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Little Traverse Bay Bands of Odawa Indians
Enrollment Department
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ENROLLMENT DEPARTMENTAL PROCEDURES
PRO-ENR 021313-002-A

LTBB ENROLLMENT DEPARTMENT MISSION STATEMENT

To uphold the Little Traverse Bay Bands of Odawa Indians Constitution and Enrollment Statute. To ensure an accurate, objective, expedient, and fair enrollment process while maintaining a professional relationship with local, state, tribal and federal governments.

I. Introduction. The Enrollment Department Procedures are daily business activities to promote efficiency in the Enrollment Office. A person applying for LTBB citizenship must meet the blood quantum requirements and provide proof of eligibility by supplying documentation from parent to child in each generation.

II. Definitions:

A. Acceptance Packet: An acceptance packet includes a welcome letter and a Generic Tribal Citizenship card with the date Tribal Council approved the applicant’s application.

B. CDIB: A letter issued by the Bureau of Indians Affairs called a Certificate Degree of Indian Blood. The Enrollment Department may or may not use CDIB’s. It is at the Enrollment Officer’s discretion.

C. Declination Packet: A declination packet applies to persons who do not trace to the Little Traverse Bay Bands of Odawa Indians or meet the blood quantum requirement. Declined applicants for adoption under Substantial Community Ties cannot be appealed. A declination packet includes the following:

1. Enrollment Declination Form;
2. A letter explaining how to appeal;
3. LTBB Constitution, Article V, Membership;
4. LTBB Tribal Court Rules, Chapter 7A; and
5. Tribal Court Petition to Appeal.

D. **DIB**: A degree of Indian Blood issued in the form of a letter by Little Traverse Bay Bands of Odawa Indians Enrollment office. This can also be issued to relinquishments and declinations indicating ineligible for LTBB citizenship.

E. **LTBB**: means Little Traverse Bay Bands of Odawa Indians.

F. **Relinquishment Packet (Adult)**: A relinquishment packet includes a letter stating Tribal Council’s acceptance of the adult LTBB citizen’s relinquishment and that the person is not eligible for re-applying for membership for a period of five (5) years.

III. **Applications Packets.** The following are packets that are made available to persons who wish to become enrolled as a member of the LTBB.

A. Regular / Normal Packet contain the following documents:

1. An Application letter and instructions.
2. The LTBB Constitution, Article V, Membership.
3. The Enrollment Application Form.
4. An Enrollment Address Sheet; and
5. A Family Tree Chart (blank).

B. A packet for Minor’s who are Adopted by Tribal Citizens contain the following documents:

2. The LTBB Constitution, Article V(B)(2), Membership Rights of Children Who Have Been Adopted by Members of The Little Traverse Bay Bands of Odawa Indians.
3. The Enrollment Application Form.
4. An Enrollment Address Sheet; and
5. A Family Tree Chart (blank).

C. A packet for Applicants who can demonstrate Substantial Community Ties contains the following documents:
1. Instruction for the Applicant.


3. An 1855 Reservation Map.

4. The Enrollment Application Form.

5. An Enrollment Address Sheet; and

6. A Family Tree Chart (blank).

IV. **Application Documentation.** This section refers to documentation that is submitted with an application for enrollment.

   A. **Birth Certificates.** Applicants applying for citizenship must provide the evidentiary documents listed below. If the mother of a minor applicant is married at the time when the child is born her husband is automatically considered the father of the minor unless a court of competent jurisdiction has ordered otherwise.

      1. An original birth certificate that has been certified by the state. Photocopies are not accepted.

      2. Sealed Birth Records. Applicants who have their original birth records sealed, by a court of competent jurisdiction, through an adoption process must have the adoption agency provide the original birth certificate with the state certification. The Enrollment Officer may petition for the sealed record if the applicant submits the appropriate documentation.

      3. Delayed Birth Certificates. Applicants with delayed birth certificates, a certificate that is filed more than one (1) year after the birth, may be required to provide the documentation used to create the delayed birth certificate.

      4. Other Evidentiary Documents. Other documents that may be submitted for the Enrollment Officer or the Citizenship Commission to be considered are listed below:

         a. Descendant(s) Birth Certificate(s)

         b. Baptismal Record(s)

         c. Marriage License(s)
d. Affidavit of Parentage / Paternity Acknowledgement Form

e. Divorce Decree(s)

f. Adoption Order(s)

g. Death Certificate(s),

h. Newspaper Obituary or other newspaper articles

i. Bureau of Indian Affairs Record(s)

j. Census Records

k. Guardianship Documentation

l. DNA Documentation

m. Other documents that establish personal history

V. **How to Determine North American Indian Blood When the Parents are Unwed.** If the parents are not married at the time of the child’s birth the following documents may be submitted to establish paternity.

