

# PASCUA YAQUI TRIBE

## TRIBAL EMPLOYMENT RIGHTS OFFICE

### Tribal Business License Contractor Packet



For all Contractors, Sub-contractors and lower tier Sub-contractors who will be performing work on the Pascua Yaqui Tribal Lands and Communities the following documents must be submitted:

- Tribal Business License Application – A completed Tribal Business License application must be submitted **along with a copy of government issued ID for the person who signed off on the Tribal Business License Application.**
- TERO Checklist – A completed TERO Checklist is one of the documents that must be submitted. This form covers general information that can be applicable while your company performs work for the Pascua Yaqui Tribe. Each of the 16 items covered must be initialed upon your reading. The final page of the TERO Checklist is where your **company must identify the project** your company will be performing work on. The TERO Checklist is signed off by your company representative.
- Contractors Agreement – A completed Contractors Agreement is another document that must be submitted. On the Contractors Agreement the **contractor will identify their key personnel (supervisory and/or management) employees.** Please make reference to definition covered in the TERO Checklist for key personnel to avoid any confusion in identifying personnel.

After all the above documents have been submitted to the TERO Office, the Tribal License Application will be submitted for background check and once cleared the Tribal Business License Application will be forwarded to the Finance Department for approval. The contractors or sub-contractors will be issued a Tribal Business License by the Finance Department. The contractor or sub-contractor upon receiving their Tribal Business License must return to the TERO Office to obtain their Tribal Work Permit authorizing them to perform work on the Pascua Yaqui Tribal Lands or Communities to avoid any sanctions or fines. Sanctions and fines can be up to \$500.00 a day, per incident, per employee. All contractors or sub-contractors and their key personnel must submit proper identification (i.e. government issued ID) when coming in for their Tribal Work Permit.

At this time the contractor or sub-contractors can turn in the Labor Force Request for their trade positions being utilized on the project. The contractor, sub-contractor or lower tier sub-contractor will be working with the TERO Compliance Officers to review the scope of work, setting up interviews and/or coordinating the hiring of Tribal Members on the project. Tribal Members or any one hired for the trade position must also obtain a Tribal Work Permit prior to performing work on any project. Sanctions and or fines also apply to all Tribal Members and other employees utilized on the project.

Should you have any questions or require additional information, please contact the TERO Office.  
Tribal Employment Rights Office (TERO)  
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