



## Office of Enrollment

(580) 762-8104 [enrollment@ponca-nsn.gov](mailto:enrollment@ponca-nsn.gov)

Mailing Address: Ponca Tribe of Indians of Oklahoma  
Attn: Enrollment  
101 White Eagle Dr. Ponca City, OK 74601

The Ponca Tribe of Indians of Oklahoma's Office of Enrollment processes enrollment applications and issues Certificate of Degree of Indian Blood photo identification cards and non-photo enrollment cards to tribal members.

### **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 original 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 an original document.
10. Social Security Card must be an original document.
11. Completed and signed enrollment application.

12. The Family Tree Chart must be completed and accompany enrollment application.

We also issue certified non-Enrolled letters to descendants. You must have an application on file for a non-enrolled letter to be issued. Please provide a copy of the applicant's birth certificate and social security card. If you are requesting a non-enrolled letter that goes back two or more generations, you will have to provide a copy of your parent(s) birth certificate/death certificate. As well as a birth/death certificate for your grandparent(s). Please note: if you provide a death certificate, it must have the parents listed on it, as some do not.

## Burial Information

The Ponca Tribe of Indians of Oklahoma provides burial assistance to tribal members. Please contact Carla Carney, Secretary Treasurer/Enrollment Director or Lucinda Garcia, Enrollment Clerk for information regarding these services at the number listed below.

## Probate Information

Probates are processed by the Bureau of Indian Affairs, Pawnee Agency. Their office submits requests to our office when family members cannot be located, or document requests are not provided by the families of loved ones. We strive to maintain up to date files by keeping in contact with our tribal members.

Contact Information:

Carla Carney  
Secretary Treasurer/Enrollment Director  
(580) 401-5555  
[carla.carney@ponca-nsn.gov](mailto:carla.carney@ponca-nsn.gov)

Lucinda Garcia  
Enrollment Clerk  
(580) 485-7518  
[lucinda.garcia@ponca-nsn.gov](mailto:lucinda.garcia@ponca-nsn.gov)

If you would like to update your contact information, please call our office at the number listed above or email us at the link provided.