

# Menominee Tribal Enrollment Application Information & Instructions

---

## **ELIGIBILITY REQUIREMENTS:**

Possess at least ¼ degree Menominee Indian blood whose names appear on the Tribal Roll compiled pursuant to subsection 4(c) of the Menominee Restoration Act (87 stat.771) and Descendants must possess at least 1/8 degree Menominee blood to be 1st degree or at least 1/16 degree Menominee blood to be 2nd degree descendants per Chapter 46 eCode

Dual enrollment is prohibited. If you are currently enrolled with another tribe, the process to relinquish enrollment with current tribe must be initiated prior to applying for enrollment with Menominee. If you are a descendant of another tribe, we are required to verify that you are not enrolled, which may delay the processing of your application.

## **REQUIRED DOCUMENTS FOR ENROLLMENT**

1. **State Certified Original Birth Certificate-will be returned after the meeting**
2. **Marriage Certificate for Parents if child was born after marriage; if born before marriage DNA testing is required**
3. **Born out-of-wedlock-Paternity must be established; can't be default judgement-if so, DNA testing is required**
4. **Married (female applicants) send copy of marriage certificate of each marriage, Driver's License and social security card of current marriage**
5. **Copy of the Social Security Card**
6. **Proof of Relinquishment (if applicable)**

-Submit written verification from the applicant's current tribe that relinquishment process has been started

\*\*The fee for one child and alleged Father will be paid by Enrollment, with the understanding that assistance by MITW with fees for Paternity testing are not guaranteed and are provided on a first-come first-serve basis until funds are depleted. I understand and agree that if I utilize DNA testing funds from MITW and the results are inconclusive or less than 99%, then I will be responsible for reimbursement of the funds to MITW.

Fee for Enrollment \$10.00 each

Fee for Descendants \$25.00 each

Fee Certified mail \$10.00 each

Applicant will be responsible for paying the certified fee (\$10.00) of return mail. If this is not paid, MITW or the Enrollment Department are not to be responsible for lost documents mailed regular US Mail. All Fees are non-refundable.

Payable to: Menominee Indian Tribe of Wisconsin  
or MITW

\*All certified documents will be returned to the Applicant by mail or pick up after review by Enrollment Committee.

Applications and Address Updates are also available on our  
Website:

[www.menominee-nsn.gov](http://www.menominee-nsn.gov)

Click: Government

Click: Departments\Member services\Documents  
Scroll down to (PDF) application

## **APPLICATION DEADLINES:**

Complete applications are reviewed by the Enrollment Committee monthly. Incomplete applications will not be processed.

A notice will be mailed; it will state the items needed to complete the application along with the incomplete documents

The deadline to respond to the notice is 150 days from the date of the notice.

Responses received after 150 days will be automatically disposed of without notice to the applicant

A new application, with appropriate documentation and fee can be resubmitted

## **ADOPTION INFORMATION:**

Adoption information is used for establishing eligibility for enrollment. Adoption information on file is NOT accessible to anyone, for any reason.

**Wisconsin Adoptions:** For instructions regarding the Tribal Enrollment Services, ADOPTTEES MUST contact the Wisconsin Adoption Search Program

Jacy Allen-Boldebuck MSW, LCSW  
Program Coordinator  
Adoption Records Research Program  
PO Box 8916  
Madison, WI 53708-8916  
Phone 608-422-6910  
Fax 608-422-7170

**Menominee Tribe:** May contact Menominee Social Services at 715-799-5161

**Other State Adoptions:** To obtain the appropriate legal documents to complete your Enrollment Application, ADOPTTEES MUST contact the State Vital Records Office in the state in which the adoption took place.

## **HOW TO CONTACT THE MENOMINEE ENROLLMENT DEPARTMENT:**

Phone (715)799-5121

Mail: Menominee Enrollment Department  
P. O. Box 910  
Keshena, WI 54135  
Physical Address: W2907 Tribal Office Loop Road, Keshena, WI 54135

Web: [www.menominee-nsn.gov](http://www.menominee-nsn.gov)  
Email: ENR@mitw.org