



Monacan Indian Nation

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

Enrollment Guidelines

- To apply for membership to the Monacan Indian Nation, you must complete an Application Packet and return it to the above mailing address. Please use the following checklist to insure your packet is complete and include it in your application at time of mailing. **Incomplete applications will not be processed, and applicant will be sent a letter explaining what is needed for processing.** Applicant will **not** be eligible for any type of programs or services offered by the Monacan Indian Nation if application is incomplete.
- **All applications must be notarized in the Acknowledgement area at the bottom of the application.** Do not sign the application until you are with the Notary as they must witness your signature.
- **Applicant must provide his/her ORIGINAL State Issued certified birth certificate.** Birth Registration cards and keepsake Hospital Birth Certificates are not acceptable. Plastic Birth Certificates and/or Birth Registration notices are not acceptable. If name is different from birth certificate, applicant must provide **ORIGINAL** certified Marriage License, court order or legal documentation of name change. **Records submitted for Applicant must be ORIGINAL CERTIFIED documents.**
- Burden of proof of Monacan Lineage is on the applicant. The applicant must provide clear quality copies of acceptable documentation proving their direct biologic lineal descent to MIN ancestor on the Monacan Rolls. The following documentation is required for ancestors:
 - Copy of State Issued birth certificate with Monacan parent's name listed on it and a state seal. **Copies of Birth Registration Cards are NOT acceptable.**
 - Copy of Original Census Record listing Monacan parent and child. (Print out from Ancestry.com is not acceptable unless accompanied by copy of Census Record.)
 - Copy of State or County issued Marriage License with Monacan parent's name listed and bearing the state or county seal
 - Copy of State issued Death Certificate with Monacan parent's name.
 - State issued Social Service Record with Monacan parent's name listed with notary or seal for Child Support Records and/or Adoption Records.
 - State issued Vital Records showing sealed adoption records.
 - County Court House Records/Vital Records for Adoption or legal name change.
 - State School Records with seal or notary.
 - St. Paul's Mission Church Records and School Records with Administrator's signature and on Church letterhead.
- **Birth Registration Cards and copies of Birth Registration Cards are not acceptable for the applicant nor ancestors.**

- If applicant is a minor or lacks the ability to file the application, a parent or legal guardian may complete the required Application Packet. Please note that **no** adopted member of a family will be considered as a blood member of the Monacan Indian Nation unless the adoptee is a child of a Monacan.
- The Application Fee is **non-refundable** and will be processed within 5 business days of the receipt of the application in the office. This fee should be paid by money order or certified Cashier's Check (Personal Checks are not acceptable) and made payable to Monacan Indian Nation. MasterCard/Visa/DISCOVER/ AMERICAN EXPRESS Credit/Debit Cards are also acceptable. Cash is only accepted with applications that are hand delivered to the office by the applicant. Enrollment fee is \$150 for ages 19-64. The Application Fee is \$25 for applicants aged newborn to 18 years, Elders aged 65 or above and College students age 18-25 with a valid current school ID card.

Application Process

- Applications will be processed in the order in which they are received. **NO EXCEPTIONS.**
- When the Enrollment Clerk receives your packet and Enrollment Fee, your information will be examined and entered into the computer files. You will be notified by letter if the application is incomplete.
- Completed packets will be reviewed by the Membership Panel. Before your application is finalized, you must meet with the Membership Panel for an interview. The meeting will be held in person at the Tribal Hall for applicants who live within 100 mile radius of the Tribal Hall and via phone for applicants outside the 100 mile radius. Enrollment in the Monacan Indian Nation is more than your ancestry. It is also about Community and how you plan to be involved in the Monacan Indian Community or in the Native American activities in your local community. After the interview, the application goes to the Tribal Council for final vote. Then the applicant's name is presented to the Tribe at the next monthly Tribal Meeting.
- The Enrollment Clerk will notify applicant in writing when the process is complete. Accepted applicants will receive a Welcome Letter and ID Card.



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Enrollment Checklist

- Enrollment Application
- Applicant's Original Certified Birth Certificate (*will be returned with Welcome Letter*) **Birth Registration Cards will not be accepted.**
- Applicant's Original Certified Marriage License, court record or legal documentation if name is different from Birth Certificate.
- Applicant's Family Tree Information. (Provide all names and information. DO NOT put "on file", "n/a" or "not applicable" on this form as it will be returned as incomplete.)
- Copies of Birth Records, Marriage Records and Death Records of ancestors on Family Tree to prove direct lineal descent to the Monacan Rolls. (See Enrollment Guidelines for acceptable documents.)
- Family Questionnaire
- Interest Form (Share your story, why you would like to enroll, and how you envision supporting the Monacan Indian Nation.)
- Color photo of Applicant. (For use on Tribal Enrollment Card Only) Photos need to be of good quality with a light-colored background and may be passport size, or from a 3x5 or 4x6 picture. Call for an appointment if you want photo taken in office.
- Copy of current Driver License or ID Card issued by the State in which you reside.
- Copy of Social Security Card
- Signature form. Signed by applicants age 15 and over.
- Application Fee. **This is a Non-refundable Application Fee.** MasterCard/VISA/DISCOVER AMERICAN EXPRESS Credit/Debit payment form, or Money order or *certified* cashier's check (**Personal checks are not accepted.**) made payable to Monacan Indian Nation in the amount of \$150 if you are age 19-64. Application Fee for ages 0-18 or 65 and over is \$25. Application Fee College Students ages 18-25 with a current Student ID is \$25. (Include copy of Student ID.)
- Enrollment Checklist
- Self-address stamped envelope

I have read the Enrollment Guidelines and understand that I am responsible for presenting certified true, correct and complete documentation with my application. I understand if I submit an incomplete application, I will be notified by letter indicating what is missing. I am enclosing a certified cashier's check or money order or MasterCard/VISA/DISCOVER/AMERICAN EXPRESS Credit/Debit Card payment in the amount of \$150, or \$25 for ages 0-18, age 65 or over, or a current college student age 18-25) for the **non-refundable Application Fee.**

Applicant Signature

Date

Applicant Printed Name



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Enrollment 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, MEMBERSHIP PANEL, MIN TRIBAL COUNCIL, TRIBAL ADMINSTRATOR AND OFFICE PERSONNEL APPOINTED BY TRIBAL ADMINISTRATOR MAY/WILL VIEW ANY INFORMATION I PROVIDE IN MY APPLICATION PACKET.

Signature _____ Date _____

ACKNOWLEDGEMENT

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

before me, _____ Personally appeared _____
 (insert name and title of the Notary) (Full legal first, middle and last of person signing the 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: _____ (Seal)
 My Commission expires: _____



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Family Questionnaire

Are you an enrolled member of any other tribe? Yes No (Circle one)

IF yes, what Tribe? _____ Enrollment # _____

Are either of your parents enrolled members of any other Tribe? Yes No (Circle one)

Are you adopted (i.e., adopted by a person or persons other than the adoptee's biological parents through judicial proceedings resulting in issuance of a final adoption decree)? Yes No (Circle one)

If yes, list parents name(s), which Tribe and their enrollment number.

Mother: _____
(Name, include Maiden name) (Tribe) (Enrollment #)

Father: _____
(Name) (Tribe) (Enrollment #)

Ancestor on Monacan Rolls through whom enrollment rights are claimed:

(Name, include Maiden name if female) (Roll Number) (Relationship to applicant)

Please list all applicant's brothers and sisters:

Name	Birthdate	Monacan Roll # <i>if available</i>

I certify that the above information is true and correct.

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*****



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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