



Tribal Enrollment Application Instructions

A COMPLETE APPLICATION INCLUDES THESE DOCUMENTS:

- Enrollment Application Form:** *Print clearly in BLACK or BLUE ink only. Make sure the application fully completed, signed, and dated. Incomplete applications will not be processed. Signatories must be at least 18 years of age, parents or legal guardians may sign for minors. Please include both P.O. Box and Physical Address.*
- Birth Certificate (Long Form, Certified Copy):** *This document must show the full name of the parent(s) through whom eligibility is claimed.*
- Marriage License, Divorce Decree, or Adoption Papers, etc. -** *If the name on the application differs from the BIRTH NAME.*
- Individual History Chart and Ancestry Table:** *These forms provide information on the individual's Mattaponi genealogy.*
- Photo:** *Passport-sized color photo (2" X 2" inches in size, head, and shoulders, in front of a plain white background), taken within at least six (6) months to reflect your current appearance. This is required in order to generate your Tribal Card. The Petition Office can provide this service.*
- Copy of State-Issued Photo ID, Driver's License, or Other Approved Official Photo**
- Final Decree of Adoption:** *If the applicant is adopted. An applicant must be the biological child of a person who is a lineal descendant of a person whose name appears on the Historic Tribal Roll.*
- Tribal Card:** *If you were issued a Tribal Card prior to 2016, include a copy. If proof is provided of a previous tribal card issued by the Mattaponi Tribal Government, then the application would be considered a RENEWAL and the application fee will be waived.*
- Application Fee:** *There will be a **non-refundable** application fee of \$100 per applicant for all new applications. The \$100 application fee is waived for renewal applications. Please ensure you submit a Check or Money Order Made Payable to: Mattaponi Indian Reservation with your completed application.*
- Membership Dues / Taxes:** *Members may pay their annual dues (off reservation) or taxes (on reservation) at the same time as they submit their enrollment documents. Payment is required to access certain rights or privileges associated with tribal membership, as outlined in the Constitution.*

TRIBAL CARDS: Tribal Cards will only be issued to members who are 12 years of age and older. No one under the age of 12 will be issued a tribal card. *Replacement tribal cards are \$10 per card.*

SUBMITTING YOUR COMPLETED APPLICATION: You can submit your completed application via mail or email to the **Mattaponi Indian Reservation Enrollment Department:**

BY MAIL OR IN PERSON: 1314 Mattaponi Reservation Circle, West Point, VA 23181

BY EMAIL: enrollment@mattaponination.com

PROCESSING TIME. The enrollment process can take up to three months once a completed application is submitted. Completed applications are reviewed by the Tribal Council at regular monthly meetings or as needed in emergency cases.

NEED HELP? Our staff can help you complete your application. Contact **Enrollment Specialist Olivia Proctor** at (804)-353-5908 or at olivia.proctor@mattaponination.com.

MEMBERSHIP CRITERIA

All lineal tribal descendants that trace their descent to a person named on the "Historic Tribal Roll," are eligible to be a member of the Mattaponi Tribe of Virginia.

Tribal descendants must also prove substantial contact with residents on the Mattaponi Reservation in order to gain membership.

The Tribal Council shall have the power to pass ordinances which are consistent with and pursuant to the Constitution governing future membership, loss of membership, and all other necessary procedures for enrollment.

TRIBAL ENROLLMENT APPLICATION

APPLICATION INFORMATION		
<input type="checkbox"/> New Application	<input type="checkbox"/> Reservation Resident	<input type="checkbox"/> Land Assignment Holder
<input type="checkbox"/> Card Renewal	<input type="checkbox"/> Off Reservation	<input type="checkbox"/> Living on Assigned Land held by someone else. If yes, name of Assignee: _____
<input type="checkbox"/> File Update		
APPLICANT INFORMATION		
Last Name:	First Name:	Middle/Maiden:
Street Address (Include Residential and Mailing):		
City:	State:	ZIP:
Phone:	E-mail Address:	
Ethnicity:	Tribal Affiliation:	Date of Birth:
APPLICANTS MOTHER'S INFORMATION		
Last Name:	First Name:	Middle/Maiden:
Ethnicity:	Tribal Affiliation (if applicable):	Date of Birth (MM/DD/YYYY):
APPLICANTS FATHER'S INFORMATION		
Last Name:	First Name:	Middle:
Ethnicity:	Tribal Affiliation (if applicable):	Date of Birth (MM/DD/YYYY):
BRIEFLY DESCRIBE YOUR RELATIONSHIP TO THE MATTAPONI TRIBE:		
CERTIFICATION		
I hereby certify that the above is true and correct to the best of my knowledge.		
SIGNATURE OF APPLICANT (IF MINOR, PARENT OR GUARDIAN):		
_____	_____	
Signature	Date	
RELATIONSHIP TO APPLICANT (check one):		
<input type="checkbox"/> SELF	<input type="checkbox"/> PARENT / GUARDIAN	<input type="checkbox"/> OTHER (explain): _____

MATTAPONI TRIBE

MATTAPONI INDIAN RESERVATION, KING WILLIAM COUNTY, VA



Statement of Unique Membership

I, _____, hereby certify that I am submitting this application on behalf of myself (or my minor dependent or ward for whom I serve as a guardian) and that I (or my minor dependent or ward for whom I serve as a guardian) am not a member of any other State or Federally Recognized Indian Tribe.

Signature _____

Date _____

ELIGIBILITY FOR ENROLLMENT IN OTHER STATE OR FEDERALLY RECOGNIZED INDIAN TRIBES

The Mattaponi Indian Tribe does NOT allow dual enrollment and a verification must be sent to the other tribes to ensure the applicant is NOT enrolled elsewhere. If the applicant is eligible to enroll in any other State or Federally Recognized Tribe, applicant MUST list ALL such tribes below:

_____	_____
_____	_____
_____	_____

Note: Failure to list all tribes in which you are eligible to enroll may slow the application process.

FEES ENCLOSED

A non-refundable application fee is required for all new applicants.
The application allows Enrolling and Renewing Members to pay dues at the time of renewal.

New Applicants

- APPLICATION FEE (\$100)
- APPLICATION FEE WAIVED

Off-Reservation Member Dues

- ANNUAL DUES (\$25/YEAR)
- 5-YEAR DUES (\$100/5 YEARS)

FOR ADMINISTRATIVE USE ONLY

Notes

Application Completion

Date Completed:	_____	Certified By:	_____
Date Submitted to Council:	_____	Submitted By:	_____
Tribal Council Review and Approval			
Date Reviewed:	_____	Date Approved:	_____
Authorizing Official:	_____	Signature:	_____
Tribal ID Number:			_____