



The Hopi Tribe, Office of Revenue Commission
P.O. Box 123
Kykotsmovi, AZ 86039
Phone: (928)734-3172 Fax: (928) 734-3179

Application Process & Requirements

1. **APPLICATION:** Complete the Regulatory Business License application and submit to the Office of Revenue Commission. Company agrees to abide by Ordinance 17 (A) Revised and any applicable laws of tribal, local, state and US governments. **An incomplete application will be returned with no action will be taken.** Please ensure that area's requiring initials have been initialed and the bottom of the second page is signed with a signature.
2. **INSURANCE:** Please provide a current copy of the **Certificate of Liability Insurance (CLI)**, and must name the Hopi Tribe as certificate Holder on the policy.
3. **CONTACT PERSON:** Application requires a contact person; please indicate the name of person who will be directly dealing with the project and has knowledge of the company's involvement in a project, scope of work or contract and the application process. Do not insert name of Company Owner, Manager or Project Manager if they will not be dealing with the filing of the application or project
4. **LICENSING FEE(S):** Pay the Regulatory license fee prior to start of the Project. Fee is based on Gross Revenue or total contract amount (Does not apply to New 1st time Business, Excluding Construction or awarded contracts):

PAYABLE TO:

The Hopi Tribe, Office of Revenue Commission
P.O. Box 123
Kykotsmovi, Arizona 86039

**Only Cashier's Check or Money Orders shall be accepted as forms of payment for licensing fees.
(All returned checks are subject to a \$25.00 NSF fee, as required by the Office of the Tribal Treasurer).**

5. **TERO and HEPO:** The Office of Revenue Commission recommends that each business, regardless of scope of work or service, contact the Hopi Environment Protection Office (HEPO), and the Tribal Employment Rights Office, (TERO), to satisfy both offices requirements.
6. **DOCUMENTS:** Other supporting documents may be requested prior to approval as the Commission may be required, i.e., Contracts, Agreements, Purchase Orders, Leases, Maps, Etc.
7. **The Office of Revenue Commission has 30 days to approve or deny an application, and must have received all required documents/approvals prior to issuance of a Regulatory Business License.**

Marietta "Kym" Honie, Secretary II,
Email" MaHonie@hopi.nsn.us