

# INDIAN-OWNED BUSINESS CERTIFICATION



**Spokane Tribal Employment Rights Office  
PO Box 100 - Wellpinit, WA 99040  
(509) 458-6529**

APPLICATION FOR CERTIFICATION FOR  
AN INDIAN PREFERENCE FIRM ON OR NEAR THE RESERVATION

**I. FIRM IDENTIFICATION**

Please give the name of the firm **exactly** how it appears on all documents

\_\_\_\_\_  
Name of Firm

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
City/State/Zip

\_\_\_\_\_  
Alternate Phone # you can be reached at

\_\_\_\_\_  
Contact Person (if different from owner)

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Address

\_\_\_\_\_  
Alternate Phone # you can be reached at

\_\_\_\_\_  
City/State/Zip

Date of Submission: \_\_\_\_\_

SINGLE BUSINESS: YES [ ] NO [ ]      JOINT VENTURE: YES [ ] NO [ ]

APPLYING FOR: \_\_\_\_\_%      **Must be 51% or more for Indian Certification**

Type of Business you wish to conduct on the Spokane Indian Reservation:

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

Number of Employees: \_\_\_\_\_ Number of Indian Preference Employees: \_\_\_\_\_

Date Business was established: \_\_\_\_\_

**II. OWNERSHIP**

A. Type of Ownership (check one)

[ ] Sole Proprietorship

[ ] Partnership or Joint Venture (attach copy of agreement with all amendments since the creation of partnership)

[ ] Corporation (attach copy of certificate of incorporation, articles of incorporation, and By-Law, including all amendments since creation of Corporation.)

B. Percent of Indian Ownership: \_\_\_\_\_

C. For each Indian owner, attach a list providing the following: Name, Address, Tribal Affiliation, enrollment number, percent of ownership, amount of investment in firm,

method of investment (cash, equipment, loan, or promissory note - indicate who the loan or note is from) percent of voting control and position of firm.

- D. For each non-Indian owner, attach a list providing the following: name, address, percent of ownership, amount of investment in firm, method of investment in firm, method of investment (cash, equipment, loan, or promissory note - indicate who the loan or note is from) percent of voting control and position in firm, name of all other firms owner holds (or has with the past year held) an ownership interest in (other than publicly-held corporations and similar ownerships solely for investments) or management position in.
- E. List any management fee, equipment rental, bonuses, or other arrangements that will provide payment to non-Indian owners beyond their share of profits and salaries, as indicated above.
- F. Attach a list of any stock options or other ownership options that are outstanding and any agreements between owners or between owners and third parties which restrict ownership or control of Indian owners
- G. Identify any owner or management official of the named company who is or has been an employee of another company that has an ownership interest in or a present business relationship with the named company. Present business relationships include shared space, equipment, financing, or employees as well as both companies have some of the same owners.
- H. Indicate if this company or other companies with any of the same officers have previously received or been denied certification or participation as an Indian Business and describe the circumstances.

### III. MANAGEMENT

- A. For each owner of more than 5% interest, all senior management personnel and members of the Board of Directors, provide:
  - 1. Name, address and Social Security Number. If Indian, list Tribe and enrollment number and provide Tribe's issued ID card.
  - 2. Present position (description of all duties)
  - 3. Previous work experience
  - 4. Previous work experience in areas in which firm intends to engage.
  - 5. Other previous work experience.
  - 6. Education and training.
  - 7. Other jobs presently held.

Control of company. Identify by name, race, sex, and title in company those individuals (owners and non-owners) who are responsible for day-to-day

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management, including, but not limited to, those with prime responsibility for:

8. Financial decisions.
9. Management Decisions, such as:
  - a. Marketing and sales;
  - b. Hiring and terminations
  - c. Purchase of major equipment or supplies;
  - d. Supervision of field personnel.

#### IV. CAPITAL AND EQUIPMENT

- A. Equipment (list all equipment costing \$500.00 or more when new)  
If you run out of space please attach additional information

Quantity	Description	Price Book Value	How Obtained

- B. Capital

1. Attach a current balance sheet and financial statement signed by an Indian Owner.
2. Identify amount and source of original and present capital (e.g.; contributed by owner, bank loan, indicate name(s) of those legally bound to repay if other than corporation).
3. Give at least one financial reference.
4. Give name and address of your accountant or bookkeeper.
5. Attach a letter from a bonding company showing bond ability.

V. **CERTIFICATION**

I hereby certify that the information provided in and with this application is true and complete to the best of my knowledge and belief, and I agree to permit a credit check on the applicant company.

\_\_\_\_\_  
Name of Firm

\_\_\_\_\_  
Signature of Authorized Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Please print or type name

\_\_\_\_\_  
Title