



Monacan Indian Nation

111 Highview Drive
Madison Heights, VA 24572
434-363-4864

Guidelines for Current Citizens Requesting New ID Cards And Renewing the New ID Cards

Citizens of the Monacan Indian Nation who were on the Official Rolls as of the date of Federal Recognition (January 28, 2018) will be required to bring their files up to date to follow the new Policies and Procedures initiated since the date the Monacan Indian Nation was Federally Recognized.

1. Citizen must complete the Current Citizen ID Card Application, sign, and date.
2. **Citizens requesting the New Federally recognized ID Card FOR THE 1ST TIME MUST** submit his/her **Original Certified State Issued Birth Certificate** and **Certified Copy of Marriage License or Court Order** to verify name change if name is different from Birth Certificate. *Copies* of Birth Certificates and Marriage Licenses are **not** acceptable. Birth Registration Cards/Notices are **not** acceptable. Original documents will be returned to citizen via regular mail.
3. **Citizens requesting a renewal of the New Federally recognized ID Card (hard, white plastic card)** do **NOT** need to resubmit their Birth Certificate or Marriage License or court order if your name has not changed since your last card was issued. If your name has changed, citizen must **submit a Certified Copy of the Marriage License, Court order, or Divorce Decree supporting the name change.**
4. Include a Self-addressed Stamped Envelope for Birth Certificate, Marriage License, court documents to be returned. These items will be mailed separately from the ID Card.
5. Payment of \$25 ID Card fee may be paid by certified check (**personal checks are not accepted**) or money order made payable to Monacan Indian Nation, or by credit/debit card. Credit and Debit Card Payment Form can be found in the Current Citizen ID Card Renewal Packet. **Fee is non-refundable.**
6. Submit a recent color photo with a light-colored background. Photo must be of good quality and no smaller than passport size (2 inches square) and no larger than 4 inches by 6 inches. Photos with hats, sunglasses, or that do not clearly show the entire face/head are not acceptable. Citizen may call for an appointment to have your photo taken in the office.
7. Complete the Signature Form. Signature is valid for ID Card ONLY. Citizen may call to schedule an appointment to complete signature process in the office.
8. Release of Information Form is optional. Applicant should only complete the form if a family member will be checking on the status of your ID Card.
9. Mail application, Birth Certificate, Marriage License, court documents, photo, signature form and payment to Monacan Indian Nation, Attn: Enrollment Department, 111 Highview Dr, Madison Heights, VA 24572. Application may be brought in **BY APPOINTMENT ONLY for in-person processing**, or may be dropped off at any time for processing in order received.
10. Upon receipt of above items, Enrollment office will audit citizen's file for required documents showing Monacan lineage back to the Historic Original Rolls. If documents are missing, Enrollment Dept will notify the citizen via email, standard mail or phone call advising what documents are needed to complete the file before an ID Card can be issued. Application will be

held in Pending file until all documents are received. The application will be moved back to the Working File once all documents are received.

11. ID Cards will be issued in the order in which they are received. Date received will be the date all documents and payment are received, and file is complete. **NO EXCEPTIONS!**
12. ID Card will be mailed to citizen. However, ID Card will be given to citizens who schedule appointments to have cards made. **ID Cards will not be issued/printed on a walk-in basis. Appointments are required.**



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Office Use Only
Date _____ By _____

Current Citizen ID Card Application

Full Name: _____
(First) (Middle) (Maiden) (Last)

Mailing Address: _____
(PO Box or Street) (City) (State) (Zip)

Physical Address: _____
(Street)

(City) (County) (State) (Zip)

Birth place: _____ **Birthdate:** _____
(City) (State) (MM/DD/YYYY)

Last 4 Digits of Soc Sec #: _____ **Home Phone #:** _____ **Cell Phone #** _____

Email address: _____ **Preferred Method of Contact:** _____

Marital Status (circle one) Individual Married Separated Divorced Domestic Partner Widowed

Veteran (circle one) Yes No **Head of Household** (circle one) Yes No **Gender** (circle one) Male Female

Height _____ ft _____ in **Hair Color** (Circle one): Black Blonde Brown Gray Red Sandy White

Eye Color (Circle one): Blue Black Brown Green Gray Hazel Pink

Is application being filled out on behalf of an adopted child, minor, or other person who requires legal guardianship?
_____ If yes, relationship to applicant: _____
(You must provide official documents attesting to custodial or guardianship status.)

