



OFFICE OF BUSINESS LICENSING

Frequently Asked Questions (FAQs)

Q What is the PUEBLO OF LAGUNA OFFICE OF BUSINESS LICENSING (OBL) and what does it do?

A The PUEBLO OF LAGUNA OFFICE OF BUSINESS LICENSING (also referred to as the “OBL”) is an agency within the Tribal Government structure, created by COUNCIL RESOLUTION No. 08-24, vested with the responsibility and authority to administer the BUSINESS LICENSING CODE (the “Code”) and issue PUEBLO OF LAGUNA BUSINESS LICENSES (License) on behalf of the PUEBLO OF LAGUNA (the Pueblo).

Q What is a PUEBLO OF LAGUNA BUSINESS LICENSE?

A A PUEBLO OF LAGUNA BUSINESS LICENSE is an Official, Non-transferable, Non-assignable, Pueblo of Laguna Tribal Government document issued by the OBL, granting a Person or Business the privilege to conduct or engage in Business Activity upon the lands subject to the jurisdiction of the Pueblo of Laguna.

Currently, the OBL issues four (4) types of Business Licenses:

LICENSE TYPE:	ISSUED TO:	TERM
Annual Business License	Any Non-Exempt Person or Business that is not a Pueblo of Laguna Tribal Member	1 Year
Enrolled Member Business License	Any Person that meets the qualifications set by the Pueblo of Laguna Enrollment Office to be considered a Tribal Member of the Pueblo of Laguna (including the spouse of a Tribal Member; certain restrictions may apply) or a Business that is at least 51% majority Owned by a Pueblo of Laguna Member or Members.	2 Years
Special Event Business License	Any Person or Business conducting business activity at a “Special Event” that is not sponsored by the Pueblo of Laguna, any one of its Villages, Entities, or Pueblo owned Businesses and who does not qualify for an exemption under Section 13-1-6.	^{1,3} 1-5 Days
Temporary Business License	Any Person or Organization that does not already hold an Annual or Enrolled Member Business License and whose Business Activity is conducted only during certain times of the year (i.e. Seasonal) or other instances that do not occur on a regular basis.	^{2,3} 90 Days

¹Special Event Business Licenses are “Restricted Use License[s]” and are issued in 1 – 5 Consecutive Day Terms. Terms cannot be dissected “Restricted Use License” – Licenses issued by the OBL granting the privilege of engaging in and conducting Business Activity within the Pueblo of Laguna Reservation during a defined, specified period and at a defined, specified location ONLY. Special Event Business Licenses do not authorize the licensee to engage in or conduct business activity outside the defined Period or Location

²Temporary Business Licenses are issued for a term not to exceed 90 calendar days, in consecutive succession, and may only be renewed once annually, after which an Annual, or Enrolled Member Business License shall be required along with the applicable fee.

³Any Person or Business that holds a current and valid Annual or Enrolled Member Business License does not have to obtain a Special Event or Temporary Business License in instances where one may be required unless expressly stated.

Q Who needs a Pueblo of Laguna Business License?

A Pursuant to POLC Section 13-1-5.A. – “...any Person or Business conducting Business Activity upon the lands under the jurisdiction of the Pueblo of Laguna or directly with the Pueblo of Laguna shall obtain a Business License from the Pueblo of Laguna Office of Business Licensing (“OBL”), Unless exempted by Section 13-1-6,”

Q Who is exempted from obtaining a Business License?

A Section 13-1-6 of the Code provides a list of activities and organizations that are exempt from the licensing requirement. However, “Except for [the] activity [and the organizations] described in Sections 13-1-6.A.(1), 13-1-6.A.(3), 13-1-6.A.(9), 13-1-6.A.(11), 13-1-6.A.(12), all exempted Persons or Businesses under...[Section 13-1-6]...shall apply for a from the OBL, at no cost.” For an exemption term not to exceed 2 years, after which the exemption must be renewed to continue Business Activity

Q How do I apply for a Business License or Exempt Recognition?

A In order to apply for a PUEBLO OF LAGUNA BUSINESS LICENSE or a certificate recognizing exempt status, you must complete and submit an official BUSINESS LICENSE APPLICATION or APPLICATION FOR RECOGNITION OF EXEMPT STATUS, respectively.

