

# ENROLLMENT POLICIES AND PROCEDURES

## Filing an Application for Enrollment

### 1. Requirements

All applicants who qualify for citizenship in the Monacan Indian Nation, but whose names do not appear on the citizenship roll as of the date of Federal Recognition January 29, 2018, must apply for citizenship to the Monacan Indian Nation (hereafter know as MIN) Enrollment Department. Applications for citizenship must be supported by original birth certificate and other record(s) as required by the circumstances of each applicant. All evidence will be retained by the MIN Enrollment Department to support their records.

### 2. Person(s) Authorized to File Enrollment Applications

- A. A separate application must be filed by each individual seeking enrollment. An enrollment application may be filed on behalf of any person not listed on the MIN's Tribal Citizenship Roll.
- B. An application for a minor who is not emancipated must be filed by the minor's parent with such documentation (original certified birth certificate) of the parent's status/authority as required by the MIN, or by the minor's legal guardian or other legal custodian with a copy of the guardianship or legal custody order.
- C. An emancipated minor must file an application on his or her own behalf, with a copy of the order granting the emancipated status.
- D. An application for an incompetent person must be filed by that person's legal guardian with a copy of the guardianship order.
- E. If it is discovered that any person on the current MIN rolls did not submit a complete application and/or provide supporting documentation before being placed on the MIN tribal roll, the person shall be requested to provide such an application and the required documentation before new ID Cards will be issued.
- F. The BIA Tribal ICWA (Indian Child Welfare Act) Representatives may enroll ICWA children when necessary. All ICWA applications will be processed when received, regardless of the status of the Rolls being opened or closed.

### 3. When and Where to File an Application

All Enrollment Applications must be filed with the Monacan Indian Nation Enrollment Department. Applications are available on the MIN official website. (*Detailed Enrollment Guidelines and Application Process Information can be found on the MIN official website.*) Written requests for an application packet to be mailed can be sent to [Enrollment@monacannation.com](mailto:Enrollment@monacannation.com) or the Monacan Indian Nation, Attn: Enrollment Department, 111 Highview Drive, Madison Heights, VA 24572. Oral requests can be made by calling 434-363-4864. There is no deadline for the filing of enrollment applications. However, the MIN Enrollment Department and/or the MIN Tribal Council may from time to time establish a deadline for the filings of enrollment applications for specific purposes. **The MIN Tribal Council or the Enrollment Department, with approval from the MIN Tribal Council, may close rolls as needed for**

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**voting purposes, bringing up to date any backlog of applications, the updating of present files, and any other unforeseen reasons.**

#### 4. What the application must contain

Each enrollment application must be completed in its entirety and contain personal information to properly determine the applicant's eligibility for enrollment. Incomplete applications will not be processed. The applicant will be notified, by letter, what will be needed to complete their file. The enrollment application shall show the following:

- A. All names by which the applicant is currently or has ever been known by.
- B. The mailing address of the applicant.
- C. The physical address of the applicant.
- D. The applicant's telephone number.
- E. The applicant's birth date.
- F. The applicant's place of birth.
- G. Last 4 digits of the applicant's social security number.
- H. Applicant's gender
- I. Applicant's height
- J. Applicant's eye color
- K. Applicant's hair color
- L. The name of any federally recognized Indian tribe(s) other than the MIN from which the applicant is descended.
- M. The name of the base enrollee through whom the applicant is claiming eligibility for citizenship.
- N. The requirement of a "yes" or "no" answer to the question: Is the applicant an enrolled citizen of another tribe?
- O. The requirement of a "yes" or "no" answer to the question: Is the applicant an adoptee (i.e., adopted by a person or persons other than the adoptee's biological parent through judicial proceedings resulting in issuance of a final adoption decree)?
- P. Certification that the information given on the application is true and accurate as known by the applicant, parent, or legal guardian.
- Q. Notarized signature of applicant, parent, or legal guardian (with relationship to the applicant).
- R. Date the application was signed.
- S. Preferred method of Contact.

