

Pokagon Band of Potawatomi Indians
ENHANCED TRIBAL IDENTIFICATION CARD (ETC) PROGRAM
APPLYING FOR AN ETC

Instructions:

- Please **SCHEDULE AN APPOINTMENT** with the ETC Office to submit the attached application, documents, signatures and submit to an interview, photo, signature and thumbprint capture.
- Fill out the **APPLICATION FORM** and **SIGN** (below).
- Bring **ORIGINAL** or **CERTIFIED COPIES** of the **DOCUMENTS** required under Section IV (below).
- **READ** the Privacy Statement on page 6 (below).
- **BRING** the Confidentiality Statement with you to the **INTERVIEW** to sign.
- **SHOW UP AT THE CORRECT DATE/TIME** of your appointment, complete with application form, documents and fee.

Photograph Requirements:

You will be required to have a photograph taken during the interview, regardless of whether you qualify for an ETC. Please also note that the following guidelines should be followed for the photo:

- Taken in full-face view directly facing the camera.
- With a neutral facial expression.
- Both eyes open.
- Normal, plain clothing (no uniforms).
- Do not wear a hat or head covering that obscures the hair or hairline.
- If you normally wear glasses (without tinted lenses), a hearing device, or similar articles, they may be worn in your photo.
- Headphones, wireless hands-free devices, or similar items are not acceptable in your photo.
- Dark glasses or glasses with tinted lenses are not acceptable.
- Glare on glasses is not acceptable in your photo.
- Hair should be pushed back, away from ears.
- Children – no other person should be in the photo. The child should face the camera with eyes open.

QUESTIONS? Please contact the Pokagon ETC Office at 269-783-3519.

Pokagon Band of Potawatomi Indians

ENHANCED TRIBAL IDENTIFICATION CARD (ETC) PROGRAM

APPLICATION FOR ETC

Please check one:

- New
- Replacement
- Renewal

I. Applicant Information:

FULL LEGAL NAME: _____

GENDER: _____ HEIGHT: _____ AGE: _____ WEIGHT: _____

PLACE OF BIRTH: _____ SSN: _____

TRIBAL ENROLLMENT NO.: _____ EYE COLOR: _____

PASSPORT #: _____ HAIR COLOR: _____

PHONE: _____ MOBILE: _____ WORK: _____

PHYSICAL ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

MAILING ADDRESS:

CITY: _____ STATE: _____ ZIP: _____

MARITAL STATUS: _____

MOTHER'S MAIDEN NAME: _____

LEGAL NAME OF FATHER: _____

EMAIL ADDRESS: _____

II. Employment Information:

ARE YOU EMPLOYED? _____

EMPLOYER'S NAME: _____

EMPLOYER'S ADDRESS: _____

EMPLOYER'S PHONE: _____

III. Education Information:

WHAT LEVEL OF EDUCATION DID YOU ACHIEVE? _____

COLLEGE ATTENDED? _____

DEGREE EARNED? _____

IV. Documents Required:

PLEASE PROVIDE ORIGINAL OR CERTIFIED COPIES OF THE FOLLOWING DOCUMENTS:

PROOF OF IDENTITY: Two or more of the following documents (one of which must contain a photo of you; one must contain your date of birth):

- A valid unexpired U.S. passport;
- A certified State issued birth certificate;
- If you are recognized as a U.S. citizen: a certificate of naturalization (Form N-55-, N-570); certificate of citizenship (Form N-560, N-561) or a Department of State Consular report of birth abroad (FS-240, DS-1350, F-545);
- A U.S. military identification card;
- A valid State issued driver license or identification (excluding temporary or learner permits);
- A valid Federal or State government-issued identification card, including a Social Security card;
- A certified Federal, State or municipal issued marriage, divorce and/or name change document;
- A Michigan State identification card;
- A Sheriff's department identification card; OR
- A Pokagon Band of Potawatomi Indian Tribal identification card.

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PROOF OF "RECOGNIZED" U.S. CITIZENSHIP:

PLEASE NOTE that in submitting evidence of "recognized U.S. citizenship", the ETC applicant is not admitting to/accepting U.S. citizenship and is first and foremost a citizen of the Pokagon Band of Potawatomi Indians.

