

HOOPA VALLEY TRIBE ENROLLMENT POLICY AND PROCEDURES



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SECTIONS BY SUBJECT

SECTION 1. ENROLLMENT

1.1 **MISSION STATEMENT.** The Hoopa Valley Tribe’s Enrollment Department’s objective is to enroll and maintain tribal member information with integrity, and to provide unbiased service to the Hoopa Valley Tribal Membership. Our priority is to protect the confidentiality of tribal members information, and to work collaboratively with other Hoopa Valley tribal departments to better serve the tribal population.

1.2 **ACCORDANCE TO TITLE 9 ENROLLMENT ORDINANCE.** According to the Hoopa Valley Tribal Code (“HVTC”) Title 9- *Enrollment Ordinance*, Section 9.2, the Enrollment Committee shall draft, for the consideration by the Tribal Council, such regulations and forms as may be necessary to fairly implement the Title 9 Enrollment Ordinance. The Policy and Procedure aims to provide clarity and guidance for the practical implementation of Title 9’s requirements. The purpose is for ensuring adherence to its stipulations in the execution of enrollment processes and related activities, and uphold the integrity of the Hoopa Valley Tribe’s enrollment process within the framework established by Title 9. Additionally, it serves as a guideline for the practical application of the Ordinance’s requirements, aiming to facilitate the Enrollment Committee’s responsibilities.

1.3 **MEMBERSHIP CRITERIA.** Membership criteria is set forth in the Constitution and Bylaws of the Hoopa Valley Tribe, Hoopa Valley Indian Reservation Article IV, section 1 and HVTC Title 9. The Hoopa Valley Tribe’s enrollment criteria is based on a Direct Lineal Descent policy. This means the applicant can be traced from the Hoopa Valley Tribe’s original allottee (also referred to as the “official role of the Hoopa Valley Tribe”), and then forward from parent to child, to current applicant.

1.4 **ENROLLMENT CRITERIA.** In order to determine enrollment eligibility, the applicant must first answer ‘yes’ to determine if the second question is relevant. One, ‘does the applicant have a biological parent previously enrolled as a member of the Hoopa Valley Tribe?’. If yes, then second question applies, ‘does the applicant meet the minimum (1/8) one-eighth requirement of Hoopa Valley tribal blood?’. The Hoopa Valley Tribe enrolls based on a Direct Lineal Descent policy. If the Direct Lineal Descent cannot be established, then the blood quantum requirement cannot be confirmed or denied.

1.5 **ENROLLMENT PROCEDURE.**

[a] After the enrollment application is complete with all required documents attached, [b] the applicant’s information is entered into the ProgenyES Membership Data Management System.

[c] Every three months, the Enrollment Committee meets for quarterly meetings. [d] The applicant packets are processed for Enrollment Committee review. The Enrollment Committee Review meeting includes an agenda, sign in sheet, minutes from the previous meeting, a ProgenyES applicant report. The applicant packets include: an Enrollment Committee checklist and a complete application. A complete application has a certified birth certificate, a copy of the social security card, a five-generation family tree,



paternity results or marriage license, and a copy of the custodial papers if the minor child is in a custodianship. [e] The committee votes to approve or deny applications, therefore making their recommendation to the Hoopa Valley Tribal Council.

[f] An agenda request is made on the behalf of the applicants approved by the Enrollment Committee. [g] This request includes the proposed resolutions and ProgenyES reports. [h] The Enrollment staff presents all applicants to the Hoopa Valley Tribal Council.

[i] After council approval, the Enrollment staff will then assign tribal roll numbers and lists all applicant's status as 'enrolled'.

[j] The Enrollment staff forwards the tribal resolution, vital records and tribal verification of each new tribal member to the Hoopa Valley Tribe's Fiscal Department, [k] and, where necessary, the Enrollment Department will also forward custody papers to the Fiscal Department.

Additionally, [l] the Enrollment staff builds the physical files for each new tribal member; [m] notifies the new tribal members, parents or custodians of enrollment by letter and a Certified Indian Blood Degree of the enrollment; [m] in the final stage the Enrollment Staff creates Enrollment Packets for the Hoopa Valley Tribal Council which includes: ProgenyES generated statistics report for the quarter, the complete membership roll number/names, district constituents list, blood quantum statistics, and age statistics.

SECTION 2. ENROLLMENT APPLICATION

2.1 **ENROLLMENT APPLICATION POLICY.** The Enrollment Packet is not complete until all required documents are submitted to the Enrollment Department. It is the applicants, guardians or the parents' responsibility to submit documents in a timely manner. The enrollment application will expire after ninety (90) calendar days. After the expiration date, the enrollment application requires updating to ensure that the Enrollment Committee has the correct contact information on file.

2.2 **COMPLETE APPLICATION.** A complete application is considered: a certified birth record, a clear legible copy of the social security card, all application questions answered, with signatures and dates. Maternal enrollment requires a certified birth certificate to validate the natural childbirth.¹ There are two (2) methods to establish paternity: (1) a marriage license, or (2) conclusive DNA paternity results.