I CERTIFY THAT ALL THE INFORMATION PROVIDED IN THIS APPLICATION IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT ANY FALSE INFORMATION AND/OR MISREPRESENTATION ON MY PART WILL BE GROUNDS FOR DISENROLLMENT FROM THE MONACAN INDIAN NATION. I UNDERSTAND THAT THE ENROLLMENT DEPARTMENT, AND OFFICE PERSONNEL APPOINTED BY THE ENROLLMENT DEPARTMENT HEAD MAY/WILL VIEW ANY INFORMATION I PROVIDE IN THIS APPLICATION.

Signature **Date**

For Office Use Only
BC Mailed/Returned _____ IDC Mailed/Picked up _____ by _____



MONACAN INDIAN NATION RELEASE OF INFORMATION FORM

I, _____, give the Enrollment Department of the Monacan Indian Nation permission to discuss my Enrollment Application file with the following people:

Name:

Relationship:

By signing below, I understand that the Monacan Indian Nation considers all records to be confidential in nature and the Enrollment Department will be allowed to discuss my file with only the people listed above. The information that can be discussed with them is status of file, status of ID Card, and missing or unsigned documents needed to complete the enrollment file. I also understand that they will not be allowed to make any changes to my application, receive copies of any information in my file nor be given information about my payment method. This Release of Information Form will remain in effect until revoked by me in writing.

Signature

Date

ACKNOWLEDGEMENT

State of _____ County of _____ on _____ 20____
(Date)

before me, _____ Personally appeared _____
(Insert name and title of the Notary) (Full legal name of person signing application)

who proved to me based on satisfactory evidence to be the Person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument. I certify under PENALTY OF PERJURY under the laws of the State of _____ that the foregoing paragraph is true and correct.

Witness my hand and official seal.

Signature: _____
My Commission expires: _____

(Seal)

Revision Date 9/14/2021



MONACAN INDIAN NATION

RELEASE OF FAMILY HISTORY DOCUMENTS

I, _____, give the Enrollment Department of the Monacan Indian Nation permission to place/use copies of my Monacan Family History Research Documents only in the Enrollment file(s) of the following people:

NAME:

RELATIONSHIP:

By signing below, I understand that the Monacan Indian Nation considers all records to be confidential in nature and the Enrollment Department will place copies of my Monacan Family History Research Documents only in the above-named individuals' enrollment application file. Copies will remain in the Enrollment Department and not be given to anyone for personal use or use outside of the Monacan Indian Nation office. A copy of this Release will be placed in the Enrollment File for each person named above. This Release of Family History Documents will remain in effect until revoked by me in writing.

Signature _____

Date _____

ACKNOWLEDGEMENT

State of _____ County of _____ on _____ 20____
(Date)

before me, _____ Personally appeared _____
(Insert name and title of the Notary) (Full legal name of person signing application)

who proved to me on the basis of satisfactory evidence to be the Person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument. I certify under PENALTY OF PERJURY under the laws of the State of _____ that the foregoing paragraph is true and correct.

Witness my hand and official seal.

Signature: _____
My Commission expires: _____

(Seal)

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Signature Form

Applicants and citizens age 15 and over, please sign your name in the box below. It will be scanned into your file and used as the signature on your ID Card only. Ages 14 and under, no signature is necessary. Parents, please **DO NOT** sign for your children. "Unable to Sign" will be shown on their signature line.

****Your *entire signature* must fit within the box but *not touch* the borders.****

****Use a *fine point Sharpie marker*****

****Black ink only****



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Credit and Debit Card Payment Form

Applicant's Name _____

Applicant's Address _____

Phone # _____

Name on Credit/Debit Card _____

Billing Address Associated with card _____

Type of Card: (Circle One) MasterCard/VISA/DISCOVERY/AMERICAN EXPRESS _____ Credit _____ Debit

Fee Amount \$ _____ Card Number _____

Security Code (3-digit code on back of card) _____ Expiration Date _____

Purpose of Fee: _____ Enrollment _____ ID Card Renewal _____ ID Card Replacement _____
_____ Donation _____ Other, specify _____

I, _____, authorize the Monacan Indian Nation to make a one-time charge to the above card for the purpose specified.

Card Holder Signature

Date