WHITE EARTH
DEPARTMENT OF ENROLLMENT – VITAL STATISTICS

Enrollment Application

NOTE:
INCOMPLETE ENROLLMENT APPLICATIONS WILL NOT BE ACCEPTED.

APPLICATIONS AND REQUIRED ORIGINAL DOCUMENTS WILL NOT BE ACCEPTED BY FAX OR EMAIL.

CONTACT THE DEPARTMENT OF ENROLLMENT:
MAILING ADDRESS: PO BOX 506 | WHITE EARTH, MN 56591
DIRECT PHONE LINE: 800-710-4092 | FAX: 218-935-3010

ENROLLMENT APPLICATION – PACKET
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Please thoroughly review each section for important information regarding the Enrollment Application. All information in the Enrollment Application packet is subject to change.

SECTION 1 – ELIGIBILITY INFORMATION

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SECTION 1– ELIGIBILITY INFORMATION

The Department of Enrollment follows the **Constitution of the Minnesota Chippewa Tribe**. The <u>Applicant is responsible</u> for meeting the <u>Burden of Proof</u> and must supply all required documents to prove eligibility.

ELIGIBILITY CRITERIA

1. To apply for enrollment an individual must have a biological parent(s) enrolled with the Reservation(s) in which applicant is applying with. You may not apply under a grandparent(s), Aunt, Uncle, etc.

2. Applicant must possess the one-fourth (1/4 or 25%) degree of Minnesota Chippewa Tribe blood requirement. The Minnesota Chippewa Tribe accepts Minnesota Chippewa Tribe Blood only.

3. Adult applicants over the age of 18 years MUST apply for enrollment on their own behalf unless considered incompetent. If considered incompetent, you must provide legal documentation to act on their behalf.

4. Applications for applicant minors (under 18) must be submitted by their parent or legal guardian. If the child is in the custody of someone beside the parent, a court order must be attached.

5. Born outside the United States - <u>If Applicant Was Born Outside the United States, There Must Be Proof of American Citizenship.</u>

BAND TRANSFERS/RELINQUISHMENT for ADULTS or MINORS

**Please note: The Fond du Lac Reservation and the Mille Lacs Band of Ojibway have set Moratorium's on All Band Transfers/Relinquishments.

1. Applicants must have a biological parent(s) enrolled with the Reservation in which the applicant is applying to band transfer with. You <u>MAY NOT </u>apply under a grandparent(s), aunt uncle, etc. <u>Biological Parents Only.</u>

2. The applicant will have to complete the Application to Band Transfer along with the Affidavit of Relinquishment (must be Notarized), return both completed forms with a State Certified Birth Certificate. *If the father does not appear on the Birth Certificate, an amended Birth Certificate or DNA test providing the results meet or exceed 97% and it must accompany the Band Transfer Application and the Affidavit of Relinquishment for a minor.

3. If the applicant is a minor, both parent(s) will have to sign the Affidavit of Relinquishment for minor (must be notarized), return both forms with State Certified Birth Certificate. *If the father does not appear on the Birth Certificate, an amended Birth Certificate or DNA test providing the results are 97% or more must accompany the Band Transfer Application and the Affidavit of Relinquishment for a minor.

4. If you are enrolled with another Reservation/Tribe other than the Minnesota Chippewa Tribe, you must contact your Reservation/Tribe and request their respective paperwork, complete it, return it to your Reservation/Tribe and a copy to the Minnesota Chippewa Tribe, to relinquish your enrollment with them.

ELIGIBILITY FOR TRIBAL SERVICES

Once the applicant is approved for membership by the Minnesota Tribal Executive Committee, the applicant is officially a member of the White Earth Band.

The Department of Enrollment does not currently have a listing of services available to each tribal member. Please visit the White Earth website at https://whiteearth.com/ to browse tribal programs and services. Contact information for tribal departments and programs is listed on the website.

DUAL ENROLLMENT

Dual enrollment is NOT allowed under the Revised Constitution of The Minnesota Chippewa Tribe. An Individual CANNOT be enrolled with two (2) Reservation/Tribes.

If Enrolled with a Tribe other than White Earth, attach a Certificate of Indian Blood from the tribe enrolled.

SECTION 2– REQUIRED DOCUMENTS

WE Enrollments Does Not Provide Applicant Information and will only complete "**For office use**" section only.

STANDARD REQUIRED DOCUMENTS

1. Completed White Earth Enrollment Department Application.

2. **MUST** provide a **Certified (state /original) Birth Certificate** with the parents' names on it. (*Complimentary hospital records and baptismal records are NOT acceptable*.). (**Photocopies** will **NOT BE ACCEPTED**.)