2.3 **ENROLLMENT APPLICATION PROCEDURE.**

[a] Upon the first initial contact with the applicant, the enrollment application form is accepted, stamped received- including the date of receipt- then initialed by Enrollment Staff to indicate who received the application.

[b] If the application is incomplete, its marked as such. If all the necessary documents listed on the Enrollment Committee Checklist are rendered, the application is considered complete.

¹ See Title 9, section 5.3- Unmarried Parents.



[c] A recorded inventory of the application submission is documented on the application. Verbal instruction is given to the applicant on what is needed to complete the enrollment application for the Hoopa Valley Tribe.

2.4 **CERTIFIED BIRTH CERTIFICATE.** The Enrollment Committee is required to review the birth certificate to authenticate the applicants personal and private information is true and correct. This is to authenticate maternal lineage. In instances where the enrollment criteria necessitate a certified birth certificate to corroborate natural childbirth or other pertinent eligibility requirements, the applicant must submit the original document for verification purposes. Once the Enrollment Committee's verification and review process is complete, tribal members have the option to have the original birth certificate returned to the applicant. A copy will be kept in the applicant's file upon enrollment.

- (a) Return of Original Documents. The Enrollment Committee shall not mail original vital documents to applicants, unless as otherwise provided below.
 - i. Applicants who reside within the land base boundary (Hoopa, Willow Creek, Weitchpec, or Orleans) will be asked to come to the Enrollment Office and pick-up the original vital document in- person.
 - a. Applicants who reside outside of the land base boundary, have the option to collect the original vital document in- person or have the original vital documents returned to them by certified mail. The procedure is as follows: [a] The Enrollment Department prepares the document for mailing. [b] The applicant is then notified of the total postage cost and is required to provide payment before the mailing is dispatched. [c] Upon receipt of payment, the Enrollment Department shall send the document via certified mail, providing the applicant with the tracking number. [d] A receipt of the postage cost and a copy of the tracking information are kept on file. [e] This method is to provide a secure and verifiable means of communication, safeguarding the integrity of the documents in transit and confirming their receipt by the intended party.

2.5 **SOCIAL SECURITY.** The Enrollment Department is obligated to collect a clear and legible copy of the applicant's social security card. A copy of the social security card is a required document, and enrollment is contingent on receiving the vital record with the enrollment packet.

2.6 **MARRIED PARENTS OF APPLICANT.** There are two (2) methods to utilize the father's paternal Hoopa Valley lineage to be used as a source for enrollment. (1) Provide a marriage license, the child must be conceived nine (9) months after the marriage date for the marriage license to be considered as a source for paternity; the enrollment committee will only accept an original marriage certificate for consideration. (2) Undergo DNA testing to establish a father and child relationship (refer to Section 6 Deoxyribonucleic Acid for more information).

2.7 **PATERNITY DNA TESTING.** Refer to Section 6. Deoxyribonucleic Acid (DNA) for more information on this policy and procedure regarding scheduling, payment, paternity testing or family relatedness testing.



2.8 APPLICATION EXPIRATION DATE. The Enrollment Committee reserves the right to deny incomplete applications remaining on file after ninety (90) calendar days. Applicant's may reapply and submit a new application with all required documentation.

2.9 TITLE 9 ENROLLMENT ORDINANCE, SECTION 4- ENROLLMENT ELIGIBILITY; EVIDENCE. 4.3. BURDEN OF PROOF. "The burden of proof shall be upon the applicant to establish every element of his entitlement to enrollment under the Tribe's Constitution and Bylaws and this Ordinance, unless otherwise specifically stated herein. Any matter to be proven under this Ordinance must be proven to the satisfaction of the Enrollment Committee or the Council by a preponderance of evidence." (See HVTC Title 9 at page 5).

SECTION 3. ELIGIBILITY

3.1 ELIGIBILITY POLICY. Any applicant who meets all eligibility requirements— who is recommended by the Enrollment Committee and approved by the Hoopa Valley Tribal Council, through the resolution process— shall become a Hoopa Valley Tribal Member.

3.2 INELIGIBLE POLICY. The Hoopa Valley Enrollment Committee will not consider enrollment for [a] a relinquished member; [b] individuals who do not meet the 1/8 minimum blood requirement; [c] an applicant who cannot provide clear and convincing evidence of being a Direct Lineal Descent; [d] an applicant who is currently enrolled with another Federally Recognized Tribe; [e] who submits an incomplete enrollment application; [f] or, an adopted child, or a non-Hoopa family member.

3.3 DUAL ENROLLMENT POLICY. In accordance with the Title 9 *Enrollment Ordinance*, dual enrollment is strictly prohibited, and there is no tolerance for dual enrollment. The Enrollment Department treats the enrollment of a descendant roll with the same consideration as if the tribal member is an active enrolled member of another tribe. The Enrollment Department shall immediately suspend the dual members active "enrolled" status in the Hoopa Valley Tribe and place the individual in a "pending status" until a determination and resolution is made. The tribal member will need to decide to either relinquish their rights with the Hoopa Valley Tribe, or relinquish their rights with the other tribe. Once the tribal member is placed in pending status, they are not eligible to receive services or tribal distributions until the matter has come to a final resolution.

