

**CITIZEN POTAWATOMI NATION TRIBAL ROLLS**  
1601 S. GORDON COOPER DR., SHAWNEE, OK 74801  
PHONE 405-878-5835 FAX 405-878-5839

## TRIBAL ENROLLMENT APPLICATION INSTRUCTIONS

Please read the following instructions carefully

**\*recommended but not required**

### 1. Enrollment Application

When filling out enrollment application, be sure to fill out every line and question. Print clearly in **BLACK** or **BLUE** ink **ONLY**. Must have application with original signature, cannot accept a photo copy.

### 2. State Certified Birth Certificate

Must be a State Certified Birth Certificate or a copy of the original State Certified Birth Certificate from a certified public notary. Color photo copies, hospital birth certificates, or other duplications will not be accepted. State Certified Birth Certificate will be returned once applicant is enrolled, Public Notarized copies will not returned.

### 3. \*Copy of Social Security Card

### 4. \*Copies of Marriage License

### 5. \*A passport or state ID style photo, for your Tribal Identification Card

*All IDs are now required to have a photo on them to protect against fraud.*

*See attached guideline for photos requirement.*

It is recommended that you send your application "Certified" so it can be tracked. We will only send completed enrollment application back certified if we received them certified. Once the application is placed in the mail we are no longer responsible for the information.

Make sure to check is/is not adopted and is/is not a member of another tribe. Cannot accept altered applications

If you are enrolled in another Tribe, you must relinquish all rights with the other tribe before your application can be completed. We recommend you make sure you are eligible with the Citizen Potawatomi Nation first, by turning in an enrollment application, before relinquishing right with other tribe.

Only Applicants over 18 years of age, Parent(s) (if applicant is under 18 years of age), or legal guardians (court guardianship papers required) are able to sign the applications or get information about enrollment status.

On the family chart, this information pertains simply to the applicant, their parents and grandparents. This goes back only 2 generations from the applicant. It is very important to fill out the family chart completely, with full names including maiden, and other married names. If you do not know all the information, fill out as much as you do know.

Please note: **ALL APPLICATIONS** that are incomplete and/or illegible will be returned with a list of items needed to complete it. Process will be placed on hold until all required information is present. If no attempt is made to complete the application after one year the file will be shredded to protect your personal information. NOTE: state certified birth certificate will be returned.

The enrollment process can take 4 to 6 months once the application is completed. *Applications are done on a first come first served bases.*

### ARTICLE 3

#### MEMBERSHIP OF TRIBE

**Section 1.** The membership of the Citizen Potawatomi Nation shall consist of the following persons:

(a) All persons of Indian blood who were bona fide members of the Citizen Potawatomi Nation and who were enrolled or were entitled to be enrolled on the official census roll of the Band on January 1, 1937.

(b) Each child of Citizen Potawatomi Nation Indian blood born since the date of said roll whose parents is, or was, a member of the Tribe.

(c) Each child of the Citizen Potawatomi Nation Indian blood of a marriage between a member of the Tribe and any other person.

(d) As used in this Article, the term "a member of the Tribe" means a member of the Tribe at the time of the child's birth, or, in the case of a posthumous child, if membership rights are claimed through the deceased parent, the parent was a member of the Tribe at the time of death.

(e) The burden of proof as to eligibility for membership in the Citizen Potawatomi Nation will be on the claimant for membership in each case.

(f) The Business Committee shall have power to prescribe rules and regulations covering future membership including adoptions and the loss of membership, subject to confirmation by a majority of the votes cast for a General Council referendum containing such rules and regulations in a regular or special election.

(g) No member of the Citizen Potawatomi Nation may hold membership in any other Indian tribe.

# TRIBAL ENROLLMENT APPLICATION

Name \_\_\_\_\_  
*last first middle maiden/other*

\_\_\_\_\_  Male  Female \_\_\_\_\_  
Social Security Number Date of Birth Marital Status

\_\_\_\_\_ City \_\_\_\_\_ State Zip \_\_\_\_\_  
Address

\_\_\_\_\_ Country \_\_\_\_\_  
County

\_\_\_\_\_ Email \_\_\_\_\_  
Phone Number

**Certification** I certify that \_\_\_\_\_ for whom this application is being made:

**is**  **is not** an adopted child and is a direct descendant by blood of a member of the Citizen Potawatomi Nation.

**is**  **is not** a member of another tribe.

If yes, what is the name of the Tribe \_\_\_\_\_

(If the applicant is a member of another tribe, he/she must conditionally relinquish that membership before an application of membership into the Citizen Potawatomi Nation can be processed. Relinquishment form available upon request.)

In executing the foregoing application, I agree to the obligations of tribal membership and I consent to the authority and jurisdiction of the laws and the government of the Citizen Potawatomi Nation. If enrolled, the Tribe warrants that I will be entitled to all benefits and privileges of citizenship in the Citizen Potawatomi Nation as described by law and tribal custom.