#### 5. Documentation to accompany all applications

The burden of proving eligibility for enrollment is on the applicant. Incomplete applications will not be processed. The application must be accompanied by the following documentation:

- A. Applicant's **original State Issued Certificate of Live Birth**. The Certificate of Live Birth must contain a state file number, the state seal, and both parents' names. If an amended birth certificate is provided, the original birth certificate shall also be provided. Original documents will be returned to the applicant.

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- B. In cases where the biological father's name does not appear on the Original State Issued Certificate of Live Birth or Amended State Issued Certificate of Live Birth, the following may be accepted for purposes of establishing eligibility for citizenship through the biological father:
1. An order issued by a court of competent authority declaring a specific citizen of the MIN to be the biological father. This does not apply to default cases where the father was determined to be the biological father because of his failure to appear in court.
  2. A paternity test (obtained at the applicant's sole expense) determining the probability that a specific citizen of the MIN is the biological father of the applicant to be not less than 97%.
  3. A signed and notarized statement by multiple family members who can attest to the fact of Parental lineage may be submitted for a MIN Tribal Council review. The MIN Tribal Council must review the Family Tree and statement(s) from family members and approve the Family Tree and statement(s) by standard majority rule. The MIN Tribal Council will sign a statement with an acceptance or a rejection and will then submit their decision to the Enrollment Department. This statement will become a part of the applicant's file.
- C. Applicants with a name different from their original Birth Certificate, must provide their original State or County issued marriage license (not keepsake marriage certificate) or copy of a court order, with the seal, verifying the name change.
- D. If neither the applicant's father nor mother is an enrolled citizen of the MIN, the applicant may prove their direct biological lineal descent with documentation that connects within 3 generations of a current or previously enrolled citizen of the MIN. Acceptable forms of documentation for ancestors:
1. A copy of the State Issued birth certificate with Monacan parent's name listed on it and a state seal. **Copies of Birth Registration Cards are NOT acceptable.**
  2. A copy of the Original Census Record, listing the Monacan parent and child. (A Printout from Ancestry.com is not acceptable unless accompanied by copy of the Census Record.)
  3. A copy of the State or County issued Marriage License with the Monacan parent's name listed and bearing the state or county seal.
  4. A copy of State issued Death Certificate with the Monacan parent's name.
  5. The State issued Social Service Record with the Monacan parent's name listed with a notary or seal for the Child Support Records and/or the Adoption Records.
  6. The State issued Vital Records record showing sealed adoption records.
  7. The County Court House Records or Vital Records for Adoption or a legal name change.
  8. The State School Records with seal or notary.
  9. St. Paul's Mission Church Records and School Records with the School Administrator's signature and on Church letterhead.
- E. Proof of Relinquishment of citizenship in any other tribe, band, or Indigenous community of which the applicant is a citizen. Citizenship in multiple tribes, bands, or Indigenous Communities is prohibited. An application will be denied if an applicant is a citizen of another tribe, band, or Indigenous community.

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### Fees

The payment of fees will be required before ID Cards can be issued. Fees are subject to change and will be announced on the MIN website. **All fees are non-refundable.**

#### 1. Collection of Fees

- A. The following fees will be collected for these services:
  - 1. Application Processing Fee for all ages \$25
  - 2. Renewal Cards -- \$25
  - 3. New ID cards for current citizens on MIN rolls as of January 29, 2018 (date of Federal recognition) -- \$25
  - 4. Replacement Cards (for name and/or gender change only—proof required) --\$15.00.  
All other reasons including lost or stolen --\$25
- B. Collected fees will be deposited within 5 (five) business days of receipt and allocated for Enrollment Department

#### 2. Acceptable forms of payment

- A. Certified Cashier's Check
- B. Money Order
- C. Credit/Debit card (Mastercard/Visa/DISCOVER/AMERICAN EXPRESS only)
- D. Cash will only be accepted with a hand delivered application to the Business office

\*\*\*\*\*PERSONAL CHECKS ARE NOT ACCEPTED\*\*\*\*\*

### Identification Cards

- A. New ID Cards and Renewal Cards are valid for 5 years from the date of issue.
- B. Replacement cards (for name changes/gender change/lost/stolen) will be valid through the time of the current expiration day on the current card.
- C. Citizens who were on the MIN Rolls at the time of Federal Recognition (Jan 29, 2018) will be required to send in their Original Certified State Issued Birth Certificate and legal name change documents (Marriage License, court order, divorce decree, etc.) along with a Current Citizen ID Card Application (found on the Official MIN website) and submit payment for the new style ID Cards. Payments made by credit/debit card will require the Credit and Debit Card Payment Form to be completed and submitted along with Current Citizen ID Card Application.