3.4 DUAL ENROLLMENT PROCEDURE.

[a] The first course of action is to confirm the dual enrollment with the other Federally Recognized Tribe and request for a Certificate of Indian Blood Degree ("CIBD").

[b] Contact the tribal member to assess further course of direction.

[c] Assess the longevity of dual enrollment and review their membership file.

[d] Notify the Enrollment Committee.



[e] Inquire on resources received from both tribes.

[f] The tribal members pending status is forwarded to the Hoopa Valley Tribe's Fiscal Department to stop tribal distributions.

[g] A letter is written to the member, stating the Enrollment Committee's outline of criteria to preserve membership in the Hoopa Valley Tribe.

[h] The tribal member has thirty (30) calendar days to begin the due process to relinquish rights from the other tribe.

[i] A copy of the letter is kept in the physical file.

[j] All gathered information is presented to the Enrollment Committee.

[k] The Enrollment Committee decides to either reinstate enrollment, or to recommend to the Hoopa Valley Tribal Council to disenroll the member due to dual enrollment (based on the members decision or non-compliance).

3.5 HOOPA/YUROK SETTLEMENT ACT. The Enrollment Committee has a complete list of tribal members who have previously accepted the Hoopa/Yurok Settlement funds. These individuals have revoked their rights to enroll with any Federally Recognized Tribe. It is the obligation of the Enrollment Committee to assure the Hoopa Valley Tribe do not enroll any individuals on the above-mentioned list.

3.6 TITLE 9 ENROLLMENT ORDINANCE. Section 4. ENROLLMENT ELIGIBILITY; EVIDENCE. Section 4.2 INELIGIBILITY FOR ENROLLMENT. "Any applicant who is duly enrolled in or listed on a final termination roll of another federally-recognized Indian tribe or band is ineligible for enrollment. Any applicant who has relinquished his membership in the Hoopa Valley Tribe or has selected the options provided by Section 6 (c) or (d) of the Hoopa Yurok Settlement Act is ineligible for enrollment; provided however, that if a parent or guardian of a minor relinquished the minor's membership, the minor after reaching the age of majority, may apply for enrollment." (See HVTC Title 9 at page 5).

SECTION 4. BLOOD CORRECTION

4.1 BLOOD CORRECTION POLICY.

(a) The Enrollment Committee will not consider changing or correcting the blood quantum of a deceased tribal member. This policy is grounded in the principle of maintaining the integrity, and finality of the tribal records and acknowledges the complexities, and sensitivities surrounding posthumous alterations to a tribal member's official records. This approach serves to prevent potential conflicts or challenges to the Tribe's enrollment criteria and maintains the sanctity of the enrollment process as a whole.



(b)The Enrollment Committee will not consider the recommendation from a former tribal member, who relinquished their membership and rights as a Hoopa Valley Tribe member, to include a blood quantum correction.

4.2 BLOOD CORRECTION PROCEDURE.

[a] A complete Blood Correction Application requires: a filled-out application, with DNA results or a marriage license to be attached. [b] a Paternity Test confirms a father-child relationship. [c] A family relatedness tests does not establish paternity, but it provides a family relatedness percentile for consideration.

[d] Blood correction packets are prepared for the Enrollment Committee review.

[e] The Enrollment Committee decides to recommend the blood correction to be approved by the Hoopa Valley Tribal Council, or the Enrollment Committee will deliberate a further course of action.

[f] Upon the Enrollment Committees recommendation, a regular session Tribal Council meeting agenda request is made. [g] This includes a ProgenyES report and a draft resolution is created, then submitted to the Executive Secretary.

[h] After Hoopa Valley Tribal Council approves the blood correction through a voted motion, [i] a letter is written and sent to the parent/or tribal member with a copy of the resolution letter and a new Certificate of Indian Blood is mailed which serves as notification of the increased blood quantum.

4.3 COUNTING HOOPA SCHEDULED BLOOD POLICY.

[a] Counting all Hoopa Scheduled blood means to calculate any founded Hoopa Valley Blood Quantum. Provided the Hoopa Valley tribal members blood quantum inclusion at question has been approved through a resolution process and has been previously acknowledged on the Official Hoopa Roll Schedule.

[b] In order to qualify for this blood correction there must be clear and convincing evidence of undisrupted family lineage.

[c] The Enrollment Committee cannot recommend a blood correction with unfounded proof of lineal descent. [d] Authenticating a Hoopa Scheduled Blood correction will be processed by adhering to strict enrollment procedures.

[e] Counting non-enrolled individuals Hoopa Scheduled Blood requires to implement enrollment procedures— to thus, prove lineal descent. [f] This does not enroll the descendant— but, is a means to include their blood quantum for blood correction purposes only.

4.4 COUNTING HOOPA SCHEDULED BLOOD PROCEDURE.



[a] The Enrollment Staff will assist in determining if the tribal member is eligible to be included in the Hoopa Scheduled Blood Correction and assisting in determining if the lineage is assessable to include. [b] by following strict enrollment procedures, Enrollment Staff members will outline what information the tribal applicant will need to provide.