A. A completed Michigan Affidavit of Parentage Form filed with the state of Michigan;

B. Paternity established by an order of a court of competent jurisdiction;

C. Other documents similar in nature that the Enrollment Office may accept to establish paternity.

The Enrollment Office and Citizenship Commission will make the determination if an amended birth certificate is required to include the natural father.

VI. **Preliminary Application Review.** Use the following steps to preliminary process and review and application.

A. In the Progeny ES Database enter data in the following tabs:

1. “Identification Tab” – Enter all applicable information

2. “Additional Identification” – Be sure to check the “not eligible for per cap” and “undeliverable address” boxes.

4. “Enrollment Status (Drop-down Menu)” – Check “pending”.

5. “Additional Codes/Number” – Enter the “new application date and date application received”.

B. Stamp date received on the application.

C. Make photocopies of original documentation. To assure verification that the photocopies were made from original documents stamp and initial on the photocopies.

D. If applicable, scan the original birth certificate, social security card, and/or the marriage license.

E. Return original documentation to the applicant with a standard letter used by the Enrollment Office for this purpose.

F. Place the documentation in a file folder and hand-write the name on the file folder tab.

G. Place the applicants file folder in the pending file drawer in chronological order by date received.

The Enrollment Office has up to 180 days to process new applications unless the application is deemed an emergency, i.e. due to health/medical reasons. In these cases the 180 day period may be waived.

VII. **Final Application Review.** The Enrollment staff reviews the application to determine if the application is either complete or incomplete.

A. Compete Applications have documentation traceable to person(s) listed below:

1. On the 1910 Durant Roll Census;

2. On the March 31, 2003 Roll, or

3. A person(s) who are North American Indian.

B. Incomplete Applications does not have documentation traceable to person(s) listed in Sub-section (A)(1-3) of this Section. If the application is deemed incomplete the following steps will be used to process the incomplete application.

1. The Original Application is “Voided” and “Initialed”. 
2. The standard form letter is completed checking the respective boxes where the application is deficient.

3. Make a photocopy of the voided application and deficiency letter for the file and put in the incomplete file drawer.

4. In the Progeny ES Database enter the date the application is incomplete in the Vital Statistics tab.

5. Mail the original standard form letter with the voided application to the applicant. Include a new application for enrollment so that the applicant can re-apply if the missing documentation noted on the standard deficiency letter can be located and submitted.

VIII. Completed Applications. When the Enrollment staff makes a determination that the application is complete the staff will conduct genealogical research to determine if the applicant is eligible or ineligible for citizenship.

A. For Eligible Applicants the Enrollment staff will process the application using the following steps:

1. The Enrollment staff assigns an enrollment number.

2. An activity/correspondence sheet, address sheet and a table of contents is included in the file.
   a. The activity/correspondence sheet includes the review date with the initials of the Enrollment staff reviewer.
   b. The Address Sheet.
   c. The Table of Contents.

3. All documentation is placed in genealogical order.

4. A computerized family tree chart is generated.
   a. Durant Roll and Field notes accompany the tree chart.

5. The file is forwarded to the Enrollment Officer for review and completion of the bottom portion of the Enrollment Application.

6. The file is forwarded to the Citizenship Commission for review and signatures.
B. For Applicants who have been determined to be ineligible the Enrollment staff will complete the following process:

1. Applicants for enrollment who have been deemed ineligible are declined.

2. All documentation pertaining to the particular applicant is placed in a RED file folder.

3. The file is labeled with the applicant’s name by last, first, and middle names.

4. An activity/correspondence sheet, address sheet and a table of contents is included in the file.
   a. The activity/correspondence sheet includes the review date with the initials of the Enrollment staff reviewer.
   b. The Address Sheet.
   c. The Table of Contents.
   d. A Declination Packet.

5. All documentation is placed in genealogical order.

6. A computerized family tree chart is generated.
   a. Durant Roll and Field notes accompany the tree chart, if applicable.

7. The activity/correspondence sheet includes the review date with the initials of the Enrollment staff reviewer. If applicable the total blood determination will be included on the activity sheet.

