



# Nooksack Indian Tribe

5016 Deming Road  
PO Box 157  
Deming, WA 98244

Ph: (360) 592-5176 Fx: (360) 592-2025

## INSTRUCTIONS TO APPLICANTS

1. Read and familiarize yourself with Title 54 and the application form.
2. Complete the application (preferably in blue or black ink).
  - a. If you are seeking a temporary or seasonal license, please ensure that the application identifies the requested effective dates for your license. (Ex: If you need a temporary license for weekend sales of Mother's Day baskets and you intend to sell week prior, state specific dates: Apr 30-May 3).
3. Pay application fee at Administration Building to the Controller. Application fees may be paid in cashier's check, money order, cash, or personal check. (Payment by personal check may delay processing until Tribe receives verification check cleared).
  - a. Ensure correct payment is made for license sought.
  - b. Ensure you obtain a receipt or other proof of payment.
4. Submit completed application and proof of payment to General Manager via administrative receptionist.
  - a. Personally deliver application to front desk at 5016 Deming Rd, Deming, WA 98244.
  - b. Mailing application to tribal address and/or leaving application with another person or at another location may delay receipt of application by the General Manager and the processing of your application.
5. Following submission of your application and the appropriate fee, you should receive notice of an approved application or denial of application.
  - a. Approved applicants should receive license in mail approx. 14 days following submission of application.
  - b. Denied applicants should receive denial letter, indicating basis for denial and appeal rights, in mail in approx. 14 days following submission of application.
  - c. Should you not receive any notification, you should contact the Chief of Staff at (360) 592-4158 (ext. 3114) or by email at [cbernard@nooksack-nsn.gov](mailto:cbernard@nooksack-nsn.gov) to inquire as to the status of your application.
  - d. Under no circumstances should you engage in business wherein a business license is required unless you have a copy of your license. Failure to comply with the requirements of Title 54 could result in civil penalties, restitution orders, removal and exclusion from tribal lands, and/or such other penalties as may be lawful.