[c] The clear and convincing evidence the Enrollment Committee would consider are: copies of birth certificates forwarded by other enrollment offices, otherwise only original certified birth records are allowed, only original marriage licenses are accepted, and DNA results establishing paternity or family relatedness.

[d] A complete application consists of: the completed application, DNA results to establish paternity or a marriage license for all applicable participants, certified birth records for all maternal claims, and a family tree.

[e] The complete packets are presented to the Enrollment Committee.

[f] The Enrollment Committee discusses and votes to either recommend the blood correction or deems that more information needs to be provided and instructs further requirements; [g] or, directs that a certified letter of denial is to be mailed to the applicant.

[h] Upon the Enrollment Committees approved review, a recommendation is made, and then scheduled for a regular session council meeting.

[i] An agenda request is made, which includes a ProgenyES report, and a draft resolution is submitted to the Executive Secretary.

[j] After the Hoopa Valley Tribal Council approves the blood correction; [k] a letter is written and sent to the parent/or tribal member with a copy of the resolution letter and the new Certificate of Indian Blood that shows the increased blood quantum.

4.5 COUNTING HOOPA SCHEDULED BLOOD FOR ENROLLMENT POLICY. The first consideration for counting Lineal Descent for enrollment purposes is there must be one (1) enrolled Hoopa Valley tribal member, previously enrolled as an active member. Then blood quantum is calculated down to the applicant and is included in the enrollment after the Enrollment Committee reviews and approves all substantial evidence. Information collected from the Lineal Descendant is returned. This evidence is used solely for the Enrollment applicant only, and does not enroll the descendant. The Lineal Descent shall have no tribal status with the Hoopa Valley Tribe.

4.6 COUNTING HOOPA SCHEDULED BLOOD FOR ENROLLMENT PROCEDURE. In order to count blood quantum from a Lineal Descendant, the Enrollment Staff must follow strict enrollment procedures.

[a] Enrollment Staff has to authenticate lineage, and determine whether clear and convincing evidence could be established. [b] This requires a marriage license, certified birth records or DNA testing.



[c] To prove the maternal lineage, original birth certificates need to be provided.

[d] To authenticate paternal lineage, an original marriage license or conclusive DNA results need to be provided; [e] after all evidence pertaining to lineage has been established.

[f] Then the enrollment packet is prepared for Enrollment Committee review.

[g] Upon the Enrollment Committee's recommendation to approve enrollment; [h] an agenda request is made on the behalf of the tribal member.

4.7 TITLE 9 ENROLLMENT ORDINANCE. SECTION 2 DEFINITIONS 2.6. HOOPA BLOOD; INDIAN BLOOD. "The terms "Hoopa blood" and "Indian blood" shall mean the degree of blood state on the official roll of the Tribe as of October 1, 1949 and in enrollment resolutions. Degree or quantum of blood is determined as provided in the Constitution and Bylaws and this Ordinance." (See HVTC Title 9 at page 3).

4.8 TITLE 9 ENROLLMENT ORDINANCE. SECTION 3. MEMBERSHIP IN THE HOOPA VALLEY TRIBE. Section 3. (b). "All children, born to members of the Hoopa Valley Tribe, who are at least one-eighth (1/8) Indian blood. Degree or quantum of blood to be determined by adding one-half (1/2) the degree of Indian blood of each parent as shown on the approved Roll Schedules of the Hoopa Valley Tribe; provided that, if a parent is not enrolled in the Hoopa Valley Tribe, calculation of degree or quantum of blood shall include Indian blood derived from that parent's direct lineal ancestor(s) as shown on the approved Roll Schedules of the Hoopa Valley Tribe." (See HVTC Title 9 at pages 4,5).

SECTION 5. RELINQUISHMENT

5.1 RELINQUISHMENT POLICY. After all steps are complete and the tribal member fully relinquishes their rights as a Hoopa Valley tribal member, this individual is deemed ineligible for enrollment indefinitely, and this includes any extenuating circumstances. The relinquished individual must surrender their most recent tribal identification card before the relinquishment application is considered complete, and they must sign a Request of Information to assure the tribal member has no outstanding balances with the Hoopa Valley Tribe. The Enrollment Committee cannot utilize the relinquished members status for future enrollment or to utilize their blood quantum for blood corrections.

5.2 RELINQUISHMENT PROCEDURE.

[a] The tribal member wishing to relinquish their rights from the Hoopa Valley Tribe must first sign a notarized affidavit stating they acknowledge and are consciously terminating their tribal rights indefinitely. They sign a Request of Information that is forwarded to tribal enterprise to assure the applicant has no outstanding balance with the tribe.

[b] Once the original-notarized relinquishment form has been received by the Enrollment Department; [c] and the financial background is collected from tribal enterprises; [d] and the applicant is determined to have no outstanding debt, their packet can then be presented to the Enrollment Committee.



[e] If the applicant is determined to have an outstanding balance, they are notified immediately of the balance owed. [f] Once the full balance is paid, the relinquishment packet is created for Enrollment Committee review. If the balance is not paid in full, the relinquishment request will be denied.