8. The file is forwarded to the Enrollment Officer for review and completion of the bottom portion of the Enrollment Application.

9. The file is forwarded to the Citizenship Commission for review and signatures.

IX. Re-Enrollment of a Minor(s) and Re-Enrollment of a Minor(s) Reaching the Age of Eighteen (18).

A. Minors turning eighteen (18) who want to petition for re-enrollment. If a minor(s) LTBB citizenship has been relinquished by LTBB Tribal Court Order, the minor may re-apply for LTBB Enrollment upon reaching the age of eighteen (18). The
five (5) year waiting period is automatically waived under these circumstances. The applicant will be treated as if applying for the first time and must submit the following:

1. A fully completed new application for enrollment.

2. The Enrollment staff will verify that the minor is not enrolled in another federally recognized Indian tribe.

3. The previously issued LTBB enrollment number will be issued.

4. The file is forwarded to the Citizenship Commission for review.

B. Minors who want to re-enroll with LTBB prior to reaching the age of eighteen (18). If a minor’s enrollment with LTBB has been relinquished by LTBB Court Order the application will be treated as applying for the first time and the parent or legal guardian must submit the following:

1. A fully completed new application for enrollment.

2. A copy of the LTBB Court Order from the LTBB Judicial Branch.

C. Tribal Court Recommendation. At this point it is the Enrollment staff responsibility to submit the minor’s application and court order to LTBB Tribal Court for a recommendation pertaining to waiving or requiring the five (5) year waiting period. The recommendation will be returned to the Enrollment Office.

1. Waiting Period Waived. If the Tribal Court approves the re-enrollment the previous enrollment number will be re-issued.

2. Final Decision. The Tribal Council makes the final decision of either approving or disapproving the minor’s re-enrollment.

X. Citizenship Commission Review.

A. The Citizenship Commission reviews all applications for accuracy.

1. If the application is complete and accurate the activity/correspondence sheet is signed by two (2) commissioners.

2. If the application is found to be incomplete or inaccurate the commission signs the declination form and the activity/correspondence form.

3. Relinquishments are submitted to the Citizenship Commission as an FYI. They take no action on these cases.
B. The Enrollment staff prepares the following list(s) and information for the Tribal Chairperson based on the applications processed. These documents are delivered to the Tribal Chairperson’s office for Tribal Council motion.

1. List of Eligible Applicants for Citizenship – List “A”

2. List of Ineligible Applicants for Citizenship (Declinations) – List “B”

3. List of Relinquishment of Citizenship Applicants – List “C”

4. List of Disenrollment – Consideration for Disenrollment – List “D”
   a. If or when a LTBB Citizen is identified as subject to disenrollment or involuntary disenrollment List “D” is prepared.

5. List of Adoption Applicants – Substantial Community Ties – List “E”


7. Sealed Records – Confidential Blood Quantum List
   a. This is a stand-alone sealed document that includes the applicant’s name, the parent’s name and blood quantum. This is included with the citizenship lists that are prepared for the Tribal Chairperson to be forwarded to Tribal Council for a motion. When the Tribal Chairperson and Tribal Council are done with the sealed document it is returned to the Enrollment Department where it is shredded.

When Tribal Council approves the list(s) by motion the Tribal Chairperson signs the files and returns them to the Enrollment Department.

XI. Processing Applications – After Tribal Council Motion. When the Enrollment staff receives the signed documents and lists from the Tribal Chairperson they process the application(s) using the following steps. The lists are filed in a binder kept in the Enrollment office:

A. List of Eligible Applicants for Citizenship.

1. The Enrollment staff completes the data entry in the Progeny ES System with each approved applicant’s information.

2. The new LTBB Tribal citizen will be sent or hand delivered an acceptance packet.
3. The official file will be stored in a Fire King cabinet in ascending order by enrollment number.

4. The eligible applicant can come to the office to obtain their Tribal Identification or it can be handled with a generic card via FIRST CLASS MAIL.

B. List of Ineligible Applicants for Citizenship (Declinations).

1. The Enrollment staff completes the data entry in the Progeny ES System with each ineligible (declined) applicant’s information.

2. The ineligible applicant will receive a declination packet by first class certified mail.

3. The official declined file will be stored in a Fire King cabinet in alphabetical order.

C. List of Relinquishment of Citizenship Applicants.

1. The Enrollment staff completes the data entry in the Progeny ES System for each citizenship relinquishment.

2. The documentation is placed in a purple folder and filed in the Relinquishment File cabinet in ascending order by enrollment number.

