GILA RIVER INDIAN COMMUNITY BUSINESS LICENSE INFORMATION

POINT OF CONTACT

Crystal Downs
Business License & Taxation Ordinance Officer

(520)562-9558
GRICBusinessLicense@gric.nsn.us

BUSINESS LICENSE APPLICATION

You may download a copy of the application at:
www.gilariver.org

- Place the mouse on the **Opportunities** tab and a dropdown will appear, click on **Business Lic. /Tax Forms**
- Scroll down and click on **Forms for Download**
- Click on **Business License Application** (the form is fillable online, but must be printed out)

When applying for a business license you have 3 options:
NOTE: The business license process may take up to 7-10 business days.

1. Mail in the application with a check or money order

   Mailing address:
   Gila River Indian Community
   Office of the Treasurer
   PO Box 2160
   Sacaton, AZ 85147

2. Come into the office
   NOTE: Payment options include check or money order (made out to Gila River Indian Community), cash, or card (not American Express). The business license will not be processed the same day.

   Physical Address:
   525 W. Gu u Ki
   Sacaton, AZ 5147

   Directions:

- I-10 East to Exit 175, Casa Blanca Road
- Turn left over frwy, then right onto Casablanca Road
- Continue for approximately 5 miles until you see a paved road, Blue Bird Rd on right hand side
- Turn Right on Blue Bird
- Turn left onto North Access Road
- Turn right into GRIC Governance Building
- Enter the building, sign in at the security desk, and ask for Business Licensing

NOTE: When using a GPS application, it is best to search “Kowee Coffee”, zip code 85147. Using this gives better direction than typing in the address.

3. Pay-By-Phone steps are as follows:
   NOTE: The receipt **does not** validate your license. After making a payment be sure to forward the receipt for processing.

   - Email the application to GRICBusinessLicense@gric.nsn.us (application will be reviewed then followed with payment instructions)
   - A receipt will be emailed to you after you make the payment. Please forward the receipt to GRICBusinessLicense@gric.nsn.us
   - The license will be processed and a copy will be emailed to you once it has been approved. The hard copy will be mailed out.

CERTIFICATE OF INSURANCE (COI)

NOTE: All that must submit a COI include: construction companies, contractors, repair services, or installation services.

Please include a Certificate of Insurance with Gila River Indian Community listed as additional insured. The information is as follows:
Gila River Indian Community
Office of the Treasurer
PO Box 2160
Sacaton, AZ 85147

FOOD VENDORS

NOTE: All vendors selling food must obtain a permit from the **Environmental Health Services Department** prior to obtaining a business license.

Phone #: (520)562-5100
Email: EHSHelpDesk@gric.nsn.us

ADDITIONAL INFORMATION

- Please complete **ALL** highlighted sections of the business license application.
- If you wish to receive a copy of the business license via email, please include an email address on the application.
- Under section III, #12 (location of business activity), please include the name of the exact location you will be working at (i.e. building name, cross streets, or job site). If you will have more than one job within the Gila River Indian Community, you may state "Community wide". For a special event business license, please state the name of the event on this section.
- All checks and money orders need to be made out to Gila River Indian Community.
- Please inform us of any changes. Changes may be sent by email, phone, in person, or by mail.
- Business license renewal forms will be mailed out 2 months before the expiration month.
- Please **initial** Section VIII!
- For **Special Events**, the deadline for submission of the application and payment is **1 week** before the event date. No applications will be accepted thereafter.

PLEASE HAVE YOUR BUSINESS LICENSE ON HAND AND POSTED AT ALL TIMES