

Enrollment Application Instructions

Required Documents for all New Applicants –

- A fully completed, signed & dated Enrollment application for each individual applying. (All questions must be answered on the application.)
- An **ORIGINAL** State Certified Birth Certificate. (Copies will NOT be accepted.) **NO** DNA test results or signed Paternity Affidavits will be accepted. The Wichita parent **MUST BE NAMED** on the Birth Certificate or other documentation provided if the parents are not enrolled currently.
- A copy of the applicant's Social Security card, front and back sides-color preferred.

Other documents that may be required –

- **Parent's Birth Certificates** - if neither parent is currently enrolled with the Wichita and Affiliated Tribes, Birth Certificates assist in establishing proof of descendancy and tracing back to the original Wichita allottee.
- **Copies of Grandparent's and/or Great Grandparent's Birth Certificates & CDIB cards, if enrolled with another Tribe** - if neither grandparent is enrolled with the Wichita and Affiliated Tribes, a Birth Certificate establishes the relationship to the original Wichita allottee, as well as creating the Wichita bloodline. A tribal CDIB from another Tribe, will help to establish the total blood quantum amount, even though as of October 1, 2016 only Wichita blood is counted for enrollment purposes. If you cannot provide proof of additional blood, aside from Wichita, it will not be included in the total cumulative blood degree of the individual.
- An **ORIGINAL** State Certified Birth Certificate **BEFORE** an Adoption.
- The **REVISED** State Certified Birth Certificate **AFTER** an adoption along with the revised Social Security card if the child's name has changed.
- The **FINAL** formal Adoption Decree, if applicable.

Additional documents may also be required depending on the individual application. **The burden of proof lies with the applicant or the minor applicant's parent and/or legal guardian.**

Instructions for Completing the Enrollment Application –

- You must answer **ALL** questions on the application. Do not leave any question blank. If you have any questions, call the number listed below for instructions.
- Complete the attached '*Family Tree*' template as much as possible.
- All questions on the application refer to the person applying. If you are completing the application for a Minor child, then any questions would apply to the minor child.
- An original Birth Certificate, Social Security card, and any other required items, may be brought to the Enrollment office to make copies. If applying by mail, the original(s) are mailed back by 'Certified Mail- Return Receipt Requested'. **Please be advised that it may take 4-6 weeks to process your application.**

Please call the Enrollment office at 405.247.2425, Ext. 134 for any questions.