3. If the father does not appear on the Birth Certificate, an amended Birth Certificate and/or Certified DNA test providing the results are met or exceed 97%, must accompany the Application for Enrollment and Birth Certificates.

4. All legal **Names Change** must provide legal proof of name change (via driver license, Certified court order, social security card, marriage certificate).

CUSTODY/GUARDIANSHIP

Custody / Guardianship MUST provide a Certified Court Order granting custody. By default, the biological parents listed on birth certificate have equal parental rights to the child. A custody order from a county or tribal court is needed to establish a formal custody agreement between both parental parties.

If anyone else besides the parent(s) is taking care of the child, a formal guardianship order from a state or tribal court will be needed to declare a legal relationship with the minor.

ADOPTIONS

1. MUST provide a Certified Birth Certificate **before** adoption and Certified Birth Certificate **after** adoption. (Photocopies will **NOT BE ACCEPTED**.)

2. Certified Court order granting adoption.

3. Certified Court order granting name change if not part of adoption decree.

ONE OF THE APPLICANT PARENTS IS A NON-ENROLLED DESCENDANT

If one of the applicants is a non-enrolled descendant, they must provide birth certificate documentation that links them to an enrolled tribal member. The link must be established for each parent-to-child relationship. So, if the applicant's grandparent is enrolled but their parent is not enrolled, the applicant will need to provide a Certified birth certificate for their parent with the enrolled grandparent listed on the birth certificate. Orders of Paternity/Maternity or DNA Testing from an AABB accredited-facility (maternity or paternity only; collateral DNA testing not accepted) can also be submitted in place of the birth certificate. Please contact the Tribal Enrollment Department or MCT (Minnesota Chippewa Tribe) for additional guidance or questions. MCT (218) 335-8581

SECTION 3– SUBMITTING APPLICATION

The Enrollment Application and Required Documents **MUST** be submitted together. If the Enrollment Application or Required Documents are not included, the Application will be considered **INCOMPLETE** and **RETURNED** to the Applicant. If applications are returned without all the requested information, a letter will be sent to applicant or Parents'/legal guardian, stating the application cannot be processed until ALL required information is received.

1. All applications must be mailed, or hand delivered to the White Earth Enrollment office. We **DO NOT** accept faxed or emailed applications.
2. If mailed, you MAY choose to use a USPS service that uses a tracking number.
3. ALWAYS mail items to the Department of Enrollment PO Box address (listed on cover sheet).

HOW ORIGINAL DOCUMENTS ARE RETURNED

Original Required Documents will be returned to the applicant via USPS mail after the application has been verified complete and processed.

The Enrollment Department has no control over the USPS and cannot provide accurate estimates of how long documents will take to reach our office or to reach the applicant once they are mailed from our office.

SECTION 4 –
FREQUENTLY ASKED QUESTION

Here are some FAQ's to review before submitting your application. If you have additional questions that are not answered in this section, please contact the Department of Enrollment by email or phone.

Q: HOW LONG WILL IT TAKE FOR MY APPLICATION TO BE APPROVED?

A: The Enrollment Department processes applications four times per year (quarterly). Your application and required documents must be submitted before the quarterly cut-off date or it will be processed in the next quarter. The total processing time varies for each application. If an applicant is a descendant of multiple tribes, the processing time is usually longer because the Department of Enrollment must obtain Enrollment Verifications from multiple tribes. Additionally, the volume of applications in the Department of Enrollment greatly impacts the total processing time. Other factors that may impact processing time include (but are not limited to) blood quantum discrepancies, spelling errors/discrepancies on birth certificates and other original documents, failure to turn in all Additional Required Documents, and Department of Enrollment staff availability.

Q: CAN THE DEPARTMENT OF ENROLLMENT ASSIST ME WITH RESEARCHING MY GENEALOGY?

A: The Department of Enrollment does not assist with personal genealogy research and cannot release information regarding ancestors. The Department of Enrollment requires all staff members to follow strict confidentiality policies. There are a number of genealogy resources online that individuals can refer to.

Q: I DON'T HAVE ALL THE REQUIRED DOCUMENTS LISTED IN SECTION 2. CAN I SUBMIT MY ENROLLMENT APPLICATION WITHOUT SOME OF THE REQUIRED DOCUMENTS?

A: No, the Department of Enrollment will not accept the Enrollment Application without the Required Documents listed in Section 2. The Enrollment Application and any other attachments will be returned to the applicant.

