

PONCA TRIBE OF NEBRASKA ENROLLMENT DEPARTMENT

INSTRUCTIONS FOR ENROLLMENT PROCEDURES WITH THE PONCA TRIBE OF NEBRASKA

1. A separate application must be filed for or on behalf of each person who wishes to be enrolled.
2. If the person who wishes to be enrolled is under the age of eighteen or considered mentally incompetent then someone else may file on their behalf.
3. Answer all questions, if at all possible. Failure to supply necessary information may delay the processing of your application or result in the applicant being rejected for enrollment.
4. If you are using a P.O. Box as an address, you must also provide a physical address.
5. If you would like your photo on your certificate; please fill out the enclosed signature page (please see example signature page, also enclosed) and return it along with a photo of yourself and a copy of a photo ID such as your driver's license or state ID card (this is for verification purposes only).
6. On the back of the application is a Family Tree. Please fill this out to the best of your knowledge.
7. A STATE CERTIFIED BIRTH CERTIFICATE WITH A STAMPED OR RAISED SEAL which shows proof of the parent/child relationship must be attached to that person's application. The Birth Certificate will be returned via certified mail. Please note, The Ponca Tribe of Nebraska will not be liable for loss or damage due to use of the United States Postal Service or any mail service. If the Ponca parent is not listed on the birth certificate, a chain of custody DNA test must be done and the results of the test must be submitted directly to the Enrollment Office from the testing lab; the cost of the DNA test is the sole responsibility of the applicant or sponsor of the applicant. If the applicants name has been changed due to adoption, a copy of the court order showing the name change and the biological Ponca parents name must be submitted. Hospital documents ARE

NOT ACCEPTABLE. If the parent on the birth certificate is not yet enrolled with the Ponca Tribe of Nebraska, we then need copies of state certified birth or death certificates (whichever may apply), which would better assist us in tracing the ancestry back to the descendant in which you are claiming enrollment rights.

8. A PHOTOCOPY OF APPLICANTS SOCIAL SECURITY CARD.
9. Mail completed application, with all necessary documentation for each person who wishes to be enrolled to:

Ponca Tribe of Nebraska
Kitrina Key, Enrollment Specialist
PO Box 288
Niobrara, NE 68760

Phone: (402) 857-3391 Ex: 403

email: kitrinak@poncatribene.org

FAX (402) 857-3736

REVISED 04/07/2011

(Please sign your name in the area below with a BLACK felt tip marker)

TRIBAL MEMBERS

(please print)

NAME: _____ DOB: _____

ADDRESS: _____

DO YOU WANT YOUR SS NUMBER ON YOUR ID CARD? YES _____ OR NO _____

If yes, please check one of the following: Full SS number _____ or Last 4 digits only _____

By marking **Yes** you understand it is your responsibility to keep your SSN confidential and acknowledge that the Ponca Tribe of Nebraska is not responsible if the card is lost or stolen.

Winter Snow

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(EXAMPLE SIGNATURE PAGE)