[g] With the Enrollment Committees recommendation, a regular session council meeting agenda request is made; [h] which includes a ProgenyES report and a draft resolution is created, then submitted to the Executive Secretary

[i] After the Hoopa Valley Tribal Council approval; [j] a letter is written, and, sent to the parent/or tribal member with a copy of the resolution letter and a current Certificate of Indian Blood which indicates the relinquished status.

[k] The last procedure is to forward a copy of the resolution and current enrollment status to the Hoopa Valley Tribe's Fiscal Department.

5.3 TITLE 9 ENROLLMENT ORDINANCE. Section 4. ENROLLMENT ELIGIBILITY; EVIDENCE. Section 4.2 INELIGIBILITY FOR ENROLLMENT. Any applicant who is duly enrolled in or listed on a final termination roll of another federally-recognized Indian tribe or band is ineligible for enrollment. "Any applicant who has relinquished his membership in the Hoopa Valley Tribe or has selected the options provided by Section 6 (c) or (d) of the Hoopa Yurok Settlement Act is ineligible for enrollment; provided however, that if a parent or guardian of a minor relinquished the minor's membership, the minor after reaching the age of majority, may apply for enrollment." (HVTC Title 9 at page 5).

SECTION 6. DEOXYRIBONUCLEIC ACID (DNA)

6.1 ALLEGED FATHER POLICY. [a] the alleged father has rights— he has the right to decline participation— if the Paternity DNA testing at question is for an adult. If this is the case, the Enrollment Department must honor the father's wish to refuse participation. It would be up to the applicant to encourage the alleged father to participate, and not the responsibility of the Enrollment Department. [b] The parent/custodian has the right of a minor child to utilize the Hoopa Valley Tribal Court to enforce the alleged father of minor children to participate in paternity testing, granted there is probable cause.

6.2 UNMARRIED PARENTS OF APPLICANT POLICY. Paternity DNA testing is to establish the biological relationship between the alleged-father and the alleged-child. Acceptable and conclusive DNA results range as 99% certainty. Anything lower than this percentile would require more testing. In most cases where DNA results are inconclusive, DDC- DNA Diagnostic Center will request to test the biological mother to differentiate DNA markers. By conducting this procedure, this identifies the father's DNA markers more prominently and allows them to be more distinguishable. Poor results may require a recollection of all participants to receive acceptable results. DDC- DNA Diagnostic Center will not release DNA results when they cannot be scientifically proven without a doubt of a 99% or 0% certainty.



6.3 DNA RESULTS. DNA results can possibly take up to two to four weeks for the Enrollment Department to receive after the DNA company processes the samples. After the DNA testing is complete and the Enrollment Department has received confirmed results. This portion of the application is complete.

6.4 DECEASED FATHER/FAMILY RELATEDNESS TESTING. If the biological father is deceased, the Enrollment Department cannot establish paternity. However, the Enrollment staff can work to establish a family relatedness alternative, this requires collecting DNA samples from one-to-three (1-3) immediate family members who are preferably enrolled with the Hoopa Valley Tribe. The first selection for immediate relatives would be a male-sibling, a paternal uncle, or the applicant's paternal grandmother or the grandfather; the next alternatives would be the biological sisters or a paternal aunt. In certain situations, the biological mother is requested.

6.5 TESTING COST. A single cost per test is \$65.00 per person. Enrollment Staff will collect cash or money orders only. No personal checks, credit or debit cards are accepted. Fees must be paid in full, before the applicants can schedule testing with the Enrollment Department Staff. This amount is subject to change.

6.6 SCHEDULING DNA APPOINTMENTS. [a] The Hoopa Valley Tribe's Enrollment Department is a testing facility. The Enrollment Department is fully equipped to collect oral buccal swabs on-site for DNA comparison. This requires a scheduled appointment. The Enrollment Department reserve the right to deny walk-ins. [b] Enrollment Staff will schedule a date for collection, or applicants can call Enrollment staff to discuss scheduling an appointment in their immediate area. Requirements apply; i.e., payment made in advance before *DDC Online* scheduling can occur, and scheduling must be done through the DDC website.

6.7 DNA COLLECTION IN INSTITUTIONS. In most situations, DNA Diagnostics Center will honor these requests, as long as there is a legitimate court order in place. The federal government contract between the Hoopa Valley Tribe Enrollment Department and DDC DNA Diagnostics Center allows for DDC to enter institutions and correctional facilities with a court order to collect DNA samples on the behalf of the Hoopa Valley Tribe. Enrollment staff are able to enter the Humboldt County Jail to collect DNA samples, this is completed by submitting an entrance application through the Humboldt County Sheriff's Department.

6.8 DNA TEST RESULTS. The DNA testing agency posts on their Official DNA Diagnostics Center website, under the Tribe's private website login, this provides access for immediate results. The company sends the original documents directly to Hoopa Valley Tribe's Enrollment Department through the U.S. Postal Service.

6.9 DNA REIMBURSEMENTS. If parentage testing confirms parentage for the alleged father, and the conclusive results lead to enrollment; fees collected will be refunded. This reimbursement is specific to the initial enrollment. The Tribe does not reimburse for blood correction costs, or for family relatedness tests.