Q: I'M NOT SURE IF I WILL BE REQUIRED TO SUBMIT ADDITIONAL REQUIRED DOCUMENTS. HOW CAN I FIND OUT IF ADDITIONAL REQUIRED DOCUMENTS ARE NEEDED WITH MY APPLICATION?

A: If you think you may be required to submit Additional Required Documents (see SECTION 2) but are not sure which documents are needed, you can call or email the Department of Enrollment to speak with a Research Specialist about your situation. They can help you identify which Additional Required Documents may apply to your situation and can help you identify where you can obtain the documents.

Q: IF I MAIL MY ENROLLMENT APPLICATION AND REQUIRED DOCUMENTS, WILL MY ORIGINAL DOCUMENTS BE RETURNED TO ME?

A: Yes, your original documents will be returned to you. Please thoroughly review SECTION 3 for information on how the Department of Enrollment returns original documents via mail.

Q: CAN THE DEPARTMENT OF ENROLLMENT GUARANTEE THAT I GET ENROLLED BY A CERTAIN DATE?

A: The Department of Enrollment cannot guarantee that applicants will be enrolled in a certain timeframe or by a specific date. Your application will be processed in the order it was received, and the Department of Enrollment will process your application as quickly as possible. Remember, there are several factors that impact an application's total processing time, and the Department of Enrollment must take all steps necessary to ensure that your records are accurate and valid.

Q: WHAT IF I NEED TO UPDATE MY CONTACT INFORMATION WITH THE DEPARTMENT OF ENROLLMENT DURING THE APPLICATION PROCESS?

A: Please contact the Department of Enrollment for instructions on how to update contact information while your application is pending.

White Earth Reservation Tribal Council
Tribal Enrollment/Vital Statistics
P.O. Box 506
White Earth, Minnesota 56591
Phone: (800) 710-4092 or Fax (218) 935-3010

_____ R.L. BQ

_____ _____

_____ _____

Application for Enrollment

TOTAL = _____

PRINT LEGIBLY OR APPLICATION MAY BE DENIED DUE TO NOT BEING ABLE TO READ. THIS MUST BE FILLED OUT COMPLETELY OR IT MAY NOT BE PROCESSED

APPLICANT:

Full Legal Name: _____
      (First)   (Middle)   (Last)   (Maiden)

Other names Used: _____

Gender: _____ Date of Birth _____ Social Security Number: _____

If Adult which District, do you claim?   1 _____   2 _____   3 _____

Marital Status: _____ Email Address: _____

Has the applicant ever been adopted? _____ Where? _____
(Provide Certified Documentation of Adoption and parents)

Has the applicant ever been an enrolled member of any tribe? _____

If yes, which Tribe? _____ Blood Degree: _____

CONTACT INFORMATION:

Current Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Current Physical Address: _____

City: _____ State: _____ Zip Code: _____

Primary Phone Number: _____Cell Number: _____

BIOLOGICAL MOTHER OF THE APPLICANT: Enrollment Number, if known: _____

Full Legal Name: _____
                (First)   (Middle)   (Last)

Other names used: _____

Date of Birth: _____ Social Security Number: _____

City of Birth: _____ State: _____

Current Mailing Address: _____

City: _____ State: _____ Zip code: _____

Current physical Address: _____

City: _____ State: _____ Zip code: _____

Primary Phone Number: _____ Cell Phone Number: _____

Reservation Enrolled: _____

Mother if you are a Descendant, what is enrolled parent's name?

_____

(Your State Certified Birth Certificate is required to show lineage. Photocopies not accepted)

BIOLOGICAL FATHER OF THE APPLICANT: Enrollment Number, if known: _____

Full Legal Name: _____
                (First)   (Middle)   (Last)

Other names used: _____

Date of Birth: _____ Social Security Number: _____

City of Birth: _____ State: _____

Current Mailing Address: _____

City: _____ State: _____ Zip code: _____

Current physical Address: _____

City: _____ State: _____ Zip code: _____

Primary Phone Number: _____ Cell Phone Number: _____

Reservation Enrolled: _____

Father if you are a Descendant, what is enrolled parent's name?

_____

(Your State Certified Birth Certificate is required to show lineage. Photocopies not accepted)

<mark>DEPARTMENT OR PROGRAM</mark>

Complete this section, if you are applying on behalf of your program for the Minor child (Custodian/Legal Guardian).