3. The relinquished citizen will receive a relinquishment packet by first class certified mail or by hand delivery.

4. The Enrollment staff completes a Change of Information Form that is forwarded to LTBB Accounting. The Enrollment office sends an email to Biindigen and the Department of Commerce of any changes.

D. List of Disenrollment.

1. The Enrollment staff will submit the research of disenrollment to the Citizenship Commission for review.

2. The Citizenship Commission determines if disenrollment action should proceed by a formal motion.

3. The Enrollment staff will notify the LTBB Citizen by CERTIFIED FIRST CLASS MAIL with return receipt requested of the intent for disenrollment and that a Tribal Council hearing will take place pursuant to the LTBB Constitution adopted February 1, 2005.
4. The Enrollment staff will submit a copy of the LTBB Citizen’s file in a sealed envelope along with a disenrollment List “D” report (Consideration for Disenrollment) to the Tribal Chairperson to be submitted to Tribal Council.

5. Tribal Council schedules a hearing date by notifying the Tribal Citizen. A copy of the hearing notice is filed in the Tribal Citizen’s file.

6. Tribal Council will notify the Enrollment Office of their decision. If Tribal Council determines that the Consideration of Disenrollment is:
   
a. Warranted. The Enrollment staff notifies the person by CERTIFIED FIRST CLASS MAIL with return receipt requested of the confirmed decision of disenrollment via Tribal Council hearing. Notification is made that they may follow due process and appeal through Tribal Court. The Enrollment staff removes the person from the LTBB Tribal roll and transfers all documents to a GREEN file folder.

   b. Not Warranted. The Enrollment staff will notify the LTBB Citizen by CERTIFIED FIRST CLASS MAIL with return receipt requested that their enrollment status with LTBB is in good standing with the copy of the decision from Tribal Council. The decision is placed in the Tribal Citizen’s file.

E. List of Substantial Community Ties.

1. The Enrollment staff completes the data entry in the Progeny ES System with each approved applicant’s information.

2. If accepted for LTBB Citizenship the candidate receives an acceptance packet via hand delivery (pick-up) or via first-class mail.

3. The official file will be stored in a Fire King cabinet in ascending order by enrollment number.

4. If an applicant who has applied for LTBB Citizenship through substantial community ties and they are denied they are not allowed to appeal the declination of Tribal Council.

5. If denied the official declined file will be stored in a Fire King cabinet in alphabetical order.

F. List of Minor(s) Adopted by a LTBB Citizen.
1. The Enrollment staff completes the data entry in the Progeny ES System with each approved applicant's information.

2. The new LTBB Minor Tribal Citizen will be sent or hand-delivered an acceptance packet.

3. The official file is YELLOW and will be stored in the Fire King cabinet in ascending order by enrollment number.

4. The eligible Minor Tribal Citizen can come to the Enrollment Office to obtain their LTBB Tribal ID or an ID can be issued using a generic card and mailed to the citizen via FIRST CLASS MAIL.

XII. For Biological Descendants of LTBB who are Adopted. This section pertains to cases where the natural parents are descendants of the Little Traverse Bay Bands of Odawa Indians and their biological children have been adopted.

A. When Petitioning for Sealed Records is required.

1. When an application indicates an adoption or if the Certified Degree of Indian Blood (CDIB) issued by the Bureau of Indian Affairs has an incorrect blood quantum the Enrollment Department must petition for sealed records. The application must be submitted with either an Adopted Birth Certificate or an Order of Adoption.

2. The Enrollment staff will complete a Petition for Adoption Information to submit to the state court or private adoption agency where the adoption was finalized. A postage paid self-addressed return envelope must be included with the petition.

3. If the Petition for Adoption Information is returned due to the fact that the information requires a fee the applicant will be notified and instructed to submit a check or money order made payable to the adoption agency. The Enrollment staff will re-submit the petition.

4. Upon receipt of the documented information that the Enrollment staff receives from the petition the staff will create a family tree chart to the 1908 Durant Roll or to the person on the March 31, 2003 Roll. The tree chart and documentation will be stamped confidential/not public information and filed in a locked file cabinet. If the documented information proves that the applicant is eligible an enrollment number will be assigned otherwise if the applicant is deemed ineligible there is no enrollment number assigned.
5. If the Bureau of Indian Affairs issues an acceptable Confidential Certificate Degree of Indian Blood to the applicant, Section VIII,(A) of these procedures will apply.