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- D. A Signature Form for ID Cards use only must be signed by applicants and citizens age 15 and over. This form is to be left blank for ages newborn to 14 years. The term "Unable to sign" will be placed in the signature portion of the ID Card for ages newborn to 14 years.

### Loss of Citizenship

There are 2 (Two) ways in which citizenship in the MIN may be lost. One is voluntary and is called relinquishment. The other is involuntary and is called disenrollment.

#### A. Voluntary Relinquishment of Membership

1. By any adult citizen—Any adult citizen of the MIN may voluntarily relinquish his/her citizenship. A letter requesting the relinquishment for an incompetent person must be filed by that person's legal guardian, who must also provide a copy of the guardianship order.
2. By a minor citizen—Any emancipated minor who is a citizen of the MIN may voluntarily relinquish his/her citizenship on his/her own behalf. Such emancipated minor must provide a copy of the court order granting their emancipated status. The citizenship of any minor citizen of the MIN who is not an emancipated minor may be relinquished by the minor's parent(s), who must then submit such documentation of the parent's status and/or authority as required by the MIN, or by the minor's legal guardian(s) who must also submit a copy of the guardianship order. The relinquishment must be notarized. The Enrollment Department shall take great care to determine that the individual(s) who signed the form has legal custody of the effected minor member. The minor's relinquishment shall then be processed the same as one for an adult.
3. Citizenship Relinquishment Request and effective dates—A separate relinquishment request must be filed by each person seeking relinquishment. Relinquishment requests must be in writing and the signed request must be sent to the MIN Tribal Council and the MIN Enrollment Department located at 111 Highview Drive, Madison Heights, VA 24572. It must include:
  - a. An explanation for the request
  - b. The date of request
  - c. The signature of the citizen making the request
  - d. The enrollment number
  - e. A notarized signature
  - f. The Original ID Card must also be included in the request for relinquishment
4. Process--The Enrollment Department shall make note of the date in which the relinquishment request was received. The Enrollment Department shall then review the request and the attached documentation as well as review the authority of the person who submitted it. If the documentation of authority is insufficient, the MIN Enrollment Office shall notify the person who submitted the request and advise of the additional documentation needed.

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5. **Removal from the Roll**—The Enrollment Department shall immediately notify the MIN Chief, the MIN Asst. Chief, and the MIN Tribal Council of the receipt of the citizenship relinquishment request. The MIN Chief, the MIN Asst. Chief, and the MIN Tribal Council will have 30 (thirty) business days to accept or reject the request and will notify the Enrollment Department of said decision. The Enrollment Department shall mail written confirmation to the citizen within 30 (thirty) business days of the MIN Council's decision. Written confirmation shall be signed by, the MIN Chief, the MIN Asst. Chief, the MIN Tribal Council, and the MIN Enrollment Department. A confirmation letter will be mailed via US Postal Service; certified and return receipt will be requested.
6. **Citizenship Relinquishment**—An adult citizen who relinquishes his/her citizenship with the MIN waives his/her rights to future MIN citizenship. A minor member having his/her citizenship relinquished by a parent or guardian may apply for citizenship after he/she becomes 18 years of age. A new Application Packet must be completed to update records. However, such an application shall be processed as if an applicant is renewing their citizenship, the Citizen will retain the same enrollment ID number and they will pay the current Renewal Fees.

### B. Involuntary Disenrollment

There are several types of Involuntary Disenrollment that can be placed upon a citizen of the MIN: Standard Disenrollment, Suspension, and Lifetime Disenrollment.