The Pokagon ETC is issued in accordance with the Western Hemisphere Travel Initiative ("WHTI"), a federal rule that regulates which documents U.S. citizens can use when they travel in the Western Hemisphere. Specifically, WHTI requires U.S. and Canadian travelers to present a passport or other document that denotes identity and citizenship when entering the U.S. It is a result of the Intelligence Reform and Terrorism Prevention Act of 2004 (JRTPA). The goal of WHTI is to facilitate entry while strengthening U.S. border security. Standard documents enable the Department of Homeland Security to quickly and reliably identify a traveler. WHTI went into effect June 1, 2009 for land and sea travel into the U.S., specifying that only WHTI- approved documents can be used for return to the United States. The Pokagon Band ETC is a WHTI-approved document

U.S. Citizenship -

- (a) Valid/unexpired U.S. passport;
- (b) Original or Certified Copy of a birth certificate denoting a birthplace in the U.S. and issued by the Nation or by a city, county or state;
- (b) Consular Report of Birth Abroad or Certification of Birth; or
- (c) Naturalization Certificate or Certificate of Citizenship.
- (d) If you were born outside of the U.S., you may only submit (a), (c) or (d).

PROOF OF POKAGON CITIZENSHIP: You must provide proof of Tribal citizenship or enrollment in the Pokagon Band of Potawatomi Indian Tribe by providing a letter from the Enrollment Clerk stating that you are an enrolled member with the Pokagon Band.

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ACKNOWLEDGEMENT:

I hereby certify that the information submitted in support of this application is true and accurate to the best of my knowledge. I understand providing false information may result in legal penalties and serve as grounds for ineligibility for a Pokagon ETC. I authorize verification of any and all of the information listed above. I further certify that I do not already have an ETC.

Applicant Name (Print)

Date

Applicant Signature

Parent Signature – for minors under 16 only

***Note:** You must schedule an appointment with the ETC Office to submit the above application, documentation, and to undergo a private, in-person interview. No children are allowed into the interview room. Please make necessary arrangements. You will be subject to a facial image/photo capture for the card. You should wear normal clothes (no uniforms allowed), with your hair pulled back/pushed off your face. Prescription lenses are acceptable, so long as they are not tinted or provide a glare. Please do not wear color contacts. If you have any questions, please contact the ETC Office directly.

An ETC can be used instead of a passport to return to the U.S. from Canada, Mexico, and some countries in the Caribbean at land/sea border entries. The Pokagon Band of Potawatomi Indians ETC is currently accepted as proof of identity to board a domestic U.S. flight, but is subject to change based on Federal laws and regulations. An ETC cannot be used for air travel outside of the U.S. As always, the Pokagon Band of Potawatomi Indians ETC Office strongly recommends all Tribal citizens to carry more than one form of identification when traveling abroad. The Office further encourages you to contact your travel agent, cruise line or the specific countries of destination to verify travel document requirements when traveling abroad.

FOR OFFICE USE ONLY:	
Employee Initials: _____	ETC Card #: _____ Issue Date: _____
Visual Proof of ID (2 required): _____	
Citizenship: _____	"Recognized" U.S. Citizenship: _____
Acknowledgement: _____ PII: _____	Facial Image Capture: _____ Signature: _____ Replacement: _____
Name Change: _____ Address Change: _____	
Denial: _____	Date of Receipt: _____ Date of Notification: _____
Date of Pickup: _____	Date of Destruction: _____

POKAGON BAND OF POTAWATOMI INDIANS ENHANCED
TRIBAL IDENTIFICATION CARD (ETC) PROGRAM
PRIVACY STATEMENT

PRIVACY STATEMENT

The Pokagon Band of Potawatomi Indians is committed to safeguarding the privacy of individuals with respect to your personal data. We will make sure that our Enhanced Tribal Identification Card ("ETC") policies and practices, and those adopted by our affiliated companies and agents in relation to the collection, use, retention, disclosure, transfer, security and access of your personal data are complied with.

COLLECTION OF PERSONAL DATA

You may be required to give your personal data including, but not limited to, your name, gender, birthdate, place of birth, age, tribal roll number, telephone number, fax number, home address and/or its proof, Social Security Number, driver's license number, passport number, email address and/or criminal record. Refusal to provide such information may render us unable to handle any application or request you are making. If you are under the age of 16, consent from your parent or guardian is required before you give us any personal data.

