

Bois Forte Band of Chippewa

Policy For Issuance of Certifications of Descendancy

I. Purpose & Authority

The purpose of this Policy is to provide clear procedures for issuing a Certificate of Descendancy to non-enrolled Descendants of the Bois Forte Band of Chippewa (the “Band”). This Policy does not establish membership eligibility and does not amend or supersede any enrollment standards outlined under the Constitution and laws of the Minnesota Chippewa Tribe or under Band law or policy. The Policy is adopted pursuant to the Band’s inherent sovereign authority to define descendancy requirements, records, and processes.

II. Scope

This Policy applies to non-enrolled biological descendants of individuals enrolled with the Band and outlines the process and requirements for such individuals to request and receive a Certificate of Descendancy. This Policy does not apply to enrolled Band members or impact their enrollment status. The Policy also does not guarantee eligibility for any particular services, benefits, or programs.

III. Definitions

Certificate of Descendancy means a formal certification letter issued by the Bois Forte Enrollment Office confirming a non-enrollee’s descendant status and including a verified degree of Indian blood obtained from a documented, enrolled Bois Forte biological parent or parents that includes the following information:

- Descendant’s full legal name;
- Verified degree of Bois Forte Indian blood;
- Name and enrollment number of the parent or parents from whom the blood degree is derived;
- Statement that the letter does not confer tribal membership.

A Descendant means a person who is not eligible for enrollment with the Band but who has at least one biological parent who is an enrolled member of the Band.

IV. Eligibility & Application Requirements

In order to be considered for a Certificate of Descendancy, an individual must submit the following to the Bois Forte Enrollment Office:

1. A completed application;
2. The required application fee; and
3. All of the following required documentation establishing Descendant status:
 - a. Copy of government-issued ID;
 - b. Certified birth certificates linking applicant to the enrolled biological parent;
 - c. Marriage, adoption, or name-change documents (if applicable); and
 - d. Authorization to release genealogical information (Enrollment Office form).

If documentation is incomplete or unclear, the Enrollment Office may request additional materials in its discretion.

Upon submission of all required materials, the applicant will be issued a Certificate of Descendancy if the documentation submitted demonstrates that the applicant is a Descendant based on the documentation submitted and the Band's enrollment records.

V. Processing Procedures

1. Application Intake. Enrollment Office staff reviews the submitted application and documentation for completeness, logs it into the internal tracking system, and verifies that all required consent forms are signed.
2. Application Review. The Enrollment Office staff:
 - a. Checks tribal enrollment records;
 - b. Confirms the parent or parents recorded degree of Indian blood; and
 - c. Verifies lineage through submitted documents.
3. Calculation of Blood Degree. Blood degree is calculated solely from information contained in official Bois Forte enrollment records at the time of calculation.
4. Approval/Denial. If the applicant is deemed eligible for a Certificate of Descendancy, the Enrollment Office will forward a Certificate of Descendancy to the RTC Chairperson and RTC Secretary-Treasurer for signature. If the applicant is not deemed eligible, the Enrollment Office will send notice of denial to the applicant. A decision of the Enrollment Office to deny an application is deemed final and not subject to further review or appeal.
5. Delivery. If the application is approved and the Certificate of Descendancy is signed, the Certificate may be provided in person with ID verification. If provided in person, the Enrollment Office will attempt to provide the Certification same day if all required documents are presented and confirmed, although same day issuance is not guaranteed. Alternatively, the Certification may be provided by mail to the address provided on the application.

VI. Data Privacy

Applicant records and supporting documents are confidential and only disclosed as authorized under the Bois Forte Data Privacy Ordinance.

VII. Fees

The following fees apply to this Policy:

- \$50.00 Non-Refundable Fee for each application.
- \$20.00 penalty imposed for returned checks.
- Fees for applications requested in person at the Band's Enrollment Office in Nett Lake must be paid by cash only and will be charged an additional non-refundable \$10.00 RUSH fee, resulting in a total fee of \$60.00 per application.
- \$10.00 non-refundable fee for a duplicate Certificate of Descendancy.



Bois Forte

TRIBAL GOVERNMENT

Descendant Request Form

1st Generation

Name _____ Maiden: _____
First Middle Last

Date of Birth: _____ Phone: _____

Email: _____

Mailing Address: _____

Street/PO Box

Apt #

City: _____ State: _____ Zip: _____

Mother: _____
First Middle Last Maiden

Date of Birth: _____

Father: _____
First Middle Last

Date of Birth: _____

Signature: _____ Date: _____

***PRINT LEGIBLY OR REQUEST MAY BE DENIED DUE TO NOT BEING ABLE TO READ.**

***MUST FILL OUT COMPLETELY OR REQUEST WILL BE DENIED**

For Enrollment use only:

Date Received: _____ Date Issued: _____ By: _____



Bois Forte

TRIBAL GOVERNMENT

Certification of Descendancy:

We will **ONLY** accept original Descendant Verification forms. **FAXED, EMAILED OR COPIES OF THE APPLICATION AND DOCUMENTS WILL BE RETURNED**, minus the payment of applicable **Non-REFUNDABLE** fee(s). For the Tribal Enrollment Coordinator to provide this letter, the Certified Birth Certificates must accompany a request. **NO EXCEPTIONS.**

We will return the birth certificate to you via certified mail once we complete the process with the Descendant Request Form.

FEES:

- \$50.00 Non-Refundable, per application
- \$20.00 penalty imposed for returned checks
- \$10.00 RUSH fee for applications requested in person at the Band's Enrollment Office
- \$10.00 non-refundable fee for a duplicate Certificate of Descendancy

Initial that you have read and understand: _____

Payments of Fees are non-refundable and do not guarantee eligibility or receipt of requested Certification. It is your responsibility to submit ALL required documentation. Incomplete applications or missing required documentation will not be processed and associated fees are not refundable. If the Enrollment Office provides a deadline for submission of required documentation, failing to submit that documentation by the deadline can result in being charged another "non-refundable" processing fee in addition to those already charged.

Initial that you have read and understand: _____

DOCUMENTS REQUIRED: All **Original** Documents will be returned to address provided on application.

- Copy of government-issued ID;
- Certified birth certificates linking applicant to the enrolled biological parent;
- Marriage, adoption, or name-change documents (if applicable); and
- Authorization to release genealogical information (Enrollment Office form).

If there are questions regarding this form, please contact the Enrollment Department at 218-757-3261 Ext 1162