6.10 COURTESY DNA TESTING. Courtesy testing may be performed for individuals not seeking enrollment with the Hoopa Valley Tribe. Please note, that the cost of courtesy testing is nonrefundable.

6.11 TITLE 9 ENROLLMENT ORDINANCE. SECTION 5. DETERMINATION OF INDIAN BLOOD. 5.3.1 TESTING. PROCEDURES; ENFORCEMENT. Costs for tests specified by the Committee shall be the sole responsibility of the applicant, except that where such tests confirm the applicant's contention about the identity of the natural parents, said costs shall be reimbursed by the Tribe upon submission of receipts and proof of payment. "A parent of an applicant shall have a right, enforceable in tribal court if good cause is shown and upon notice to the person to be tested, to compel an alleged parent to submit to the test specified by the Committee." (HVTC Title 9 at Page 7).

SECTION 7. ENROLLMENT COMMITTEE

7.1 ENROLLMENT COMMITTEE. The Enrollment Committee is comprised of five (5) Hoopa Valley tribal members, who apply by application through the Tribe's Human Resource Department, and the applicants are selected by appointment made by the decision of the Hoopa Valley Tribal Council.

7.2 QUARTERLY MEETINGS. Meetings occur on a quarterly basis, generally four (4) times a year with one (1) special meeting in December, prior to a payout deadline. Current meeting schedule is as follows: December, March, June and September. Special Meetings are determined by the Hoopa Valley Tribal Council delegated by directive. Enrollment Staff shall contact Tribal Council pertaining Enrollment deadlines, and whether a special meeting directive will be issued when a per capita payment is pending, or scheduled.

7.3 ENROLLMENT COMMITTEE REVIEW. The Enrollment Committee review meeting includes:
[a] an agenda;

[b] a checklist is attached to all individual applications up for review;

[c] complete applications;

[d] committee sign in sheet;

[e] minutes from previous meeting;

[f] copy of Title 9 Enrollment Ordinance;

[g] Hoopa Valley Tribe's Constitution;

[h] blood degree calculation chart;

[i] a copy of the Hupa/Yurok Settlement Act;

[j] and, all pertinent documents listed on Agenda intended for Enrollment Committee review.



7.4 **BODY OF THE ENROLLMENT COMMITTEE.** Enrollment Committee Members include: the Committee Chairman, Vice-Chairman, Recording Secretary, and two (2) committee members. The Enrollment Committee Recording Secretary shall take minutes and forward to Enrollment Department staff. The Enrollment Committee has a strict policy that after an absence of three (3) consecutive meetings from a member, this seat will be considered vacant. Upon receipt of the completed meeting minutes the Enrollment Staff may then submit the stipend request for payment. Each member is paid \$75.00 dollars per meeting.

7.5 **ENROLLMENT COMMITTEE RECOMMENDATIONS.** Upon the final deliberation, the Enrollment Committee quorum will vote on enrollment applications; this is to verify the applications are true and correct. The Enrollment Committees Recommendation determines whether applications meet all enrollment requirements, relinquishment or blood correction criteria are in place. If the committee votes 'yes', the applicants are forwarded to the Hoopa Valley Tribal Council for final approval. If the Enrollment Committee votes 'no', the Enrollment staff would write a certified letter to notify the applicant of the Enrollment Committee's findings.

SECTION 8. ENROLLMENT PROCESSES

8.1 **RESOLUTIONS.** Subsequent to the Enrollment Committee review and recommendation for Tribal Council final approval for: new applicants, blood degree corrections, relinquishments, dis-enrollments, and denials. The Enrollment Staff shall submit a draft resolution (with an agenda request packet) to the Executive Secretary, listing the action or motion to be made by Tribal Council. Resolution draft samples can be found in the Resolutions binder, or the electronic Enrollment File Folder/Resolutions Folder.

8.2 **AGENDA REQUEST.** Agenda requests can be obtained on the website at: www.hoopa-nsn.gov, an agenda request must include: an agenda request form and a motion request form; authorizing signatures from a council person, or Chairman, a draft resolution for enrollment, relinquishment or blood degree corrections; a list of new enrollees which include applicants name and blood degree, applicants DOB, father's name and blood degree, mother's name and blood degree. Agenda requests are processed through the Executive Secretary.

8.3 **ENROLLMENT COMMITTEE BINDERS.** The Enrollment Committee Binder is a compilation of past enrollment committee agendas, ProgenyES reports with dates provided as determining factors of enrollment, attendance sheets, meeting minutes, excel spreadsheets and tribal council action sheets. Information is categorized and labeled to serve as a reference guide.

8.4 **RESOLUTION BINDER.** Original resolutions for enrollment as approved by the Hoopa Valley Tribal Council, is to serve as a compilation of history and serves as a reference guide in the likelihood of questions regarding an individual or group enrollment.

8.5 **NEW ENROLLEES.** Following Tribal Council approval and receipt of the Chairmans signed resolution; enrollment staff shall issue roll numbers, input the enrollment date, and resolution number into



the ProgenyES database system. Staff shall notify individuals/parents/custodians of action taken by Tribal Council. This notification shall be in writing, and should include a Certificate of Indian Blood (“CIB”) listing date of enrollment, and blood degree.

