

TRIBAL EMPLOYMENT RIGHTS OFFICE (TERO)- **APPLICATION PROCEDURES**  
THREE AFFILIATED TRIBES  
P.O. BOX 488/ 305 4<sup>TH</sup> AVE  
NEW TOWN, ND 58763  
PHONE: (701)627-6263 FAX: (701)627-4496  
WEBSITE: [www.mhatero.com](http://www.mhatero.com)



All application **MUST** be completed in person at the office! We Do Not Accept application emailed, mailed in, and/or faxed. The following documents **MUST** be attach in order your application to be considered complete. Please contact MHA TERO at 701-627-6263 or log onto [mhatero.com](http://mhatero.com) for all question you may have.

1. **Valid Driver License**
2. **Appropriate Application-** All apps must be printed one sided, and can be located on our website or in office.
3. **Certificate of General Liability Insurance-** *MHA TERO P.O. BOX 488 New Town, ND 58763* **MUST** be listed in the Certificate Holder Box.
4. **Certificate of Authority-** If you are the Owner, President, Vice President, and/or CFO this document will allow another person to stand in your place & completed the application process.
5. **Compliance Plan-** **ONLY** to be completed by **PRIME CONSTRUCTION, PRIME OILFIELD & DRILLING** application.
6. **Contracts-** All 10-G application that have been awarded Tribal & State contracts, please attach a copy of contract showing who hired you, name of project, & cost.
7. **PPA Approval Sheet-** You **MUST** provide a copy of your PPA approval Sheet from our Native Contracting Department if you are listing Certified Indian Contractor (CIC) on your application.

**Payments-** *We accept Cashier Checks, Company Checks, and Money Orders made out to MHA TERO. All Credit/Debit card transaction will have a 3% fee.*

**NO CASH !**