



Monacan Indian Nation

357 S. Main Street
P. O. Box 960
Amherst VA 24521
434-363-4864

Guidelines for Current Citizens Requesting New ID Cards

Members 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. Member must complete the Current Member ID Card Application, sign and date.
2. 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.
3. 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.
4. 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 Member ID Card Renewal Packet. **Fee is non-refundable.**
5. 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. Member may call for an appointment to have your photo taken in the office.
6. Complete the Signature Form. Signature is valid for ID Card ONLY. Member may call to schedule an appointment to complete signature process in the office.
7. Mail application, Birth Certificate, Marriage License, court documents, photo, signature form and payment to Monacan Indian Nation, Attn: Enrollment Department, PO Box 960, Amherst VA 24521.
8. Upon receipt of above items, Enrollment office will audit member's file for required documents. If documents are missing, Enrollment Dept will send a letter to the member via email or standard mail 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.
9. 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!**
10. ID Card will be mailed to member. ID Cards will **not** be issued/printed on a walk-in basis.



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Current Citizen ID Card Application

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

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

Physical Address: _____
 (Street)

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

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

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, MONACAN INDIAN NATION TRIBAL COUNCIL, TRIBAL ADMINSTRATOR AND OFFICE PERSONNEL APPOINTED BY TRIBAL ADMINISTRATOR MAY/WILL VIEW ANY INFORMATION I PROVIDE IN THIS APPLICATION.

Signature **Date**

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



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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



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Signature Form

Applicants and members 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.

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

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

*****Black ink only*****