#### 1. Standard Disenrollment

- a. **Authority**—The MIN Chief, the MIN Asst. Chief and the MIN Tribal Council shall have the authority to disenroll any citizen who is found not to be eligible for tribal citizenship pursuant to the MIN's citizenship requirements even after having been initially approved for citizenship and after the ratification of the Enrollment Policies and Procedures. The Citizenship of all persons whose names appear on the MIN Rolls on the date of Federal Recognition, January 29, 2018, cannot be contested by the MIN Chief, the MIN Asst. Chief, the MIN Tribal Council, the MIN Enrollment Department, or any MIN Tribal Citizen.
- b. **Burden of Proof**—The burden of proof for Standard Disenrollment actions rests with the MIN Chief, the MIN Asst. Chief, the MIN Tribal Council, and the MIN Enrollment Department.
- c. **Who may be disenrolled**—Any citizen of the Tribe *may* be disenrolled if the MIN Chief, the MIN Asst. Chief, the MIN Tribal Council determines that he or she:
  - i. Has been erroneously enrolled as the result of the Tribe's reliance on incomplete, misleading, inaccurate, or fraudulent information, or if the documentation supporting eligibility, at the time of enrollment after Federal Recognition, January 29, 2018.
  - ii. Was erroneously enrolled due to mistakes of inadequate research and documentation that took place after Federal Recognition, January 29, 2018.

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- iii. Is found to be currently enrolled with another federally recognized Indigenous tribe and does not relinquish the citizenship in the other tribe within thirty (30) days of receipt of a certified letter from the MIN Enrollment Department informing him/her of the necessity to submit the required relinquishment.
- d. Procedure for disenrollment—The Enrollment Department Head must be notified in writing of questionable enrollment as described in *ci* and *cii*. Once received, The Enrollment Department Head will have two (2) weeks to investigate the incident. The Membership Panel may be asked for support in the investigation. If the results show no proof of enrollment errors, the MIN citizen's file will be noted. No letter will be sent to the citizen. If a discrepancy is found, the Enrollment Department Head will prepare a written statement for the MIN Chief, MIN Asst. Chief, and MIN Tribal Council of the findings. The citizen who is receiving standard disenrollment will be notified by certified mail, with return receipt requested; included will be the disenrollment date with an explanation for the disenrollment.
- e. Persons who have been disenrolled *for reasons stated above in ci, cii, ciii*, may submit a new application for citizenship when adequate documentation of eligibility has been obtained. Such applications will be processed as though the individual had not previously been a citizen.

### 2. Suspension

- a. Authority—the MIN Chief, the MIN Asst. Chief and the MIN Tribal Council shall have the authority to disenroll any citizen who is found to have participated in acts against the tribe.
- b. The Burden of Proof—The burden of proof in a Suspension rest with the MIN Chief, the MIN Asst. Chief and the MIN Tribal Council.
- c. Who may be suspended—Any citizen of the Tribe may be suspended if found to have participated in any acts against the tribe being defined as, but not limited to the following:
  - i. Stealing from the MIN after the ratification of the MIN Enrollment Policies and Procedures.
  - ii. Intentional malice that produces a detrimental effect to the Nation. This includes, but is not limited to, misrepresenting oneself as an official representative of the MIN in any capacity where authority has not been officially delegated by the MIN Chief, the MIN Asst. Chief, and the MIN Tribal Council.
  - iii. Disclosure of confidential Personal Identifiable information.
  - iv. Any actions of Malfeasance (wrongdoing) or Nonfeasance (where it applies).
- d. Suspension results in loss of all tribal benefits. The citizen retains only their citizenship.
- e. A written Notice of Suspension will be sent by certified mail, with return receipt requested, containing the date of Suspension and of the reason for the disenrollment.
- f. The length of Suspension—is a minimum of 10 years for any cause. At the end of the suspension, the MIN Tribal Council will meet to determine if:
  - i. Suspension will be lifted, and all benefits will be restored.

