

PLEASE READ ALL INSTRUCTIONS BEFORE BEGINNING

INSTRUCTIONS FOR THE APPLICATION FOR ENROLLMENT

1. Applicant must print in **BLUE** or **BLACK** ink and complete all information.
2. Applicant must be 18 years of age or older.
3. If the applicant is adopted or the applicant is enrolling adopted children, please indicate so in check boxes provided.
4. Applicant that is enrolling children under the age of 18 must indicate in the check box provided (if not indicated the children will not be enrolled).
5. Applicants that are incapacitated, incarcerated, minor child(ren) (under the age of 18), elderly (over the age of 55), or members of the armed forces may designate a person to appear on their behalf. Applicant must provide the designated individual's information in space provided.
6. Applicant must sign under the Adult Consent Agreement section for the application to be processed.

INSTRUCTIONS FOR THE LINEAGE CHART

1. Applicant must use **BLUE** or **BLACK** ink.
2. If the applicant is adopted or the applicant is enrolling adopted children, the applicant must duplicate the lineage chart and complete a chart for Natural Lineage and Adopted Lineage for each adopted individual.
3. Indicate whether the lineage chart is **natural lineage** or **adopted lineage** in the check box provided.
4. The applicant (including applicants that are enrolled parents) are **required** to complete the lineage chart.
5. The name of the following persons are to be written on the **LINEAGE CHART**:

Line 1: Full name of Applicant	Line 11: Mother of # 5	Line 21: Mother of #10
Line 2: Father of # 1	Line 12: Father of # 6	Line 22: Father of #11
Line 3: Mother of # 1	Line 13: Mother of # 6	Line 23: Mother of #11
Line 4: Father of #2	Line 14: Father of #7	Line 24: Father of #12
Line 5: Mother of # 2	Line 15: Mother of #7	Line 25: Mother of #12
Line 6: Father of # 3	Line 16: Father of #8	Line 26: Father of #13
Line 7: Mother of # 3	Line 17: Mother of #8	Line 27: Mother of #13
Line 8: Father of # 4	Line 18: Father of #9	Line 28: Father of #14
Line 9: Mother of # 4	Line 19: Mother of #9	Line 29: Mother of #14
Line 10: Father of # 5	Line 20: Father of #10	Line 30: Father of #15
		Line 31: Mother of #15

- Please include maiden names in parenthesis, (), for females listed on chart if known.
 - Add as much information as possible on birth date, county/state of birth, marriage date, death date, county/state of death, burial site, enrollment number, and children for all persons identified on lines 2 through 15. If information is not known, please leave blank.
6. List name(s) of applicant's spouse(s) from marriage(s) in designated area. If more space is needed, please continue on another page.
 7. List all children with dates of birth in area provided.

UPON COMPLETION OF APPLICATION FOR ENROLLMENT AND LINEAGE CHART:

1. Applicant must attach certified birth certificates or death certificates for the following:
 - Applicant
 - All children under the age of 18 (if permission is given to enroll them)
 - Persons identified as #2-#7 on Lineage Chart (No birth certificates required for Non-Lumbees)
 - Birth Certificates must provide name of Lumbee parent(s)
2. Upon completion of application and lineage chart with all birth certificates/death certificates attached, applicant must contact or call the Office of Enrollment to schedule an appointment to meet with a Tribal Enrollment Representative. **Applications that are not completed prior to this meeting will not be accepted.**
3. **FORMS THAT ARE MAILED OR DROPPED OFF AT OUR OFFICE WITHOUT AN APPOINTMENT WILL BE RETURNED TO THE APPLICANT BY MAIL UNPROCESSED.**
4. During the appointment, if the applicant is eligible for enrollment, a Lumbee Tribal Enrollment (picture identification) Card will be issued to the applicant at a cost of **\$5**. For children under the age of 18, certification forms of enrollment will be issued unless an enrollment card is requested at a charge of \$5 per child.
 - Eligible applicants 62 years and above will not be charged for a Lumbee Tribal Enrollment Card.
5. **The Office of Tribal Enrollment is located at 518 Union Chapel Road, Pembroke NC, 28372. For further directions or inquiries you may call (910) 521-2843.**

PLEASE READ THE FOLLOWING ORDINANCE BEFORE COMPLETING APPLICATION.