SECTION 9. DECEASED MEMBERS

9.1 DECEASED FILES. Once the Enrollment Office is notified that a tribal member is deceased, specific steps are followed:

[a] the tribal member is marked deceased in the ProgenyES data system;

[b] the physical file is pulled from the active files;

[c] reclassified as deceased;

[d] and is considered for public record, and could then be accessed by immediate family members without consent. Immediate family members are considered off-spring, parents, brother or sister, grandparents. No other.

9.2 DEATH CERTIFICATES. Once the certified death certificate is received, the official date of death and the place of death is entered into ProgenyES data system. The document is filed into the tribal members enrollment file, along with a copy of a family card to identify all living and deceased heirs.

9.3 PROBATE. The Hoopa Valley Tribe’s Enrollment Department holds the obligation to work with the Bureau of Indian Affairs Probate Division to complete probates for trust and estates for the Tribe. Upon the request of the Bureau of Indian Affairs and the Hoopa Valley Land Management Department, the Enrollment Department provides birth certificates, death certificates, contact information, and family cards which discloses all possible heirs.

SECTION 10. TRIBAL ENROLLMENT SERVICES

10.1 TRIBAL ID CARDS. All information must be updated before a new tribal ID card is printed. A free ID card is granted every two (2) years, and a replacement card for an adult is \$20.00 and the replacement for a minor card is \$10.00. The Enrollment Department is not responsible for lost cards or the wear on a card. All tribal members are required to update their picture every five (5) years.

10.2 INDIVIDUAL INDIAN MONIES (IIM). Individuals wanting to apply for their IIM funds— must make the request “in person.” No application for requests shall be accepted in any form by individuals other than the account holder. All applications must be notarized and signed by the applicant, all dates on applications must match the date the notary is signed. For individuals living outside of the reservation, applications must be submitted directly to the Bureau of Trust Funds Administration by email, fax, or U.S. Postal service. For IIM Distribution request received from individuals with special needs, individuals receiving social security benefits, or who have a caretaker. These tribal members must be referred to the Regional Social Worker for IIM distribution of funds.



10.3 MINOR ADDRESS CHANGE. Trust holder parents or custodians must apply for a change of address through the Bureau of Trust Funds Administration (“BTFA”), formerly known as the Office of Special Trustee (“OST”). The Enrollment Department assists tribal members in this process. This requires a specific BTFA form that must be notarized, and attached to a current Certificate of Indian Blood Degree, a copy of the birth certificate and social security. If the minor is in custodianship, then a copy of the legal permanent custody papers must be attached.

10.4 TITLE 40 PER CAPITA ORDINANCE SECTION 4. DISTRIBUTION 4.7. “High School Diploma/General Equivalency. No payment from an IIM account that has accumulated prior to a tribal member reaching the age of (18) shall be accessed, unless said Tribal Member has graduated from high school or earned a General Equivalency Diploma (GED). Such specific per capita trust funds shall be held in a specific trust account. Upon graduation from high school or obtaining a GED, or when the person reaches the age of twenty-one (21) years old, said specific per capita trust funds held shall be paid to the tribal member. It shall be the duty of each tribal member between the ages of eighteen (18) and prior to twenty-one (21) years old to provide documented proof of graduation from high school or a GED to the per capita administer in order to access the specific per capita trust account. A Tribal Member that reaches the age of eighteen (18) shall receive regular quarterly per capita payments in accordance with this title.”

SECTION 11. INTERDEPARTMENT INFORMATION SHARING

11.1 FISCAL REPORTING. The Enrollment Department collects vital documents which are kept in the tribal members file, and this information is forwarded to the Fiscal Department. This is to create accounts for the Hoopa Valley Tribe, and for the Hoopa Valley Tribe to create trust funds through the Bureau of Trust Fund Administration.

11.2 ENROLLMENT VERIFICATIONS. In order to forward tribal verification, this requires consent from the tribal member, this is to assure that we are providing tribal verification with consent and acknowledgment. Verbal consent is accepted upon the verification of the tribal members identity. The Enrollment Department does not release any tribal member information without consent, this includes roll numbers, tribal ID cards, date of birth, contact information, birth certificates or copies of material in the tribal members chart, or any distinguishing information of a tribal member without consent.

11.3 MEMBERSHIP ENROLLMENT REQUESTS. Distribution of the complete membership list is strictly PROHIBITED, unless otherwise approved by the Enrollment Committee. If the Enrollment Committee denies the request. This would require for the department manager or director of the program who is requesting information from the Enrollment Department to adhere to the next protocol. [a] Make an agenda request; [b] it must be held in open session, this is to serve two purposes: (1) it serves public notice, and (2) it also serves to garner a public council vote. [c] Managers or directors need to be specific of what information is needed, as additional requests would require a new agenda request.

11.4 OFF RESERVATION- TRIBAL VERIFICATION POLICY. For tribal members who reside off the Hoopa Valley Indian Reservation, our policy requires for Enrollment Staff to authenticate the tribal members identity before we forward tribal verification or information from the Enrollment Department.



This is done by verifying two (2) pieces of identification: a federal/state/school identification card with a picture, and they would also be required to send a current picture. This is to allow the department the future means of facial identification.