B. When Petitioning for Sealed Records is not required.

1. If the adopted applicant has a Certificate Degree of Indian Blood from the Bureau of Indian Affairs, adopted birth certificate, and/or marriage license, if married.

2. Original birth certificate, adopted birth certificate, adoption decree, marriage license, if married.

3. If there is documentation on the biological parents currently housed in the Enrollment Department then the Enrollment staff can complete the required genealogy research. If the biological parents’ documents are not housed in the Enrollment Department the Enrollment staff shall release the records to the Bureau of Indian Affairs (BIA) for verification of blood quantum. The BIA will issue a Confidential CDIB.

XIII. Maintenance of Enrollment Department Records. The Enrollment Department is authorized to update the following information on the tribal roll with one of the following documents:

A. Name Changes Requirements.

1. A marriage license.

2. A name change order.

3. A divorce decree that restores name.

4. An adoption decree or order.

5. An amended birth certificate and order of adoption.

6. Other acceptable documents may be considered for review.

When updating records related to name changes the LTBB Citizen must provide the Enrollment office with a copy of a social security card that displays the new name as it will appear on the LTBB Enrollment Roll.

B. Address Change Requirements.
1. A change of address must be submitted on an official change of address form provided by the Enrollment Department.

2. Returned mail will be marked undeliverable on the LTBB Tribal roll.

C. Notice of a Deceased Citizen. The Enrollment Department will remove an expired LTBB Citizen from the tribal roll with one of the following documents listed below:

1. A death certificate.

2. Social Security Death Index Record.

3. Obituary Notice from a newspaper; if neither of the above two items are available.

4. Personal knowledge, i.e. in cases when there are none of the above documents available and the death is noticed because of close ties in the community the Enrollment staff will make an attempt to receive a Affidavit of Death from the spouse or the next of kin.

XIV. Access to Enrollment Files. Enrollment files contain confidential information therefore access to individuals’ enrollment files is limited to the following:

A. The Release of Information form must be completed and a valid ID must be presented to access any portion individual records. The content of the information released is at the Enrollment Officer’s discretion. Denial of information may be appealed pursuant to the LTBB Constitution adopted February 1, 2005.

B. Certification of Records. When enrollment applicants are denied and elect to utilize the appeal process the Tribal Court may request an entire copy of the individual’s enrollment file using their Certification of Records. When the court is issued a copy of the file it is registered on the individual’s enrollment file activity sheet.

C. When the LTBB Legal Department represents the Tribe in an enrollment appeal the Legal Department may request a meeting to review the individual’s enrollment file or request a copy of the file. If a copy is provided to the Legal Department the transaction is registered on the enrollment file activity sheet. When the appeal case is closed the copy of the file is returned to the Enrollment Office and receipt of the file from the Legal Department is registered on the individual’s enrollment file activity sheet.

XV. Confidential Information.
A. Documentation received from the Bureau of Indian Affairs shall be labeled/stamped "Note to File" and shall not be released to the LTBB citizen or any other person and is labeled NOT PUBLIC INFORMATION.

B. Enrollment files that are stamped "CONFIDENTIAL" indicates that another file has sealed documents stored in the Enrollment Officer's locked file cabinet and is NOT PUBLIC INFORMATION.

XVI. Services and Fees. Below is a list of services provided for all LTBB citizens and other persons who the Enrollment Department retains information in a file. Fees are subject to change and are clearly posted in the Enrollment Office, on the LTBB website and the Odawa Trails Newsletter.

A. Photocopies of Enrollment file - $1.00 per copy
B. Declination file - $1.00 per copy
C. Relinquishment file - $1.00 per copy
D. Replacement Tribal Identification - $10.00 each (No charge for Elders) (for cards lost, stolen, expired or address changed)
E. LTBB List - $5.00 per list
   (This list includes the first and last name of all citizens who are 18 years and over)

Below is a list of services provided to LTBB citizens and LTBB employees:

A. Tribal Directory - $5.00 each
B. Tribal Directory Labels - $5.00 each
   (Labels must be provided by requestor)

XVII. Indian Child Welfare Act (ICWA) Requests. NOTICE: HIGH PRIORITY

A. Tribal Social Services Program:

1. When the Enrollment Department receives an ICWA Enrollment Eligibility Request Form the Enrollment staff verifies that the Social Services Director or his/her designee has initiated the form.

