# Gaáchíng Ziíbi Daáwaá Aníšhinaábe



## LITTLE RIVER BAND OF OTTAWA INDIANS

Enrollment Department 2608 Government Center Drive Manistee, MI 49660 Phone (231) 723-8288 Fax (863) 884-8245

# **Tribal Identification Card (Replacement via Mail)**

<u>Physical Address</u> :				
	City		State	Zip Code
[ailing Address:				
	City		State	Zip Code
Date of Birth:	Month	Date	Year	
ribal Id#				
hone #:				
ignature and Dat	<u>te</u> :			
			ID must be a	nisturs ID

SIGN INSIDE THE BOX WITH BLACK INK. DO NOT SIGN ON THE LINE. SEE INSTRUCTIONS FOR EXAMPLES.

#### **Instructions**

- Two forms of identification must be presented to receive a Tribal ID. One form must be a picture ID.
- If the Tribal Member is a minor and does not have a photo ID we can accept two non-picture forms of ID.
- The parent or guardian of a minor Tribal Member must present their Driver's License, State issued ID or Tribal ID.
- Sending photo by mail
  - o Photo must be a passport photo
  - o Your head must face the camera directly with full face in view.
  - O You must have a neutral facial expression or a natural smile, with both eyes open.
  - o The picture must be taken within the last 6 months
  - o Use a plain white or off-white background
  - o Be sized correctly-2 x 2 inches
  - o Printed on matte or glossy photo quality paper
  - o Cannot wear hats or sunglasses in picture
  - Printed in color
- Sending signature by mail
  - o Must be signed with black ink
  - o Signature must be inside the box

## Fees

- The first ID with OR without a picture is free.
- If a Tribal Member has not received a Tribal ID with an expiration date the ID card is free.
- A replacement ID is free.
- There is a \$5.00 fee for lost, misplaced, or IDs not close to their expiration date.
- A Member can pay with cash, check or money order.

#### **Forms of Picture Identification**

- Driver's License
- State Identification Card
- U.S. Passport
- U.S. Military ID/Military Dependent ID
- Government Employee ID
- Previous Tribal ID with photo
- School ID with photo
- Department of Corrections Prison ID

### Forms of non-picture Identification

- Social Security Card
- Learner's or temporary driver's permit
- Certified copy of Birth Certificate
- Credit/Debit Card
- Bridge Card
- W-2/1099
- Pay Stub
- Utility Bill
- Medicare or other health card

Jane Doe	CORRECT
Jane Doe Jane Doe	WRONG