

Ponca Tribe of Indians of Oklahoma



Department of Enrollment

ENROLLMENT APPLICATION PACKET

REVISED 05/01/2024

INCOMPLETE ENROLLMENT APPLICATIONS WILL NOT BE ACCEPTED

APPLICATIONS MUST BE SIGNED, AND REQUIRED DOCUMENTS ATTACHED

CONTACT THE DEPARTMENT OF ENROLLMENT:

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Enrollment Application Packet

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Eligibility

The department of Enrollment follows the Constitution of the Ponca Tribe of Indians of Oklahoma to determine eligibility for enrollment. Must be one-eighth (1/8) as specified by the Constitution and 1940 Base Roll.

ELEGIBILITY REQUIREMENTS:

1. MUST have a parent or grandparent enrolled with the Ponca Tribe of Oklahoma. They must be enrolled from the 1940 base roll.
2. If enrolling based off a grandparent, you must provide your parents copy of birth certificate to trace descendency back to the enrolled tribal member.
3. If adopted, you must provide an Adoption Decree and an Original Birth Certificate, as well as the Amended Birth Certificate must be original documents.
4. Applicant's requesting enrollment and the father is not listed on birth certificate must provide the original document of the DNA test results. If you cannot provide an original, you may send a notarized copy from the issuing company/program. If altered in any way, it will not be accepted.
5. If relinquishing from another tribal roll, relinquishment form must be attached to application.
6. Notarized Custody Affidavit Form must be notarized by an outside entity. (For Office Use Only)
7. If you are not the biological parent, you must provide an original or certified copy of the legal Guardianship order.
8. Placement Papers for children in Foster Care.
9. Birth Certificate must be original document.
10. Social Security Card must be original document.
11. Completed and signed enrollment application.
12. The Family Tree Chart must be completed and accompany enrollment application.

Required Documents

The applicant is responsible for meeting the Burden of Proof and must supply all required documents to the Ponca Tribe Department of Enrollment to prove eligibility.

The Department of Enrollment requires specific documents to determine eligibility. In this application packet, the term REQUIRED DOCUMENTS will be used to refer to both the STANDARD REQUIRED DOCUMENTS and the ADDITIONAL REQUIRED DOCUMENTS if applicable. The STANDARD REQUIRED DOCUMENTS must be submitted with every Enrollment Application. The ADDITIONAL REQUIRED DOCUMENTS are only required for certain situations and do not apply to every applicant.

STANDARD REQUIRED DOCUMENTS

The documents listed below are the Standard Required Documents that must be submitted with every application to the Department of Enrollment:

1. Completed and signed Enrollment Application
2. ORIGINAL Birth Certificate*
3. ORIGINAL Social Security Card*
4. Enrollment Applications can be submitted by email.

Be sure to check the spelling on Child/Parent names, birthdates, and other information on both the birth certificate and social security card. All information must match exactly, and the enrolled parent/grandparent must be on the birth certificate.

REPLACING ORIGINAL BIRTH CERTIFICATES AND SOCIAL SECURITY CARDS

If you do not have your original birth certificate, you can request a replacement from the vital statistics office in the state where you were born. Many states have options where replacement birth certificates can be ordered and paid for online. The state of Oklahoma uses (VitalChek.com).

Replacement social security cards can be ordered from the Social Security Administration. Some states offer online options to order replacement social security cards. Replacement cards for those living in Oklahoma cannot be ordered online at this time. Replacement cards can be requested by office visit (appointments may be required). Visit ssa.gov for more information.

Required Documents

ADDITIONAL REQUIRED DOCUMENTS

Documents listed below are Special Circumstances:

Guardianship

- Court Order granting guardianship of applicant

Adoption

- Adoption Decree
- Amended Birth Certificate
- Amended Social Security Card

Name Changes

- Marriage License, Amended Social Security Card
- Divorce Decree, Amended Social Security Card
- General, Court Order, Amended Social Security Card

Proof of Paternity

- Birth Certificate, if father is not listed, the birth certificate can be amended to add him.
- Order of Paternity, Court Order that recognized biological father.
- Paternity DNA Testing, Paternity Test from an accredited facility.

IF THE APPLICANT DOES NOT HAVE AN ENROLLED PARENT

If the applicant does not have an enrolled parent, they must provide documentation that links them to an enrolled grandparent. If the applicant's grandparent is enrolled but their parent is not enrolled, the applicant will need to provide a birth certificate for their parent with the enrolled grandparent listed on the birth certificate.

SUBMITTING ENROLLMENT APPLICATION

The Enrollment Application and Required Documents must be submitted together to the Department of Enrollment. If the Enrollment Application is not complete it will be placed in the incomplete file. The Enrollment Application will only be submitted to the Enrollment Committee if completed.

Submitting Enrollment Applications must be by mail or in person.

APPLICATION APPROVAL PROCESS

Once your Enrollment Application and Required Documents are submitted to the Department of Enrollment, the application is processed. The Department of Enrollment will submit to the Enrollment Committee to conduct a thorough review to ensure that each applicant's information is accurate and correct.

The Enrollment Committee will then submit to the Ponca Tribe of Oklahoma Business Committee.

The Ponca Tribe of Oklahoma Business Committee conducts quarterly Enrollment.

You will receive an APPROVAL NOTICE after your application is approved. An acceptance letter and CDIB will be mailed to your current mailing address to notify the applicant of the enrollment decision. The applicant can then contact the department/programs for services and eligibility requirements.

If the application is not approved, the applicant can request a CDIB II Descendancy Letter.

FREQUENTLY ASKED QUESTIONS

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.

Q: How long will it take for my application to be approved?

