



# Mattaponi Tribe—Membership Enrollment Application

## **Instructions and Application Checklist:**

All applicants, including children, must complete the Membership Enrollment Application in full as well as supply the listed documentation and pay the non-refundable \$25 processing fee to be considered for tribal enrollment and issuance of tribal ID card. To meet criteria for tribal enrollment, each applicant must demonstrate through birth, death, marriage and/or DNA records a genealogical descent from any person named on the 1868 and 1910 Mattaponi Tribal Rolls. The Tribal Council shall have the power to pass ordinances which are consistent with and pursuant to the Constitution governing future membership, loss of membership, and all other necessary procedures for enrollment.

### Application Checklist:

- Membership Enrollment Application Form
- Copy of Birth Certificate
- Marriage License, Divorce Decree, or Adoption Paper (if applicant name differs from birth name)
- Final Decree of Adoption--if adopted by a person who is a lineal descendant per guidelines in the tribal constitution.
- Individual History Chart and Ancestry Chart (supplied separate forms on tribal website)
- Photo--recent photo of head and shoulders for tribal ID card (not applicable for children under 12)
- Copy of State-Issued ID or Driver's License (not applicable for children)
- Application Fee--\$25 non-refundable processing fee via cash or submitted via PayPal (search in PayPal: Mattaponi Citizens for Change or admin@mattaponitribe.com)

Processing Time: Every effort will be made to process completed applications within 30 days of receipt; however, the enrollment process can take up to three months once a completed application is submitted. Missing documentation will delay processing time. Once reviewed by the Tribal Enrollment Committee, applications will be sent to the Tribal Council for final review and approval at regularly scheduled monthly meetings, sooner as needed in cases of emergency.

Tribal ID Cards: Tribal Cards will only be issued to members who are 12 years of age and older and will be valid for 5 years at which time a renewal tribal ID card will be provided after receipt of a renewal application and \$25 application fee. No one under the age of 12 will be issued a tribal card. If tribal ID card is lost, a replacement tribal card is \$10 per card.

Questions/Assistance and Submitting Your Application: Any questions or assistance as well as completed applications may be submitted to the Mattaponi Tribal Enrollment Committee via either mail or email:

Mail: Mattaponi Tribe, P.O. Box 70, King William, VA 23086.

Email: admin@MattaponiTribe.org



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## Application Information

<input type="radio"/> New Application <input type="radio"/> Card Renewal <input type="radio"/> File Update	<input type="radio"/> Reservation Resident <input type="radio"/> Non-Reservation Resident	<input type="radio"/> Land Assignment Holder <input type="radio"/> Living on Assigned Land Held by Someone Else-Name of Assignee: <hr/>
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## Applicant Information

Last Name:	First Name:	Middle/Maiden Name:
Street Address (including residential and mailing address if different):		
City:	State:	Zip:
Phone:	Email Address:	
Date of Birth:	Gender:	

## Applicants Mother's Information

Last Name:	First Name:	Middle/Maiden Name:
Race/Ethnicity:	Tribal Affiliation (if applicable):	Date of Birth:

## Applicants Father's Information

Last Name:	First Name	Middle Name:
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Race/Ethnicity:	Tribal Affiliation (if applicable):	Date of Birth:
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### Certification

I hereby certify that the above is true and correct to the best of my knowledge.

_____	_____
Signature of Applicant (or Parent/Guardian if Minor)	Date

Relationship to Applicant (circle one):

Self          Parent/Guardian          Other (explain): \_\_\_\_\_

### Statement of Non-Enrollment in Another State or Federally Recognized Tribe

I, \_\_\_\_\_, hereby certify that I am submitting this application on behalf of myself (or my minor dependent of which I am guardian of) and that I (or my minor dependent of which I am guardian of) am not a member of any other State or Federally Recognized Tribe.

_____	_____
Signature	Date

### Eligibility for Enrollment in Another State or Federally Recognized Tribe

The Mattaponi Tribe does not allow for dual enrollment and a verification must be sent to the other tribes to ensure the applicant is NOT enrolled in another tribal nation. If the applicant is eligible to enroll in any other State or Federally Recognized Tribe, applicant must list all tribes below:

_____	_____
_____	_____
_____	_____



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Note: Failure to list all tribes in which you are eligible to enroll may slow the application process.

## Application Fee

A non-refundable \$25 application fee is required for all new applicants and renewing applicants. Renewal applicants must renew every 5 years. Fee may be made by cash or electronically via PayPal (search in PayPal @admin@mattaponitribe.org or Mattaponi Citizens for Change). Please circle your chosen payment option:

Cash (enclosed with application)      Cash (sent separately from application)      PayPal

## Certification

I hereby certify that the above is true and correct to the best of my knowledge.

\_\_\_\_\_

Signature of Applicant (or Parent/Guardian if Minor)

Date

Relationship to Applicant (circle one):

Self

Parent/Guardian

Other (explain): \_\_\_\_\_

## For Administrative Use Only

Notes:

## Application Completion

Date Completed:

Certified By:

Date Submitted to Council:

Submitted By:

## Tribal Council Review and Approval

Date Reviewed:

Date Approved:

Authorizing Official:

Signature:

**Tribal Enrollment/ID Number:**