**Dual enrollment is prohibited under Article 3 Section 1(g) of the Citizen Potawatomi Nation Constitution: "No member of the Citizen Potawatomi Nation may hold membership in any other Indian Tribe."**

I am also fully aware that the provisions of **Sec. 1001, Title 18, U.S.C.**, provide for a fine of not more than \$10,000 or imprisonment for not more than five years, or both, for making false or fraudulent statements in connection with any matter within the jurisdiction of any department or agency of the United States.

\_\_\_\_\_ Date \_\_\_\_\_  
Signature

Print name of person who signed application \_\_\_\_\_

Applicant  Parent  Legal Guardian  
(not to be signed by minor child) (must have legal custody) (must have guardianship paper)

Application must be complete and returned with original state certified birth certificate or an original signed notarized copy of the original state certified birth certificate. **Copies and Hospital birth certificates are not acceptable.** Additional documents may be required by Tribal Rolls to process application.

Original application **MUST BE** returned by mail or in person to:  
Citizen Potawatomi Nation - c/o Tribal Rolls, 1601 S. Gordon Cooper Dr., Shawnee, OK 74801

# FAMILY CHART

**Please complete entire family chart with both Indian and non Indian parents.**

*Note: Family Chart is: Applicant, father and his parents, mother and her parents.*

Applicant \_\_\_\_\_  
*first middle last maiden/other*

Tribe \_\_\_\_\_

Father \_\_\_\_\_  
*first middle surname suffix*

Tribe \_\_\_\_\_

Roll Number \_\_\_\_\_

Grandfather \_\_\_\_\_  
*first middle surname suffix*

Tribe \_\_\_\_\_

Roll Number \_\_\_\_\_

Grandmother \_\_\_\_\_  
*first middle maiden surname*

Tribe \_\_\_\_\_

Roll Number \_\_\_\_\_

Mother \_\_\_\_\_  
*first middle surname suffix*

Tribe \_\_\_\_\_

Roll Number \_\_\_\_\_

Grandfather \_\_\_\_\_  
*first middle surname suffix*

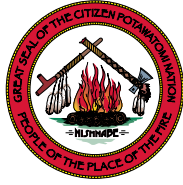
Tribe \_\_\_\_\_

Roll Number \_\_\_\_\_

Grandmother \_\_\_\_\_  
*first middle maiden surname*

Tribe \_\_\_\_\_

Roll Number \_\_\_\_\_



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## REQUEST FOR PHOTO ID

*Please print clearly*

Name \_\_\_\_\_  
*first middle last (including maiden)*

Birthdate \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

County \_\_\_\_\_ Country \_\_\_\_\_

Phone \_\_\_\_\_ Phone \_\_\_\_\_  
 Home  Mobile  Work  Home  Mobile  Work

Signature of the applicant or legal guardian (*not to be signed by minor children*) \_\_\_\_\_ Date \_\_\_\_\_

The Citizen Potawatomi Nation Tribal Rolls Department has begun issuing new Tribal ID Cards implementing a magnetic strip. This card requires a photograph of the tribal member for authenticity and to prevent fraud or misuse. The older cards are still valid and should not be discarded: it will always be your means to tribal identification. However, when the technology is put into service, only the new magnetic cards will work. We are working along the lines of the card swiping technology that will allow tribal services and discounts.

Please fill out this form for each applicant requesting a photo ID card and send a high quality photograph of the applicant, to receive a tribal ID card. Please allow at least 4-6 weeks for delivery. **Please send in a solid light colored background, straight front face shot. No hats, sunglasses, pets, cars, friends or family in the photo with the tribal member (examples on next page). The photo will be returned.**

***For your benefit, please always notify the Nation of any address or phone changes.***

# PHOTO REQUIREMENTS

*Photo ID cards are recommended but not required*

## THE PHOTOGRAPHS MUST BE:

- in color, not black and white;
- taken against a solid light colored background;
- undamaged, for example; not torn, creased, or marked;
- taken with your eyes open and clearly visible (with no sunglasses or tinted glasses, and no hair across your eyes);

- of you facing forward, looking straight at the camera;
- taken of the full head, without any covering, unless it is worn for religious beliefs or medical reasons;
- taken with nothing covering your face;
- be in sharp focus and clear;
- cannot be from another type of Photo ID;
- taken within the last 3 months;

## ACCEPTABLE



Subject's full face is visible, no shadows or clothing obscure the face.



Subject's glasses are free from reflection or glare and frames do not cover eyes.



No other person is in the photo and the child is facing the camera with her eyes open.



Photo is clear and in color, reproduces skin tones accurately, and is properly exposed with no shadows.



The head is centered and the correct size.

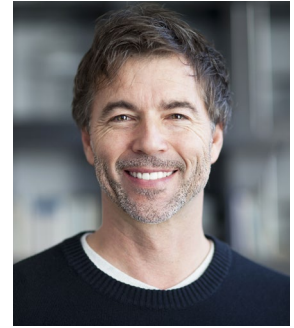


Background is uniform, plain and white or off-white and free of shadows.

## NOT ACCEPTABLE



Head clothing covers part of the face.



Background is not white or off-white.



Pacifier covers part of face.



The photo contains more than one person.



Head is rotated, shoulders are not square to the camera.



Camera is too close to subject.