicant and/or company are permitted to operate on the Jicarilla Apache Nation. I FURTHER CERTIFY that the applicant is not a federal government employee or agent. The statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith.

_____(Signature of Applicant)_____ (Date)

YOU ARE HEREBY GRANTED an Operating Permit in accordance with the information provided in the above application and within the terms of this permit. The following signature is required to affect a binding permit.

_____(Signature)_____ (Date)

Permits Supervisor/Director, Jicarilla Oil & Gas Administration

NOTICES

AUTHORITY: JANC Title 18 – Oil & Gas, JANC Title 11 – Taxation, and JANC Title 23 – Indian Preference.

The terms of this permit is one year renewable; this authority DOES NOT allow for day, week, temporary, otherwise. The company is solely responsible for renewing their Operating Permit in a timely manner.

PRINCIPAL PURPOSE: No person shall engage in any oil and gas activity within the Nation without first obtaining and maintaining in good standing an oil and gas Operating Permit. The intent of this permit is to control access to the Nation, other than those allowed through State or Federal highways and other rights-of-ways, and for the purpose of managing the natural resources of the Jicarilla Apache Nation, environmental conservation, public safety, and eliminating illegal trespass.

EFFECT OF NOT PROVIDING THIS INFORMATION: If you do not furnish all the information required by this form, your application may be rejected.

ROUTINE USES:

The JOGA collects this information to monitor and enforce access to and activities on the Jicarilla Apache Nation. The JOGA is collecting this information to process your application and affect a binding permit. The JOGA will use this information to identify and communicate with applicants.

JOGA CONTACT INFORMATION: Submit your application to shannonlargo@jicarillaoga.com, by mail to PO Box 146 Dulce, NM 87528, by fax at 575.759.3881, or visit our office at #6 Dulce Rock Drive, Dulce, NM 87528. For inquiries, please contact us at 575.759.3485 or visit our website at jicarillaoga.com.