Full Legal Name: _____
  (First)   (Middle)   (Last)

Title: _____ **Supervisor:** _____
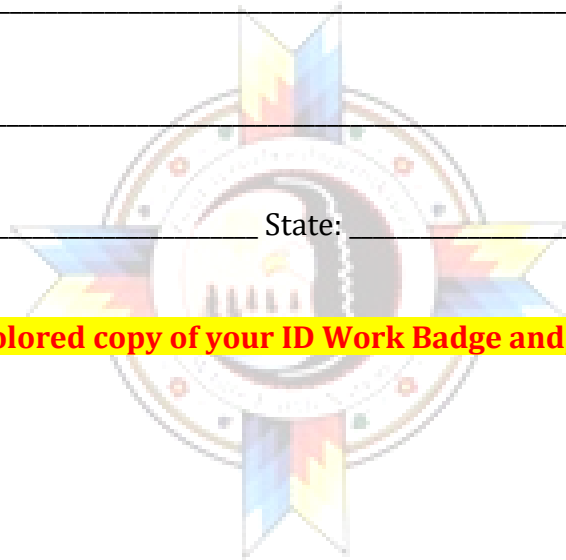

Department/Program: _____

Business Phone Number: _____ Extension: _____

Work Email Address: _____

Business Mailing Address: _____

City: _____ State: _____ Zip Code: _____

<mark>*Please attach a colored copy of your ID Work Badge and/or Business Card.*</mark>

SECTION 5 - APPLICANT CHECKLIST (before submitting application)

Is the application filled out?   _____

Provide a complete address?   _____

Provide a Color copy of Social Security Card   _____

Did you attach the applicants State Certified Birth Certificate?   _____

(**Copies** are **not** accepted, nor are Hospital "Birth Records/Certificate")

Did you attach Legal documentation for:

- **Name Change**   _____

(Certified Court Order, driver license, social security card, Marriage/Divorce)**,**

- **Custody/Guardianship -** (Certified Court Order)   _____

- **Has Sole Custody –** (Certified Court Order)   _____

- **Adoption Decrees -** (Certified Court Order)   _____

**If either parent is enrolled in another tribe other than White Earth,
did you attach their Certificate of Degree of Indian Blood (CDIB) from that tribe?**   _____

**Did you provide signatures from BOTH parents if listed on Birth Certificate or
having joint custody.**   _____

FILL OUT, PRINT, SIGN AND MAIL COMPLETED APPLICATION TO: **White Earth Tribal Enrollments
P.O. Box 506
White Earth, MN 56591**

"I declare under penalty of perjury that all statements contained in this application and any accompanying documents are true and correct, with full knowledge that all statements made in this application are subject to investigation and that any false or dishonest answer(s) may be grounds for denial or subsequent disenrollment from White Earth".

Signature of: _____**Print Name:** _____ **Date:** _____
(*Self, Legal Guardian or person legally authorized to act on behalf of applicant*)

Signature of Mother: _____ **Date:** _____

Relation to Applicant: ____ Self ____Parent _____Guardian (*If Legal Guardian, must attach court order*)**.**

Signature of Father: _____ **Date:** _____

Relation to Applicant: ____ Self _____ Parent ____Guardian (*If Legal Guardian, must attach court order).*

DO NOT MARK BELOW THIS LINE

Application Received: _____

Processed by: _____

Attached Documents: _____ BC _____NCD _____SSC _____CO/G ____FT _____other _____

Missing Documents: _____BC _____NCD _____ SSC _____ CO/G ____FT _____ other _____

Father: _____

ID No.: _____ **AR No.:** _____

Family No.: _____ **Enrollment Date:** _____/_____/_____

MCT BQ: _____ **Band:** _____**Roll Relation:** _____

Mother: _____

ID No.: _____ **AR No.:** _____

Family No.: _____ **Enrollment Date:** _____/_____/_____

MCT BQ: _____ **Band:** _____ **Roll Relation:** _____

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Applicant's MCT BQ: _____ **Band:** _____ **Roll Relation:** _____

****

If Approved: **Tribal Resolution #:** _____ **Date:** _____

TEC Resolution#: _____ **Enrollment Date:** _____

Date Scanned Documents and Application into Progeny: _____ **Scanned by:** _____

Enrollment ID: _____

SIX GENERATION CHART

White Earth Reservation - Tribal Enrollments

Ancestors of:

Spouse of Number 1

2 Father
B
W
D
W
M
W

1
B
W
D
W
M
W

3 Mother
B
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4 Grandfather
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5 Grandmother
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6 Grandfather
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<u>Key</u>
B - When Born
W - Where Born
D - When Died
W - Where Died
M - When Married
W - Where Married