2. The Enrollment Department staff IMMEDIATELY determines if the child is a Tribal citizen, is eligible for enrollment, not eligible for enrollment, has relinquished their enrollment, or is in the enrollment application process. If the ICWA Enrollment Eligibility Request Form does not contain enough information the Social Services is immediately notified for additional information so the Enrollment Department can complete
genealogy research.

3. The eligibility request is completed on a form generated by the Enrollment Department staff. The form is stamped "CONFIDENTIAL" and forwarded back to the Social Services Program in an inter-office envelope marked "CONFIDENTIAL".

4. All copies of ICWA correspondence and documentation is stored in the Enrollment Department ICWA binder in a locked file cabinet.

B. Tribal Prosecutor:

1. When the Enrollment Department receives an ICWA Enrollment Eligibility Request Form the Enrollment staff verifies that the Tribal Prosecutor or his/her designee has initiated the form.

2. The Enrollment Department staff IMMEDIATELY determines if the child is a Tribal citizen, is eligible for enrollment, not eligible for enrollment, has relinquished their enrollment, or is in the enrollment application process. If the ICWA Enrollment Eligibility Request Form does not contain enough information the Tribal Prosecutor is immediately notified for additional information so the Enrollment Department can complete genealogy research.

3. The eligibility request is completed on a form generated by the Enrollment Department staff. The form is stamped "CONFIDENTIAL" and forwarded back to the Tribal Prosecutor in an inter-office envelope marked "CONFIDENTIAL".

4. All copies of ICWA correspondence and documentation is stored in the Enrollment Department ICWA binder in a locked file cabinet.

XVIII. Minor or Incompetent Relinquishment and Conditional Relinquishment. In the case of a parent or guardian who is requesting a relinquishment or conditional relinquishment the following items are prepared in the form of a packet. The forms in the packet must be competed and returned to the Enrollment Department.

A. The Relinquishment Form for minors or citizens deemed incompetent. This form is completed by the parent or legal guardian and must be notarized.

B. Proof of guardianship, custodianship or legal representation must be attached to the form.

C. When the packet is returned to the Enrollment Department the Enrollment staff will forward the request to the Tribal Court for a judicial review and
determination whether the request is accepted or rejected.

XIX. Burial Assistance. To be eligible, the deceased must be a Citizen with LTBB at the time of death, or less than one year of age and eligible for citizenship with the Little Traverse Bay Bands of Odawa Indians. See Burial Program Statute and Human Services Burial Program Regulations.

A. Burial Assistance Application Request for Stillborn Births. The following documentation is required when there is a burial assistance request for a stillborn birth.

1. The stillborn must be eligible for enrollment as an LTBB citizen as defined in the LTBB Constitution, Article V, Membership.

2. Final disposition of stillbirth and a report of fetal death documentation is required or other documentation that establishes descendance.

3. The Enrollment Department completes a genealogy tree chart.

4. At the parent(s) request a Certificate Degree of Indian Blood may be issued based on Enrollment Department research.

XX. Enrollment Department Forms and Usage.

A. Address for Designee Forms. This form is used when a LTBB citizen wants to have their per capita distribution check sent to a designated person. The per capita distribution check will be made payable to the Tribal citizen but sent to the designee on the form. This must be used in conjunction with the Address Verification Form which must be notarized.

B. Address Verification Forms for Adults. This is a form generated by the Enrollment Department. If the mailing address and the physical are not the same this form must be notarized otherwise this form only requires a witness.

C. Address Verification Form for Minors and Incompetent Tribal Citizens. This is a form generated by the Enrollment Department. This form must be signed by the parents, guardian, custodian or legal representative and must be notarized and must be re-filed annually.

D. Adult Relinquishment Forms. Adult Tribal citizens may relinquish their enrollment with LTBB by completing a Relinquishment Form or by submitting a letter requesting to relinquish citizenship. Either the form or the letter must be signed and notarized.

E. Blood Quantum Adjustment Forms. This is a form generated by the Enrollment Department. The form must be signed by the LTBB citizen and must include

Enrollment Department Procedures
PRO-ENR 021313-002-A
Page 17 of 20
documentation to support the adjustment of blood quantum.