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- ii. Suspension will be extended, and all benefits will be denied for an additional length of time determined by the MIN Chief, the MIN Asst. Chief, and the MIN Tribal Council.
  - iii. or if Lifetime Disenrollment should take place.
- g. No trespassing on any tribal grounds or properties will be allowed for any Suspended citizen with only the following exception:
  - i. With written permission by the MIN Chief, the MIN Asst Chief, and the MIN Tribal Council to attend a burial of a family member on Bear Mountain at the Ash Garden. This is a one-time exception and must be repeated each time a family member passes and is buried on Bear Mountain at the Ash Garden. This is sacred ground and all persons in attendance are required to act with dignity and respect to all people and property.
- h. No future MIN Chief, MIN Asst. Chief and/or MIN Tribal Council can override suspensions.

### 3. Lifetime Disenrollment

- a. Authority—the MIN Chief, the MIN Asst. Chief, and MIN Tribal Council shall have the authority to permanently disenroll any enrolled or suspended citizen.
- b. Burden of Proof—The burden of proof in a Lifetime Disenrollment rests with the MIN Chief, the MIN Asst. Chief, and the MIN Tribal Council.
- c. Who may receive a Lifetime Disenrollment—any enrolled citizen or suspended citizen (including those suspended before the ratification of these policies and procedures) who is found to have participated in acts against the tribe being defined as, but not limited to the following:
  - i. Stealing from the MIN after the ratification of enrollment policies and procedures.
  - ii. The intentional malice that produces a detrimental effect to the Nation. This includes misrepresenting oneself as an official representative of the MIN in any capacity where authority has not been officially delegated by the MIN Tribal Council.
  - iii. Disclosure of confidential Personal Identifiable information.
  - iv. Any actions of Malfeasance (wrongdoing) or nonfeasance (where it applies).
- d. Lifetime Disenrollment will result in the loss of all tribal benefits and citizenship for the lifetime of the Disenrolled Citizen.
- e. No trespassing on any tribal grounds or properties will be allowed for any Lifetime Disenrolled person with only the following exception:
  - i. With written permission by the MIN Chief, the MIN Asst. Chief, and the MIN Tribal Council to attend a burial of a family member on Bear Mountain at the Ash Garden. This is a one-time exception and must be repeated each time a family member passes and is buried on Bear Mountain at the Ash Garden. This is sacred ground and all persons in



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attendance are required to act with dignity and respect to all people and property.

- f. Written notice of a Lifetime Disenrollment will be sent by certified mail, with a return receipt requested, and will include the Disenrollment date, and the reason(s) for the disenrollment.
- g. Lifetime Disenrolled citizens shall not be eligible for re-enrollment at any time nor by any future MIN Chief, MIN Asst. Chief, and/or Min Tribal Council.
- h. No future MIN Chief, MIN Asst. Chief, and/or MIN Tribal Council shall override any Permanent Disenrollment.

### Appeals

#### A. Eligible Appellants

The following persons shall be eligible to file an appeal:

1. Any applicant who has been declined for citizenship.
2. Any person who has been disenrolled, suspended or disenrolled for lifetime.

#### B. Notice

Any person who has been declined citizenship by the Membership Panel and the Enrollment Department or any citizen who has been disenrolled, suspended or permanently disenrolled by the MIN Chief, MIN Assist. Chief, and the MIN Tribal Council, shall be:

1. Advised by letter sent by certified mail with return receipt requested, of the decision including the basis for their decision.
2. Advised in this notice of their right to submit a written appeal the decision as described in this section.
3. The declination letter must include the following statement of appeal rights:  
 "Within 30 days of the receipt of the decision, you may appeal this decision under Appeals Sections C and D of the MIN Enrollment Policies and Procedures. Should you decide to appeal this decision, send your written appeal by certified mail to the Enrollment Department Attn: Appeals, 111 Highview Dr, Madison Heights, VA 24572"

#### C. Appellant Procedures

1. Appeals must be submitted in writing by mail only. Appeals must be mailed to Enrollment Department. Hand delivered appeals or requests for in person appeals are not acceptable.
2. The request for appeal must be postmarked within 30 days of the individual's receipt of the initial decision.