A: The Ponca Tribe Business Committee meets quarterly to approve Enrollment. Also, if the applicant is a descendant of multiple tribes, the Department of Enrollment must obtain Enrollment Verifications from those tribes. Other factors that may impact processing include blood quantum discrepancies, spelling errors, /discrepancies on birth certificates and other documentation.

Q: CAN I OBTAIN COPIES OF MY DOCUMENTS FROM THE DEPARTMENT OF ENROLLMENT?

A: Only in certain circumstances can documents be issued. All records and documents are considered property of the Department of Enrollment. Any records with the Department of Enrollment are considered confidential records in your Enrollment file.

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: HOW LONG IS MY INCOMPLETE ENROLLMENT APPLICATION KEPT?

A: If you fail to submit the corrected documents to the Department of Enrollment, your Enrollment Application will be shredded after 6 months, and you will have to reapply with a new Enrollment Application and required documents.

Q: WHAT IF I NEED TO UPDATE MY CONTACT INFORMATION?

A: Please contact the Department of Enrollment for instructions on how to update contact information.



PONCA TRIBE OF INDIANS OF OKLAHOMA
OFFICE OF ENROLLMENT
APPLICATION FOR ENROLLMENT

Name: _____ Date of Birth: ____/____/____

Phone Number: () _____ Social Security# _____ - _____ - _____

Street Address: _____ City: _____ State: _____

Zip: _____

Mailing Address: _____ City: _____ State: _____

Zip: _____

Email Address: _____

Indian, Maiden, or other Names by which you are known by:

Is Applicant Adopted? Yes: No: Is Applicant a Veteran? Yes No
 Degree of Indian Blood Claimed: _____
 (if known) PONCA OTHER OTHER OTHER TOTAL

Is Applicant Enrolled with another Tribe? Yes: _____ No: _____

Tribe: _____

Is the Applicant a direct lineal descendant of a member of a Tribe? Yes No (Circle one)

If so, list Tribes's Name: _____

Paternal: _____

Maternal: _____

Date of Birth: _____

Date of Birth: _____

Blood Degree: _____

Blood Degree: _____

Enrolled with other Tribe: if so list tribe

Enrolled with other Tribe: if so list tribe

Tribe: _____

Tribe: _____

Please list name of Ancestor and Relationship on roll, if known:

Do you have siblings enroll with the Tribe, if so, please list:

*****CERTIFICATION*****

I hereby certify that _____ for whom

Applicant Name

application is being made is a direct descendant by blood of a member of the Ponca Tribe of Oklahoma.

Signature of Applicant/Parent/Legal Guardian

Date

Ponca Tribe of Oklahoma
Family History Chart



OFFICE USE ONLY
Applicants Blood Degree _____
Determined on Base Roll # _____
Initial _____

Applicant
Ponca Blood Degree:
Date of Birth:

Father
Tribe:
Blood Degree:
Date of Birth:
Enrollment #:

Mother
Tribe:
Blood Degree:
Date of Birth:
Enrollment #:

Grandfather
Tribe:
Blood Degree:
Date of Birth:
Enrollment #:

Grandmother
Tribe:
Blood Degree:
Date of Birth:
Enrollment #:

Grandfather
Tribe:
Blood Degree:
Date of Birth:
Enrollment #:

Grandmother
Tribe:
Blood Degree:
Date of Birth:
Enrollment #:

Great-Grandfather Date of Birth:
Tribe: Blood Degree:

Great-Grandmother Date of Birth:
Tribe: Blood Degree:

Great-Grandfather Date of Birth:
Tribe: Blood Degree:

Great-Grandmother Date of Birth:
Tribe: Blood Degree:

Great-Grandfather Date of Birth:
Tribe: Blood Degree:

Great-Grandmother Date of Birth:
Tribe: Blood Degree:

Great-Grandfather Date of Birth:
Tribe: Blood Degree:

Great-Grandmother Date of Birth:
Tribe: Blood Degree:

AFFIDAVIT
(For Office Use Only)

I, _____, of lawful age, being first sworn upon oath
(Name of Applicant/Parent/Legal Guardian)
deposes and states:

That _____, for whom this application is made.
(Applicant's Name)

(Check one) is _____ is not _____ an adopted child
and a direct descendant by blood of a member
of the Ponca Tribe of Indians of Oklahoma

(Check one) is _____ is not _____ an adopted child.

ON BEHALF OF A MINOR.

I further state that I am the: (check one) Biological Parent Legal Guardian

Of, _____, and I am vested with the authority to make and submit
the above foregoing application to the Ponca Tribe of Indians of Oklahoma and all information
provided and furnished by me in this application is true and correct.

In executing this foregoing application, I am fully aware that the provisions set forth in Sec. 1001, Title
18 U.S.C., provide for a fine of not more than \$10,000 or imprisonment for not more than five years or
both, for making false or fraudulent statements in connection with any matter within the jurisdiction
of any Department or Agency of the United States.

Signature of Applicant/Parent/Legal Guardian Date

County of _____)

State of _____)

Subscribed and sworn to before me this _____ day of _____, 20____.

Notary Public Printed Name

Notary Public Signature

My Commission Expires

Seal:

APPLICANT CHECKLIST

This checklist assists each applicant determine if they are ready to submit their Enrollment Application and Required Documents to the Department of Enrollment. Please read each section.

_____ Each line on Enrollment Application is filled out completely and correctly.

_____ Required Documents are attached.

_____ Affidavit of Custody (If the applicant is a child under 18 years of age, did the parent(s)/guardian(s) complete the Affidavit of Custody and have it notarized?)

_____ Completed Family Tree