

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

## REQUEST FOR PHOTO ID

*Please print clearly*

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

Birthdate \_\_\_\_\_ Member ID \_\_\_\_\_

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.

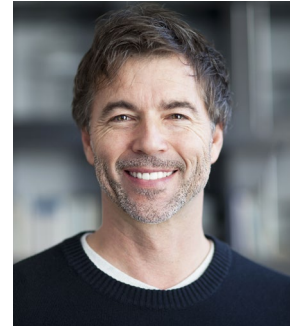


Background is uniform, plain and white or off-white and free of shadows.

## 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.