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3. The individual should mail the appeal by US Postal Service via certified mail, return receipt requested. The date the appeal is received in the MIN Enrollment Department office will be considered the Filed-On date.
4. The notice of appeal shall:
  - a. State why the individual thinks the initial decision is wrong.
  - b. Identify and explain in detail the issues involved in the appeal; and  
Provide documentation of proof of their reasons for appeal.

### D. MIN Appeals Procedures

1. Upon receipt of an appeal, the Enrollment Department shall immediately notify the MIN Chief, MIN Asst Chief and MIN Tribal Council via the MIN Tribal Secretary. Within 30 days of this notification, the MIN Chief, MIN Asst. Chief, and MIN Tribal Council shall meet in a closed session at the MIN Business Office on 111 Highview Dr., Madison Heights, VA 24572, to review the appeal request and make their decision.
2. Requests to view the enrollment file for the purpose of an appeal must follow the guidelines outlined in the **Records** section of the Enrollment Policies and Procedures, Section A, paragraph 5. The enrollment file will be brought into the closed meeting by the Enrollment Department Head who will remain in the room while the file is reviewed. At no time will the enrollment file be left in possession of the MIN Chief, MIN Asst. Chief, and MIN Tribal Council without the presence of the Enrollment Department Head, nor will it be allowed to leave the premises. No copies of the file will be made nor distributed among those in attendance at this meeting or any other meeting. Taking photos on personal cell phones or cameras is prohibited
3. Appeals meeting for prospective citizens require attendance by the Enrollment Department Head and at least one representative from the Membership Panel (i.e.. One of the three persons signing on behalf of the Membership Panel).
4. The MIN Chief, MIN Asst. Chief and MIN Tribal Council will make their decision and finalize it by Resolution. If a decision is not made in this initial meeting, a one (1) time, two (2) week extension may be enacted. This extension meeting will be held at 111 Highview Dr., Madison Heights, VA 24572, following all guidelines as set forth in the Appeals Procedures.
5. Within two (2) weeks of the closed appeals meeting, the Tribal Secretary to the MIN Chief, MIN Asst. Chief and MIN Tribal Council will notify the Enrollment Department Head in writing of the outcome of the appeals meeting. Copies of Resolutions will be provided to the Enrollment Department to be placed in each citizen or prospective citizen's file. Enrollment files will be updated according to the outcome of the appeals meeting.
6. The MIN Tribal Secretary will prepare notification letters for citizens who have been disenrolled or suspended by the MIN Chief, MIN Asst. Chief, and MIN Tribal Council within seven (7) days of the appeals meeting or extension appeals meeting. The notification letters will be sent certified with return receipt requested. The MIN Tribal Secretary will maintain an individual folder for each disenrolled and suspended citizen.
7. The Enrollment Department Head will prepare notification letters within seven (7) days for prospective applicants after the appeals meeting or extension appeals meeting. The notification letters will be sent certified with return receipt requested. Appellants whose appeal is accepted will have their Enrollment application processed, and receive an Enrollment number and MIN ID

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Card. Appellants whose appeal is denied will be mailed a notification letter within seven (7) days after the appeals meeting or extension appeals meeting.

8. Decisions made from the appeals meeting or extended appeals meeting resulting in disenrollment or suspension are final and cannot be overturned by any future MIN Chief, MIN Asst. Chief or MIN Tribal Council. Decisions for prospective applicants may be reviewed later by the MIN Enrollment Department, MIN Membership Panel, MIN Chief, MIN Asst. Chief and MIN Tribal Council. Prospective applicant must present a completed application, correcting any errors from the previous enrollment application.

