



Susanville Indian Rancheria Enrollment Office

DATE
STAMP

REQUEST & AUTHORIZATION FORM

I, _____, tribal enrollment number _____,
hereby request the following document(s) for **either** myself only, myself and for the
following, **or** the following only: _____,

_____, _____, whom
I certify are minor(s) and/or incompetent adult(s) in my legal custody, guardianship, and/or for
whom I have power of attorney.

- Tribal ID w/DM Mini-Mart Loyalty Program Copy of Birth Certificate
- Tribal ID Card Only Copy of Social Security Card (if on file)
- Paper Copy of Tribal ID Family Tree
- Membership Verification Form
- Tax Exemption Form to purchase: _____
(Not applicable for the purchase of vehicles)
- Other _____

I further authorize the Susanville Indian Rancheria Enrollment Office to release the
information specified above to the following person and/or organization:

Name: _____

- Pick up at the Tribal Office (Photo ID may be required)
- Fax to: _____
- Email to: _____

Tribal Member Signature

Date

Phone Number

Mailing Address

Street Address (if different)

Email address: _____

May we add your email address to your enrollment record? Yes No

**** Office Use Only ****

- Request made by remote transmission; member identified using the following **two** or more forms:
 DOB SSN SIR Roll # Address _____
- Shred old TID issued on _____ Cancelled prior RB registration

Enrollment Staff Signature

Date

Susanville Indian Rancheria Enrollment Office

745 Joaquin Street, Susanville, CA 96130

Phone: (530) 251-5157 | Fax: (530) 257-7986 | Email: iwillard@sir-nsn.gov

FEES

The tribe does not charge a fee for providing any of the items listed on the Request & Authorization form, unless a previously issued Tribal ID has been lost or stolen.

TRIBAL IDs

New members, or members who have not previously obtained a Tribal ID, must appear in person at the Enrollment Office to apply for their initial Tribal ID. Be sure to contact the Enrollment Office to make an appointment if you will be traveling from out of the area.

When applying to **replace a TRIBAL ID card by mail**, do **one** of the following:

- Enclose your old tribal ID card with your Request & Authorization form.

OR:

- If your tribal ID was lost or stolen, enclose a check or money order in the amount of **\$15.00**, written to **Susanville Indian Rancheria**, to cover the fee to issue a replacement Tribal ID. ****DO NOT SEND CASH****

WHERE TO FIND FORM

SIR Request & Authorization forms and are available at the Tribal Office or online at the Susanville Indian Rancheria website: <http://www.sir-nsn.gov/governing-documents/>

Contact the Enrollment Office to have the form emailed, faxed, or mailed to you.

WHERE TO SEND FORM

Completed Request and Authorization forms may be returned to the Susanville Indian Rancheria as follows:

By mail: Susanville Indian Rancheria
c/o Enrollment Office
745 Joaquin Street
Susanville, CA 96130

By fax: 530-257-7986

By email: tribaloffice@sir-nsn.gov or
iwillard@sir-nsn.gov

In person: Susanville Indian Rancheria Tribal Office

If this form is submitted by email, fax, or mail, the requested documents will be sent to the requestor at the requestor's address on record with the SIR Enrollment Office.

Tribal IDs, copies of birth certificates, and social security numbers will be sent to the requestor by CERTIFIED mail.

QUESTIONS

Please call the Enrollment Office at (530) 251-5157 if you have any questions. If the matter is urgent and the Enrollment Coordinator is not available, contact the Tribal Office at (530) 257-6264.