SAMPLE GUIDE B: GUIDED ASSISTANCE FOR PETITION DOCUMENTATION

I. Suggested Contents for a Petitioning Group’s Individual Membership File

☐ Membership Application

☐ Birth Certificate

☐ Marriage Certificate, if applicable

☐ Individual History Record: member, member’s spouse, member’s children, member’s father, member’s mother, member’s siblings, – including birth, death, and marriage dates and places. The Individual History Chart may be handwritten or generated from an electronic genealogical database program. [A sample Individual History Chart is available on this website.]

☐ Ancestry Chart: child-to parent relationship showing descent from historical tribal members (gateway families, when that date is determined), – including birth, death, and marriage dates and places. The Ancestry Chart may be handwritten or generated from an electronic genealogical database program. [A sample Ancestry Chart is available on this website.]

II. Suggested Contents for a Petitioning Group’s Membership Application (most likely, there should be additional tribal specific information contained within the membership application.)

A. Applicant

☐ Name of applicant - maiden name (if applicable)
☐ Gender
☐ Date of Birth
☐ City, County & State of birth
☐ Current mailing address
☐ Current physical address
☐ Applicant’s telephone number
☐ Applicant’s email address
☐ Applicant’s Roll Number
☐ Is applicant now or has applicant ever been enrolled with any other Tribe of American Indians?
B. Applicant’s Mother

☐ Full Name of Mother:
☐ Maiden Name of Mother:
☐ If a member of this group, Mother’s Roll Number
☐ Mother’s Date of Birth:
☐ City, County, and State of birth
☐ Is mother living?
☐ If deceased, date of death
☐ If deceased, city, county, and state of death
☐ Is mother now or has mother ever been enrolled with any other Tribe of American Indians?
☐ If yes, list tribe:

C. Applicant’s Father

☐ Full Name of Father:
☐ If a member of this group: father’s Roll Number
☐ Father’s Date of Birth:
☐ City, County, and State of birth
☐ Is father living?
☐ If deceased, date of death
☐ If deceased, city, county, and state of death
☐ Is father now or has father ever been enrolled with any other Tribe of American Indians?
☐ If yes, list tribe:

D. Minor & Incompetent Individuals

☐ Was this application filled out on behalf of a minor or an incompetent?
☐ If yes, Name of person who competed the application
☐ Relationship to applicant
☐ Are you the legal guardian of the applicant?
☐ Your mailing address
☐ Your telephone number
☐ Your email address
III. Additional Suggestions

- When submitting an electronic database, it should include ALL current members, and each previous generation linking members to the historical Indian ancestors(s).

- The North Carolina Commission of Indian Affairs uses Roots Magic as an electronic genealogical database program.

- Whether using Roots Magic, or another electronic genealogical database program, the electronic database should be submitted in its original format and exported as a GEDCOM file.

- Copies of vital records (birth, marriage, death) or other reliable records that verify each child-to-parent link between the current member and the historical Indian ancestor(s) should be submitted.

- The child-to-parent link between the current member and the historical Indian ancestor(s) may be supplemented with copies of other primary and/or secondary records.

- Original documents should not be submitted, make copies to submit – all documents submitted becomes property of the North Carolina Commission of Indian Affairs.

- Photocopies should be legible.

- When photocopying from books, bibles, published county histories, etc. – include a photocopy of the title page.

- Provide full identification (footnotes, bibliography, etc.) for any sources cited, including internet sources.