



# **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: 218-983-3707**



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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.

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## SECTION 1– ELIGIBILITY INFORMATION



The Department of Enrollment follows the **Constitution of the Minnesota Chippewa Tribe**. The Applicant is responsible for meeting the Burden of Proof 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 - If Applicant Was Born Outside the United States, There Must Be Proof of American Citizenship.

### **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 MAY NOT apply under a grandparent(s), aunt uncle, etc. Biological Parents Only.
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 (218) 983-3285**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **Application for Enrollment**

**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: \_\_\_\_\_

**Note:** *If Applicant's parents are both enrolled within the Minnesota Chippewa Tribe, the applicant will be enrolled under the mother's reservation & band if not otherwise specified.*

**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)



**DEPARTMENT OR PROGRAM**

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: \_\_\_\_\_

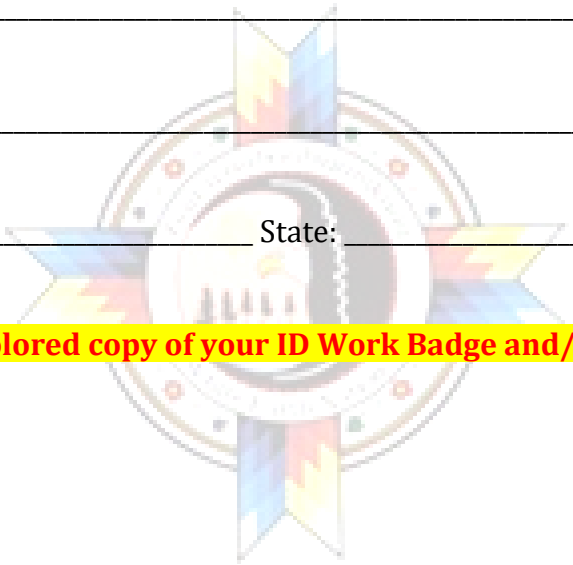
Business Phone Number: \_\_\_\_\_ Extension: \_\_\_\_\_

Work Email Address: \_\_\_\_\_

Business Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

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



## 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**. \_\_\_\_\_

### **PRIVACY NOTICE:**

The Minnesota Chippewa Tribe (MCT) and its Constituent Bands will use the information you provide to determine eligibility for enrollment within the MCT. If you do not provide other information, it may delay processing. In the event the application is approved, information about the applicant will be used to contact the applicant about the benefits of tribal membership. Information about members is used to update MCT and Band records.

**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

\*\*\*\*\*

## THIS PAGE FOR OFFICE USE ONLY:

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: \_\_\_\_\_

\*\*\*\*\*

Applicant's MCT BQ: \_\_\_\_\_ Band: \_\_\_\_\_ Roll Relation: \_\_\_\_\_

\*\*\*\*\*

If Approved, Enrollment Date: \_\_\_\_\_ Tribal Resolution #: \_\_\_\_\_ Date: \_\_\_\_\_

TEC Resolution#: \_\_\_\_\_ Date: \_\_\_\_\_

Date Scanned Documents and Application into Progeny: \_\_\_\_\_ Scanned by: \_\_\_\_\_

Enrollment ID: \_\_\_\_\_

## SECTION 6 - APPLICATION RECEIPT CHECKLIST

Date stamp application when received	_____	Was application returned with letter	_____
All Required Birth Certificates provided	_____	Date application/Letter sent	_____
Social Security Card	_____	Family Tree Created	_____
Proof of Legal Name Change	_____	Family Profile Printed (Father must be on BC or ADJUDICATED)	_____
Applicable Descendant Birth Record to enrolled member provided	_____	If no Parent is enrolled write "NO PARENT" on application.	_____
Required Custody Information provided	_____	Determined applicable Blood Quantum	_____
ICWA/Guardianship/County Court Orders	_____	Sent original documents (not owned by Enrollment Office) back to applicant	_____
Applicable Stamp "CONFIDENTIAL" on application	_____	Made electronic Entry for applicant and placed in applicable RESOLUTIONS location of Enrollment Drive. (Eligible, Ineligible, No Parent)	_____
ICWA work badge/business card provided	_____		
Adoptive parents' names provided & Court orders	_____		

# SIX GENERATION CHART

White Earth Reservation - Tribal Enrollments

