

BIRTH CERTIFICATE PURCHASING POLICY

PURPOSE:

The purpose of this policy is to assist Bois Forte Band Members and individuals eligible for enrollment with the Bois Forte Band in obtaining an original birth certificate to be used for purposes of enrollment or to obtain a Bois Forte Tribal Identification Card.

Birth certificates for a minor or a mentally disabled individual can only be requested by a parent, legal guardian (must show court order), or social services agent (must show court order).

HOW IT WORKS:

The Enrollment Coordinator will purchase one (1) birth certificate for an applicant eligible for enrollment and has an enrollment application on file or for a Band Member to obtain a Bois Forte Tribal Identification Card. **This is a onetime purchase - NO EXECEPTIONS.**

Once all information that is needed on the State Vital Statistics form is obtained, the Enrollment Coordinator will make a request to the State Vital Statistics Department (in the State in which the individual was born). Depending on the State and if all the information provided is correct, it can take up to 12 weeks to receive the birth certificate. Sometimes, a birth certificate is listed as “confidential” and written permission is needed from the Band Member or applicant to obtain the birth record. If this does happen, the Enrollment Coordinator will mail the Band Member or applicant a statement that will need to be signed before a notary and returned. Once the statement is received by the Enrollment Coordinator, a copy will be made and the request for a birth certificate will be mailed again along with the notarized statement.

Once the birth certificate is received by the Enrollment Coordinator, a photocopy of the birth certificate will be made for the requester’s enrollment file if the requester is enrolled and is needing a Bois Forte Tribal Identification Card. A letter will be mailed to the requester via regular US mail informing requester that the birth certificate has been received and that it can be retrieved when requester obtains a Bois Forte Tribal Identification Card. If the birth certificate is being requested to complete the enrollment application and the applicant is a minor, the birth certificate will be copied and placed into the applicant’s file and the original will be mailed via certified mail to the applicant or the applicant’s parent(s) (if applicant is a minor), guardian or social services agent. In the event that the certified mail containing the birth certificate is returned to the Tribal Government as “unclaimed”, the applicant or the applicant’s parent(s) (if a minor) will need to retrieve the birth certificate from the Enrollment Coordinator at the Tribal Government Center in Nett Lake as it **will not** be mailed again.

The Enrollment Coordinator will keep a record of birth certificates purchased and will refer to this record when a request is made. If a birth record has already been purchased for an individual, it will be the individual’s responsibility to purchase another one.

This policy is subject to available funds. If funds are depleted, no further birth certificates will be purchased until funds are available again.

The Bois Forte Tribal Government reserves the right to terminate this service at any time.