### Records

#### A. Access to Records

1. Tribal Citizenship Roll—The Tribe's citizenship roll (containing only the names of tribal citizens) may be viewed by any citizen of the MIN Tribe who comes into the Tribal Enrollment Office. However, neither the roll, nor any portion thereof may be copied and/or distributed to any person or organization except upon written permission of the MIN Chief, the MIN Asst. Chief, and the MIN Tribal Council. The MIN Chief, the MIN Asst. Chief, and MIN Tribal Council shall exercise its discretion in using and/or releasing information from the roll for the benefit of Tribal Citizens or Tribal Programs.
2. Individual folders—Information in individual folders shall be considered confidential. It shall not be available to anyone except that individual citizen (or his/her parent or legal guardian) and to the Membership Panel, and the MIN Enrollment Department when such examination is necessary in considering enrollment decisions. The Membership Panel shall not have access to the Individual records once citizenship has been approved. All files shall be stored in locked filing cabinets and adequate safeguards shall be installed to ensure that the confidentiality of these records shall not be violated.
3. Special Concern—An adoptee's eligibility for enrollment is determined through one or both biological parents. The information concerning adoptees shall be recorded as confidential and shall not be made available to any person other than the adoptee. If court records are sealed, adoptee's records will only be available to him/her upon turning 18 years of age. This information shall be stored in a locked filing cabinet and adequate safeguards shall be installed to ensure that the confidentiality of these records shall not be violated.
4. Office Personnel—Actual Paper Files and Electronic files, as needed, with approval by Enrollment Department Head.
5. The MIN Chief, the MIN Asst. Chief, and MIN Tribal Council (Individual MIN Council Members, the MIN Chief, the MIN Asst. Chief, and MIN Tribal Council as a whole)—The Request to View Citizen File Form must be requested from Enrollment Department and completed by the MIN Tribal Chief, the MIN Asst. Chief, and MIN Tribal Council. This form will indicate the date, name of member, name of Council member who will view file, a valid MIN business reason(s) for seeing file, signatures from the MIN Chief, the MIN Asst. Chief, majority of the MIN Tribal Council members, and must contain their approval or disapproval vote. Following standard Council voting rules, the majority vote determines if Council Member can view records. Regardless of the outcome, the form must be returned to the

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Enrollment Department. The Council Member and/or the Requestor will present the original completed Request to View Citizen File Form to the MIN Enrollment Department Head before being allowed access to the requested record. The MIN Tribal Council will be allowed to view any paperwork that is submitted with an original Enrollment Application with the exception of documents containing personal information such as social security number, financial information, etc.

### A. Updating records

Upon receipt of appropriate documentation, the Enrollment Department is authorized to update the information on the Tribe's citizenship rolls. The following documentation is deemed adequate for such actions to be taken.

1. Name Change
  - a) A Marriage license
  - b) A Divorce Decree showing order to change name
  - c) A Court Order changing name
  - d) An Amended Birth Certificate
  
1. Address Change
  - a) A written statement signed by the tribal member over 18 years of age
  - b) A Notarized statement or affidavit stating custody of minor with address change
  - c) A Postal Address Correction
  - d) The updated information provided by tribal programs applications
  
2. Death
  - a) A Death Certificate
  - b) The Bureau of Indian Affairs records
  - c) Any Mortuary Records, memoriam cards, or printed obituary
  - d) Any Hospital Records
  - e) A written and signed notice from immediate family member
  
3. Relinquishment/Disenrollment/Suspension/Lifetime Disenrollment
  - a) A letter from the MIN Chief, the MIN Asst. Chief and the MIN Tribal Council approving an individual's relinquishment
  - b) A letter of disenrollment/suspension/lifetime disenrollment from the MIN Chief, the MIN Asst. Chief, and the MIN Tribal Council

Any change for which none of the above documents is available must be authorized in writing by the MIN Tribal Chief, the MIN Asst. Chief, and the MIN Tribal Council stating the reason for the change without the usual documentation. A copy of that written authorization shall be placed in the individual's folder.

### Changes to Policies and Procedures

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Requests for changes in the Enrollment Policies and Procedures will be made in writing and mailed, or hand delivered to Monacan Indian Nation, Attn: Enrollment Department, 111 Highview Drive, Madison Heights, VA 24572. Requests will be reviewed within 30 days of their receipt by the MIN Chief, MIN Asst. Chief, the MIN Tribal Council, MIN Membership Panel, and the Enrollment Department Head. Final decisions will be made by resolution within 90 days of receipt of the request.

General questions regarding current Policies and Procedures will be directed to Enrollment Department Head.

