



## Instructions for Completing Application for License

### GENERAL INSTRUCTIONS

Each separate retail facility must have a separate license. A carrier may obtain one license that will cover all the vehicles owned by the licensee and drivers employed by the licensee, but the licensee must provide appropriate information about each separate vehicle and driver.

A separate application must be submitted for each license requested. Thus, a party desiring to be licensed as both a distributor and a carrier must submit two separate applications and two payments of \$100 each.

The application must be typewritten or completed in ink in its entirety. Incomplete applications will be denied. A license must be obtained prior to engaging in the activity for which the license is requested. Please mail or deliver the completed application, along with the appropriate fee(s) and attachments to the: Office of the Navajo Tax Commission, Post Office Box 1903, Window Rock, Navajo Nation (Arizona) 86515.

All applicants must have a current Form 100 on file with the Office of the Navajo Tax Commission.

Licenses are non-transferable, except by resolution of the Navajo Tax Commission.

### LINE-BY-LINE INSTRUCTIONS

3. Provide the address and physical location of the applicant, if there is a location within the Navajo Nation. Note that a separate license must be obtained for each location.
  
- 6.a-e. Complete as appropriate depending on the form of business entity involved.
  
7. – 10. Provide information requested. Attach additional pages if necessary.
  
11. Submit proof of insurance for any property or activities involving the refining, distribution, retailing, or carrying of fuel. This proof must be submitted at the time that application is submitted.
  
12. Submit proof of inspection of vehicles; see §911(C)(6) for a list of the vehicles covered. The vehicles must be identified by Vehicle Identification Number (VIN) or by other identifying information. This proof may be in the form of a copy of the certificate of inspection for each vehicle or any other written documentation of such inspection. This proof must be submitted at the time the application is submitted.
  
13. Bonding requirements are set forth in regulations. The bond amount must be equal to or greater than double the amount of Fuel Excise Tax estimated by the Office of the Navajo Tax Commission as due for the first period in which the applicant proposes to operate as a licensed distributor. Any license issued by the Office of the Navajo Tax Commission is subject to revocation by the Office if no bond or an insufficient bond is filed.
  
14. Submit proof of certification of safety training; see §911(C)(5) for a list of the persons and activities covered. This proof may be in the form of a copy of the certificate of completion or any other written documentation of such training. This proof must be submitted at the time the application is submitted.
  
15. Submit proof of valid transportation and/or common carrier's license issued by the United States Interstate Commerce Commission or equivalent state agency. This proof must be in the form of a copy of the license. This proof must be submitted at the time the application is submitted.
  
16. Each applicant for a carrier's license must submit a list of all drivers authorized by the applicant to use the applicant's license.