11.5 NON-DISCLOSURE AGREEMENT. Upon approval of mass information being released from the Enrollment Department. Released information needs to be retrieved in person, and a Non-Disclosure Agreement needs to be made between the two (2) tribal departments. A copy is made and attached to the information released, the original document is kept for records and serves as a reference to what information is needed for future purposes.

11.6 RELEASE OF INFORMATION PROCEDURE. The Release of Information form is posted on the official Hoopa Valley Tribe's website, or can be forwarded by email, fax or picked up in person. This form is to gain approval for mass information distribution such as names, roll numbers, date of birth etc.

11.7 RELEASE OF INFORMATION POLICY. The Hoopa Valley Enrollment Department upholds the 1974 Privacy Act, and will not release information to any tribal entity, federal agency, family or friend without proper consent. Authorizing consent is accepted in written form, and verbal if the tribal member properly identifies themselves by confirming private and personal information (last four numbers of their social security, date of birth, name of parents or grandparents or their current address), otherwise information can be forwarded directly to an institution based on an emergency need.

11.8 RELEASE OF ADULT INFORMATION. The only authorized individual able to retrieve information from the Enrollment Department is the actual— adult tribal member. Only with written or verbal consent is the department able to disclose information to another on the behalf of the adult tribal member. Verbal protocol requires proper identification from the tribal member (the last four numbers of their social security, date of birth, name of parents or grandparents or their current address).

11.9 RELEASE OF MINOR INFORMATION. Parents have complete authority to request tribal information to be forwarded or have access to. Vital records and any tribal verification require written, in-person or verbal consent. Verbal consent requires asking identifying questions to authenticate we are releasing information to the correct party (last four numbers of their social security, date of birth, name of parents or grandparents or their current address).

11.10 RELEASE OF MINOR INFORMATION IN GUARDIANSHIP. Regarding temporary custodianship, the enrollment department would agree to forward vital records to the institution the minor is in need of services. Tribal verification will be released on a one-time basis, thereafter, nothing can be released without permanent custody papers on file. No verbal or physical information can be released without custody papers on file, to those who are not the natural parents.

11.11 RELEASE OF ELDER INFORMATION (CONSERVATOR). Tribal Identification cards can be released to caretakers. With verbal confirmation, tribal elders are permitted to stay seated in their vehicle as enrollment staff can easily verify the elder's presence, or can be released with written consent. The Enrollment Department requires a conservatorship order in place to release vital records or any



documents from the elder's chart. For their protection, vital records and tribal verification can be forwarded to tribal entities or outside institutions for services.

11.12 VITAL RECORD. Vital Records are considered birth certificates, marriage licenses or copies of social security cards and paternity results are treated with the same concern. Custodians do not have privilege to have access to paternity results. Adult tribal members, parents or custodians have the sole right of access to these documents. Parents of adult tribal members do not have the right to obtain vital records, and can only be done with consent from their adult offspring.

11.13 TITLE 9 ENROLLMENT ORDINANCE. ENROLLMENT COMMITTEE SECTION 9. RECORDS 9.3. "The Enrollment Committee shall maintain and safeguard the tribal roll and the records and files of the Tribe relating to enrollment. A master copy of the roll shall be maintained in the vault and shall not be removed from the tribal offices at any time."

SECTION 12. FORMS

12.1 EAGLE FEATHER FORM 3-200-15a. The Eagle wing application is filled out by the tribal member, and the Enrollment staff authenticates enrollment, and issues a tribal verification to attach to the application.

12.2 BIA FORM 4432 VERIFICATION OF INDIAN PREFERENCE FOR EMPLOYMENT IN THE BUREAU OF INDIAN AFFAIRS AND INDIAN HEALTH SERVICE. The Enrollment Staff authenticates tribal enrollment, and blood degree for Indian Preference forms for the Bureau of Indian Affairs. These forms are generated from the ProgenyES data base.

12.3 NAME CHANGE. In order for the tribal member to legally change their name with the Hoopa Valley Tribe, the tribal member is required to submit copy of a marriage license or divorce papers, two (2) federal forms of identification and/or a copy of court documents which indicates they have legally changed their name through a judiciary method. The Enrollment Office then forwards this information to the Hoopa Valley Tribe's Fiscal Department.

12.4 ADDRESS CHANGE. The address change form is filled out and forwarded to the fiscal department. If the address change is done over the phone, the tribal member would be required to properly identify themselves by giving the last four numbers of their social security, date of birth, name of parents or grandparents or their current address. If return mail is delivered back to the tribe, the Enrollment staff would follow up to make sure there is current information for the tribal member. If the member cannot be contacted, their information would be cleared.

12.5 BUREAU OF INDIANS AFFAIRS MINOR BENEFICIARY ADDRESS CHANGE FORM. In order for the Hoopa Valley tribal member to change their address with the Bureau of Trust Fund Administration, the tribal member needs to fill out the Minor Beneficiary Address Form, and have it notarized. The applicant brings back the form, and the Enrollment Staff submits the document, attaches current tribal verification, a copy of the birth certificate and a copy of the social security card.

