



COEUR D'ALENE TRIBE ENROLLMENT DEPARTMENT

P.O. BOX 408 . PLUMMER, ID 83851
(208) 686-1800 EXT: 0193, 0800, or 5303
Fax: (208) 686-5323

INSTRUCTION SHEET

ENROLLMENT APPLICATION:

1. Answer all questions on the application. Your application will be returned if it is incomplete.

REQUIRED SUPPORTING DOCUMENTS:

1. **STATE CERTIFIED BIRTH CERTIFICATE:** The applicant's birth certificate must be submitted to the Enrollment Office. An original CERTIFIED BIRTH CERTIFICATE from your local County Health District Office is the only birth certificate that will be accepted for enrollment purposes. You can secure the birth certificate at your local Health District Office or State Vital Statistics Office. (HOSPITAL BIRTH RECORDS OR STATEMENTS ARE NOT ACCEPTED FOR ENROLLMENT PURPOSES.)
2. **SOCIAL SECURITY CARD:** Faxed or mailed copies of a social security card are accepted, however, applications for a security card are not. A copy of applicant's social security card must be submitted before the application is considered complete.
3. **CERTIFICATE OF INDIAN BLOOD (CIB):** A Certificate of Indian Blood must be submitted if applicant is a transfer, or if one of the parents of the applicant is enrolled in a federally recognized tribe other than the Coeur d'Alene Tribe. This is to ensure all Indian blood is calculated towards applicant's total Indian blood quantum.

Note: The Enrollment Application will not be processed through the Enrollment Office until ALL supporting documents are fully completed and received.

PATERNITY AFFIDAVIT: A complete, signed and notarized Paternity Affidavit is required for each enrollment application when, at the time of birth, the applicant's parents were not legally married. It is best to have this done at the hospital so the father's name will appear on the state certified birth certificate. If not, the Paternity Affidavit will be processed through the State Vital Statistics Office. Paternity Affidavit forms are also available in our Enrollment Office upon request. *If the mother chooses to not include the father, then this process is not necessary. However, only the mother's total Indian blood will be included for their child.*

If a paternity affidavit is not submitted with the application, then please provide proof of paternity through court action for paternity establishment.

The cut-off dates for the Per Capita Payments are STRICTLY enforced. Public notices will be sent out in the tribal newspaper one month prior to the enrollment deadlines, which are September 30th and March 31st of every year.

If you have any questions or need assistance, please do not hesitate to call the Enrollment Department at the numbers listed above.