TRIBAL ORDINANCE NO. 2002-002

DATE: May 16, 2002

WHEREAS, The Lumbee Tribe of North Carolina, a recognized Indian Tribe of the State of North Carolina, subject to the Constitution of the Lumbee Tribe of North Carolina and its inherent powers of self-government; and

WHEREAS, Article IV, Section 5 of the Constitution of the Lumbee Tribe of North Carolina delegates all legislative authority to the Tribal Council to enact tribal ordinances governing tribal members;

THEREFORE, Be it enacted by the Council of the Lumbee Tribe of North Carolina the following ordinance that shall be cited as "AN ACT TO PROVIDE FOR TRIBAL ENROLLMENT" which establishes an Office known as the Lumbee Tribal Enrollment Office and Records whose responsibilities are set out herein.

Section 1: The Enrollment and Records Office shall maintain a current roll of enrolled members of the Lumbee Tribe of North Carolina. Such roll shall consist of:

1. Those persons who apply for membership and can demonstrate direct natural descent from a person listed on SOURCE DOCUMENTS, see Exhibit A to this Ordinance, and who maintain contact with the tribe as defined in Section 2.
2. Those persons who apply for membership and are enrolled by the process established by the Lumbee Regional Development Association in the enrollment of Lumbee Indians, except that such persons shall meet the enrollment criteria as defined in Section 1A and Section 3.

Section 2: The Lumbee Tribal Enrollment and Records Office shall have the following duties:

1. To employ staff according to Personnel Policies/Ordinances to develop tribal membership application forms and other forms and procedures for purpose of enrolling the tribal membership and implementing the laws of the Tribe with respect to this Act.
2. To establish fees for purposes of issuing and replacing tribal membership cards, issuing Certificates of Blood Degree, and other services to tribal membership, except all fees shall be approved by the Tribal Council and shall be used for general operating cost of the Tribal Enrollment Office.
3. To ensure that all enrolled members maintain contact with the Lumbee Tribe and to maintain current membership information with the Lumbee Tribal Enrollment and Records Office by complying with the following regulations:
 - A. All tribal members must present his or herself at the Tribal Enrollment Office and Records Office for purpose of enrollment, except that parent(s) or legal guardian(s) may enroll or update tribal membership for children under the age of 18 without the child presenting him or herself.
 - B. All adult members shall renew his or her enrollment once every seven (7) years, providing the member resides inside the territory of the Lumbee Tribe; or once every five (5) years, providing the member resides outside the territory of the Lumbee Tribe. Parents, custodians, and/or legal guardians are responsible for renewing tribal membership for children less than 18 years of age.
 - C. All renewals shall be done in person by the tribal member at the Lumbee Tribal Enrollment and Records Office, except where one or more of the below criteria exist:
 - (1) The member is physically unable to appear at the Tribal Enrollment Office because of long term incapacitating health impairment,
 - (2) The member is incarcerated,
 - (3) The member is serving in the Armed Forces outside the tribal territory,
 - (4) The member is over the age of 55, at which time, the tribal member may update his or her membership information by designating a person to appear on his or her behalf at the Tribal Enrollment and Records Office or by submitting the information in writing to the Office.
 - D. The minimum requirements for updating tribal membership shall include: full name of tribal member, current physical and mailing addresses, home and work telephone, designation of tribal council district, marital status, full listing of children, and provision of birth certificates for unenrolled children under the age of 18 years of age (if not enrolled).
 - E. Notwithstanding any other section or provision of this Act, tribal members are required to report in a manner described by the Tribal Enrollment and Records Office any changes to addresses (physical and/or mailing), change of name (e.g. last name).
4. To place a member on an "Inactive List of Tribal Membership", at which time the member shall be ineligible to vote in tribal elections or receive Tribal Services, if the member fails to satisfy the requirement of updating his or her membership application as described in Section 3B through Section 3D.
5. To reinstate a member who applies for active membership status and meets the requirements for updating his or her tribal membership. The following stipulation shall apply to reinstatement:
 - A. For a period of one (1) year from the date the inactive member has been reinstated to active status on the membership rolls, the member shall remain ineligible to vote in tribal elections, or receive Tribal Services.
6. To accept the tribal enrollment decision rendered by the Constitutional Supreme Court of the Lumbee Tribe, when an adverse decision has been appealed by a member. The Constitutional Supreme Court shall describe the rules and procedures for appeal.

