

Policy & Guidelines for Issuance of Tribal Enrollment Picture Identification Cards

1. All applications for picture identification cards must be in person. No application will be accepted by mail or fax. No replacement cards will be issued by mail.
2. All individuals must complete the application for picture identification.
3. All individuals must present one of the following form:
 - Original or Certified birth record issued by a government bureau of vital statistics or board of health in the United States, District of Columbia, Guam, Puerto Rico, or United States Virgin Islands
 - State issued driver's license, driver's permit or identification card that is current or expired for one (1) years or less if it **does not** have a photo
 - State issued driver's license, driver's permit or identification card that is current or expired for five (5) years or less if it **has** a photo
 - Valid INS Certificate of Citizenship
 - Valid, unexpired United States Passport
 - Unexpired active duty, reserve or retired U.S. Military identification card (DD-2 or Geneva Conventions Common Access Card)
 - Canadian birth or naturalization certificate with an unexpired I-94 form attached. (Must be presented with a photo Secondary Document issued by a Canadian Government agency)
 - One of the following valid, unexpired documents issued by the U.S. Department of Justice or U.S. Department of Homeland Security:
 - a) Employment Authorization Card with photo (I-688 or I-766 series)
 - b) Certificate of Citizenship (N-560, N-561, or N-645)
 - c) United States Citizen Identification Card (I-179 or I-197)
 - d) Northern Mariana Card (I-873)
 - e) American Indian Card (I-872)
4. If a primary document is not presented, then a birth record on file with Bois Forte may be used along with secondary documents sufficient to verify identity:

- Employee ID
 - Health Insurance card
 - U.S. social security card (nonmetal) or Canadian social insurance card
 - Certified government-issued marriage certificate
 - Certified U.S. or Canadian court order with full name and date of birth
 - Certified secondary or post-secondary school transcript containing legal full name and date of birth
 - Current secondary school (grades 7-12) student identification card with student's name, photograph and date of birth or unique identification number
 - Current identification card (DD-1173 or DD-214) issued by the U.S. Department of Defense
 - Unexpired color-photo permit to carry a firearm or concealed weapon, issued by a U.S. police department or sheriff
 - Current pilot's license issued by the Federal Aviation Administration
5. Application for picture identification along with photocopies of identification presented will be kept on file in the Enrollment Office.
 6. A consecutive numbering system and log will be maintained indicating to whom a card is issued, when the card was issued and who issued the card. All Human Resources staff is authorized to issue tribal identification cards in the absence of the Enrollment Coordinator.
 7. Picture Identification cards will expire 5 years after the date of issue on the band member's date of birth if over the age of 21.
 8. Picture identification cards for children under the age of 13 will expire 2 years after the date of issue on the minor band member's date of birth.
 9. Picture identification cards for children ages 13-20 will expire on the child's 21st birthday.
 10. Identification cards may be renewed 30 days before the expiration date at no charge.
 11. Initial card will be issued at no charge.
 12. For replacement cards and for any changes made before the expiration date, there will be a \$12.00 fee.