ACCURACY OF PERSONAL DATA

Your ETC application may be subject to verification of your personal details. If we regard these checks as unsatisfactory, you will be deemed ineligible to receive an ETC. In some instances, data provided by you will be validated by using generally accepted practices of the Pokagon Band Enrollment Office or against any pre-existing data, or we may require original documentation before the data may be used, such as personal identifiers and/or proof of address.

SECURITY OF PERSONAL DATA

Physical records containing personal data are securely stored in locked areas. Access to physical and/or computer data is strictly controlled and requires appropriate management authorization. Authorizations are granted only on a "need to know" basis. Where the Pokagon Band holds, uses and/or transmits personal data, we will put in place adequate measures to protect it from accidental and/or unauthorized disclosure, change and/or destruction.

RETENTION AND ACCESS OF PERSONAL DATA

Your personal data which you have given us via application form will be retained for a reasonable period after termination of the ETC project. Unnecessary personal data will be purged from our system in accordance with our internal procedures. All the authorized ETC staff will adhere to internal guidelines on access to personal data drawn up to restrict access to personal data to only members of staff who have legitimate needs to have such access.

TRANSFER OF PERSONAL DATA

In the event that you receive an ETC, your personal data will be shared electronically with U.S. Customs and Border Protection, in accordance with the Pokagon Band's Memorandum of Understanding with CBP and the Western Hemisphere Travel Initiative Program. The transfer of information shall be governed by the appropriate system of records notice governing the system in which CBP stores any data received from the Pokagon Band. CBP and the Pokagon Band have agreed to maintain the confidentiality of information exchanged with one another or with third parties. The Pokagon Band or third parties (such as the vendor) may disclose to CBP information designated as confidential or personal information related to the ETC project. CBP shall not disclose this information to any person except authorized contractors who also agree not to disclose the information. CBP and the Pokagon Band shall take reasonable measure to maintain the confidentiality of this information. DHS further agrees that all materials containing confidential information received pursuant to the ETC program concerning Pokagon citizens, and any other information that may be considered confidential, shall not be disclosed to others without the Pokagon Band's consent.

USE OF PERSONAL DATA

Any personal information transferred from the Pokagon Band to CBP shall be used solely to verify identity and Pokagon Band of Potawatomi citizenship for purposes of crossing the US-Canada or US-Mexico border. Any personal information received by CBP shall be handled by CBP, as appropriate and necessary, in accordance with the Privacy Act of 1974, as amended.

INQUIRIES

Should you have any concerns or questions concerning this statement, please feel free to contact the Pokagon ETC Clerk toll-free at 844-783-3519 or 269-783-3519 between the hours of 8:00 am and 5:00 pm EST Monday through Friday, or write to: 58155 M-51, Dowagiac, Michigan 49047.

ENHANCED TRIBAL IDENTIFICATION CARD (ETC) PROGRAM

APPLICANT ACKNOWLEDGMENT

CONFIDENTIALITY STATEMENT

I, _____ an applicant for a Pokagon Band of Potawatomi Indian Enhanced Tribal Identification Card ("ETC") do hereby acknowledge that I have been informed by the Pokagon Band ETC Clerk that the personally identifiable information ("PII") (name, date of birth, gender, place of birth) that I am providing in support of my application for a ETC will be submitted to the U.S. Customs and Border Patrol ("CBP") for input into the central database established to support the ETC program. I have been advised of CBP's policies regarding the use of PII collected and transmitted to CBP through the ETC program.

I acknowledge my responsibility to answer truthfully all questions regarding any matter asked as part of the ETC interview process and to provide complete information regarding my identity and address. I hereby acknowledge that all information presented is true and correct to the best of my knowledge.

I further acknowledge that I have been advised of the legal penalties associated with knowingly and willfully providing false information in connection with the ETC application and that less than complete candor during any statement may lead to such penalties.

Applicant Name (Print)

Date

Applicant Signature

Parent Signature – for minors under 16 only

Witness Signature
ETC Staff/Interviewer

Date

Witness Signature
ETC Staff/Reviewer

Date