Section 3. A member may voluntarily relinquish tribal membership for his or herself and children no more than once, except that children under the age of 18 may be restated upon reaching the age of 18 or older upon request without any penalties.

Section 4. The Lumbee Tribal Council shall appoint an Elders Review Committee who shall advise the Executive Branch of Tribal Government, and the Tribal Enrollment Office in particular, on matters relating to implementation of the Tribal Membership Criteria and adoption of tribal members.

Section 5. The opening and closing of Tribal Rolls shall be determined by the Tribal Council in consultation with the Tribal Administrator.

OVERALL INSTRUCTIONS IS ON REVERSE SIDE

OFFICE USE ONLY

Chart #: _____

Enrollment Numbers

Applicant: _____

Child #1: _____

Child #2: _____

Child #3: _____

Child #4: _____

Child #5: _____

Child #6: _____

Natural **Adopted**

Enrollment Date: _____

1. **Applicant**

Birth Date: _____

County/State of Birth: _____

Death Date: _____

Burial Site: _____

1st Marriage: _____

2nd Marriage: _____

3rd Marriage: _____

Please list all children with dates of birth:

1. _____ (/ /)

2. _____ (/ /)

3. _____ (/ /)

4. _____ (/ /)

5. _____ (/ /)

6. _____ (/ /)

2. **Father**

Birth Date: _____

County/State of Birth: _____

Marriage Date: _____

Death Date: _____

County/State of Death: _____

Burial Site: _____

Enroll No: _____

Children: _____

3. **Mother**

Birth Date: _____

County/State of Birth: _____

Death Date: _____

Burial Site: _____

Enroll No: _____

4. Birth Date: _____

County/State of Birth: _____

Marriage Date: _____

Death Date: _____

County/State of Death: _____

Burial Site: _____

Enroll No: _____

Children: _____

5. Birth Date: _____

County/State of Birth: _____

Death Date: _____

County/State of Death: _____

Burial Site: _____

Enroll No: _____

6. Birth Date: _____

County/State of Birth: _____

Marriage Date: _____

Death Date: _____

County/State of Death: _____

Burial Site: _____

Enroll No: _____

Children: _____

7. Birth Date: _____

Birth Place: _____

Death Date: _____

Burial Site: _____

Enroll No: _____

8. Birth Date: _____

Marriage Date: _____

Death Date: _____

Burial Site: _____

9. Birth Date: _____

Death Date: _____

Burial Site: _____

10. Birth Date: _____

Marriage Date: _____

Death Date: _____

Burial Site: _____

11. Birth Date: _____

Death Date: _____

Burial Site: _____

12. Birth Date: _____

Marriage Date: _____

Death Date: _____

Burial Site: _____

13. Birth Date: _____

Death Date: _____

Burial Site: _____

14. Birth Date: _____

Marriage Date: _____

Death Date: _____

Burial Site: _____

15. Birth Date: _____

Death Date: _____

Burial Site: _____

16. _____

17. _____

18. _____

19. _____

20. _____

21. _____

22. _____

23. _____

24. _____

25. _____

26. _____

27. _____

28. _____

29. _____

30. _____

31. _____