



Ute Tribe Employment Rights Office

UTERO Commission

P.O. Box 400

Fort Duchesne, UT 84026

Phone: (435) 725-7086

utero@utetribe.com

**UTE TRIBE EMPLOYMENT RIGHTS OFFICE
APPLICATION CHECKLIST FOR **NEW APPLICANT****

Check List for required documents:

- Letter of Intent: Company's letterhead cite your business activities, what it does, and why your applying for UTERO license, AND INCLUDE
 - Company history/profile (be very specific)
 - Company's hiring policy employing use of the UTERO ordinance in your policy, namely the UTERO job skills bank, and post any job openings to the UTERO and the Ute Bulletin
- Compliance Plan for company (ONLY if the Developmental Agreement isn't approved by both parties)
- Application: Completely filled-out with Signature and Date
- Financials/Accounting: Provide any/all financials for work performed on Ute Tribal lands from 2010 to present
- Copy of Tribal Business License
 - ⇒ Obtain from the Tribal Energy & Minerals Department at (435) 725-4950
- Complete Copy with attachments of Access Permit
 - ⇒ Oil & Gas related - contact the Tribal Energy & Minerals Dept. at (435) 725-4950
 - ⇒ All other business (Trespass/Access) – contact Business Committee at (435) 725-4011
- Provide a complete list of vehicles and/or equipment being utilized on Ute Tribal lands that include: Year, Make, Model/Description, State, Color, License Plate Number and VIN Number
- Copy of Certificate of Liability Insurance

Process and Procedure:

Step 1: Submit completed Application along with all required documents (All documents will be date stamped and become official records of UTERO).

Step 2: Application packet will be reviewed and if necessary the office will contact the company to provide any required documents to the office in a timely manner, either by phone, email or postal mail.

Step 3: Completed packet will be presented to the UTERO Commission for review and approval; if more information is required for approval or denial, the office will contact the company by phone, email or postal mail.

Step 4: Decision:

- Upon Approval of UTERO License, the Company will receive an Official UTERO License valid for one (1) year and signed by the UTERO Director and a UTERO Commissioner.
- Upon Denial of UTERO License, the Company will be notified by postal mail that their request has been denied.

Step 5: Approved Company will be required to come in person to pick up UTERO License and submit the required Fee (receipt will be given as proof of payment)

If you have any questions or concerns, please feel free to contact the UTERO Office at (435)725-7086 or by via email: utero@utetribe.com

Respectfully,

UTE TRIBAL EMPLOYMENTS RIGHTS OFFICE