>>>>Please note, submission of an incomplete, illegible, or otherwise insufficient application shall be grounds for immediate disqualification of the application. Applicant **MUST** complete **ALL** required sections and submit **ALL** required documentation as indicated, without exception. Failure to comply with these requirements shall result in immediate disqualification of the application and denial of licensure.<<<<

There are several ways you can obtain an application for licensure or exempt recognition:

1. You can visit the OBL’s web page by copying and pasting or typing the following into the search bar on your web browser: <https://www.lagunapueblo-nsn.gov/office-of-business-licensing/>
2. You can also pick one up at the main reception desk at the Pueblo of Laguna Tribal Building, located at 22 Capital Rd. Laguna, NM 87026; or
3. You may email the OBL directly at emartinez@pol-nsn.gov and request one be sent by regular mail or by email.

Q Is there a fee associated with applying for a Business License or Exempt Recognition?

A Yes. The table below illustrates the Fee range associated with each license type

LICENSE TYPE	FEE
Annual Business License	\$100 - \$200
Pueblo of Laguna Tribal Member Business License	\$20 - \$40
Special Event Business License	\$50 - \$100
Temporary Business License	\$75 - \$150
Certificate of Exempt Recognition	No Fee

REINSTATEMENT FEES	
General Reinstatement Fee	\$50 - \$100
Enrolled Member Reinstatement Fee	\$10 - \$20

Q What if I choose not to get a license?

A Unfortunately, should you choose to forego the licensure or exemption requirement the OBL will be obligated to enforce compliance in accordance with the Code. Consequently, this would entail official notification by the OBL to cease all Business Activity until a license was obtained, the assessment of civil penalties up to \$1,000 per violation, and initiate court proceedings or other legal actions, if necessary.

In the event a Person or Business receives an order by the OBL to cease business activity and or an assessment for penalties for noncompliance, the Person or Business shall have no more than ten (10) business days from receipt of either notice, to request from the Business License Appeals Panel (BLAP) a hearing to review and



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reconsider the decision and order of the OBL. Accordingly, the BLAP, will send notification, informing both parties of the date, time, and location of the hearing, as well as how the hearing will be conducted.

Please be aware that all decisions, orders, and remedies made by the BLAP are final.


Q What documentation is required when applying for a Business License?

A Most of the time waiting for approval of a license stems from missing or inadequate information. Accordingly, we encourage you to carefully read through the “Keep These Docs Handy” section of the application. Here it will provide a list of some of the most common documents needed when applying for licensure. The list includes documents such as copies of your Tribal or Census ID, State Issued Driver’s License or ID, Social Security Number, etc. Documents such as these are necessary and crucial for the OBL when vetting an applicant’s responses and claims. Please keep in mind that knowingly and purposefully making false statements on an official government document is grounds for automatic disqualification and denial of a licensure; including fines and fees of up to \$1000 per violation and a recommendation by the OBL to the BLAP to suspend the applicant’s ability to apply for the privilege of engaging in business within the Pueblo of Laguna Reservation for a period of up to three (3) years.

Although it is the primary objective and Mission of the Pueblo of Laguna Office of Business licensing to promote and encourage small business development and foster a vibrant and thriving local business economy, it is even more so our Responsibility and Commitment that in seeking to achieve these things, we not do so by compromising the health, safety, and wellbeing of our Families, Tribal Communities, or Reservation Lands. We, at the OBL, know and understand that some of the questions asked in our applications are a little intrusive and that some of the information we need is sensitive, but we also know that it is necessary in order to ensure the integrity of, and trust in, those in our business community as well as the confidence and peace of mind of our Tribal Members, your customers.

So, thank you! Thank you, for your understanding, for your cooperation, and thank you, for helping us, help you, take your first steps toward responsible Business Ownership here within the Pueblo of Laguna.

Best wishes and good luck in this, and all your endeavors,


Edwin G. Martinez, Director
Pueblo of Laguan
Tax Administration Division (TAD)
Indian Preference & Employment Compliance Office (IPEC)
Office of Business Licensing (OBL)