



# CHEMEHUEVI ENROLLMENT DEPARTMENT

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## ENROLLMENT APPLICATION GUIDELINES

Dear Applicant:

The Chemehuevi Indian developed the following guidelines to assure that your application is complete. Please follow the instructions carefully so the Enrollment Department will have no delays in processing your application.

**IMPORTANT NOTICE:** Application must be completed with **Black or Blue Ink**. If you make a mistake: **DO NOT use white out**. This will **VOID** your application. Faxed or emailed copies are **UNACCEPTED**. If your application is incomplete, it may cause delays in the application process. You will receive a written notice to furnish the missing documents within (90) ninety days or your application will be discarded, and a new one will need to be submitted.

*If there is a discrepancy with names or information on documents, you may be asked to provide additional supporting documents with your application. These documents must be verified as original and notarized. All foreign documents must be translated into English and be verified as original and notarized.*

Should you have any questions or need assistance completing the application, please contact the Chemehuevi Enrollment Department at 760-858-4219 or email [enrollment@cit-nsn.gov](mailto:enrollment@cit-nsn.gov)

Thank you,

Chemehuevi Enrollment Department

## APPLICATION INSTRUCTIONS:

1. **Application's Full Name:** Enter applicant's name exactly as it appears on the certificate of birth and social security card.
2. **Chemehuevi Indian Blood:** Enter in fraction form the total amount of Chemehuevi blood from mother and/or father.
3. **Sex Circle one:** Male or Female.
4. **Date of Birth:** Enter applicant's date of birth as month, day, and year.
5. **Social Security Number:** Enter the applicant's nine-digit social security number as it appears on his/her social security. If none, you must apply and submit a copy of receipt from the Social Security office that you have applied for a card.
6. **Mailing address:** Enter the full address where you receive your mail, including Post Office Box, street, city, state, and zip code. Enter a contact number and email address.
7. **Circle the appropriate answer for each question on the following page.**
  - a) If applicant is adopted. Circle: YES or NO
  - b) If applicant is enrolled with another Tribe. Circle YES or NO. If yes, enter the Tribe and enrollment number.

- c) If the Applicant is a direct lineal descendant of a Base Enrolled Chemehuevi Member from the January 9, 1993, Roll. Meaning the base enrollee was an enrolled tribal member BEFORE January 9, 1993. Direct lineal descendant i.e., Mother, father, grandmother, grandfather.
  - d) If the applicant is a United States Citizen.
8. **Signature of Applicant:** Applicant must sign application, unless the applicant is a Minor child OR is unable to do so because of a physical or mental disability, in which case, the applicant's parent, grandparent or legal guardian is required to sign the application as the applicant's representative and state relationship to applicant.
  9. **Signature of Sponsor:** If application is filled out by someone other than the applicant or applicant's parent, guardian or legal representative, sponsor must sign, date and state relationship to applicant (i.e., Applicant's Grandparent, Aunt, Uncle, or family member)

#### **FAMILY TREE INSTRUCTIONS:**

1. **Applicant:** Enter applicant's full name as **they appear on** certificate of birth, enter in fraction form (i.e., 1/8, 1/16, 1/32, . . . ) your total degree of Chemehuevi Blood.
2. **Father/ Mother:** Enter names **as they appear** on certificate of birth; enter in fraction form their total degree of Chemehuevi Indian blood. Check Non-Indian if no Indian blood is declared.
3. **Grandfather/Grandmother:** Enter names as **they appear** on certificate of birth; enter in fraction form their total degree of Chemehuevi Indian Blood. Check Non-Indian if no Indian Blood is declared.
4. **Great-Grandfather/Great-Grandmother:** Enter names **as they appear** on certificate of birth; enter in fraction form their total degree of Chemehuevi Indian Blood. Check Non-Indian Blood if no Indian Blood declared.

**\*All Applicants MUST provide the Original Birth Certificate and Social Card to be verified by Enrollment**

**Or Notarized copy of his/her Birth Certificate and Notarized copy of Social Security card along with the application.**

#### **\*APPLICATION CHECKLIST\***

- ☐ Completed Enrollment Application in Full
- ☐ Original or Notarized Long Form Birth Certificate
- ☐ Original or Notarized Social Security Card
- ☐ Completed Family Tree (MUST INCLUDE BLOOD QUANTUM)
- ☐ Valid State, Federal, Tribal or School issued photo identification
- ☐ Marriage Certificate (if applicable)
- ☐ Court Custody or Adoption Records (if applicable)
- ☐ Relinquishment Verification from another tribe (if applicable)
- ☐ Proof of U.S. Citizenship- Certificate of Citizenship or Certificate of Naturalization (if born out of the United States)
- ☐ Affidavit of Paternity (if father's name is not on the birth certificate)
- ☐ Stipulated Paternity order (if required)