F. **Canadian Indian Bands Relinquishments.** This is a form generated by the Enrollment Department. This form is proof that the applicant tried to be removed from the Canadian Indian Band and is acceptable proof of relinquishment.

G. **Conditional Relinquishment for Minor or Person Deemed Incompetent.** This is a form generated by the Enrollment Department to be utilized for minors applying for citizenship in another federally recognized Tribe abnd delays relinquishment with LTBB. A conditional relinquishment becomes effective upon LTBB Tribal court order.

H. **Descendency Letter.** If a person requests a descendency letter, a letter will be issued explaining that the applicant is not eligible for citizenship but has been verified to be a descendent of LTBB. The requestor must have a parent enrolled to be eligible for this service or be declined citizenship. The applicant must provide a birth certificate. If Indian blood is derived through the father paternity must be established.

I. **LTBB List Request Form.** This form is generated by the Enrollment Department for a request for a list of Tribal citizens. When a request is made by and Executive Branch department or another agency or entity it must be approved by the Tribal Administrator, Tribal Vice Chairperson or the Tribal Chairperson. Other branches of LTBB government have their own approval process. The Enrollment Department will accept requests from the Chief Judge from the Judicial Branch, the Legislative Leader or Office Manager from the Legislative Branch, the Tribal Prosecutor, and the Election Board Chairperson. **Note:** Request Forms are only valid for the year they are submitted or for each request, as appropriate.

J. **Internal Change of Information Form.** The change of information form is used if a Tribal citizen has a name change, if a citizen has relinquished their enrollment, if a citizen has been disenrolled, if the citizen is deceased or for any other reason that the Accounting Department would need to know of the change. The pink copy is sent to accounting and the white copy is placed in the appropriate citizen’s file. The Biindigen Gas Station and Department of Commerce is notified via email of any changes to the LTBB Tribal rolls; i.e., deaths, relinquishments or disenrollment.

K. **Release of Documents for Deceased Citizens.** Copies of a deceased citizen’s death certificate or birth certificate may be released to parents, children, and siblings. If any other person requests a copy they need to produce a court order.
L. **Release of Electronic List Form.** This is a form generated by the Enrollment office that allows the Enrollment Department to release current Enrollment Lists in an electronic format to certain departments, boards or contractors in order to implement to LTBB Tax Agreement, conduct a LTBB Tribal Election and to institute the Gaming Revenue Allocation Plan. Upon notification from the LTBB Communications the Enrollment office will release names and addresses on a monthly basis for mailing the LTBB Odawa Trails. The Accounting Department receives an electronic verified list, citizens who have completed an address verification form, and an electronic non-verified list, which are citizens who have not completed an address verification form and/or have an undeliverable address, in order to process the Revenue Allocation Plan Distribution. The Election Board may request an electronic list to be sent directly to the Election Board or they may request it to be sent to the contractor that handles the Election mailings. Any person allowed by law to request an electronic list must complete the Release of Electronic List Form.

M. **Release of Information Forms.** This is a consent form to be signed by the Tribal citizen consenting to release information from their enrollment file. This can be done by completing a form generated by the Enrollment Department or by a letter.

N. **Relinquishment for Minor or Person Deemed Incompetent.** A form generated by the Enrollment Office must be completed and submitted. This type of relinquishment is finalized by a LTBB Tribal court order.

O. **Tribal Directory, List and/or Labels Form.** This form is generated by the Enrollment Department to be completed by the requestor for a list containing only the first and last name of Tribal citizens who are 18 years or over in age and for labels which contain the names and addresses of only those who have submitted their approval to be included in the Tribal Directory. The Tribal Directory is available to LTBB Governmental Employees and LTBB Enterprise Employees. The requestor must provide a copy of proof of citizenship, state identification, driver’s license or their social security card to obtain their request when making the request via mail. There is a $5.00 printing fee for each the Directory, the List, and the Labels. The labels must be provided by the requestor and must be type Avery 5160 or an equivalent size by any other vendor. The List is only available to LTBB Tribal citizens. Fees are subject to change and are clearly posted in the Enrollment Office, on the LTBB website and in the Odawa Trails Newsletter.
CERTIFICATION

As Tribal Administrator and Enrollment Department Director, this certifies that we approve these Enrollment Department Procedures, Revision No. 002.

Date: 2-13-13
Tribal/Administrator, Al Colby, Jr.

Date: 2-13-13
Enrollment Department Director, Pauline Boulton