

DEFINITIONS:

Tribal ID with Gas Discount – Card can be used to get a discount for gas purchased at the Diamond Mountain Mini-mart.(DMMM) in Susanville, CA. Tribal members must be 16 years old or older to qualify.

Tribal ID Card Only – Card does not have the gas discount.

Paper Copy of Tribal ID - Available if your photo and signature are on file.

Membership Verification Letter - Provides certification of enrollment, enrollment number, and whether the tribal member resides on SIR tribal land.

Tax Exemption Letter – Provides tax exemption for items or supplies delivered to tribal land (excludes vehicles).

TRIBAL IDs: New members, or members who have never obtained a Tribal ID, must appear in person at the SIR Enrollment Office to apply for their initial Tribal ID. There is no age limit, but the applicant must be able to sign their name. Be sure to contact the Enrollment Office to schedule an appointment if you will be traveling from outside the area. Picture ID with signature will be required for identification purposes. Tribal IDs can be renewed either at the Tribal Office or by mail.

*** FEES:** There is a \$15 replacement fee only when a previously issued Tribal ID card is not returned at the time of renewal. No fees are charged for the other items.

RENEW TRIBAL ID BY MAIL:

EITHER enclose your old tribal ID card with your Enrollment Request & Authorization form
OR: Pay the \$15 fee by money order (enclosed with the form) or by phone (see **PAYMENTS**).

PAYMENTS: Payments can be made at the Tribal Office by cash, credit or debit card, and mobile payment. However, out-of-area checks will not be accepted. Payment may also be made by calling the Tribal Office at 530-257-6264.

DELIVERY OF REQUESTED DOCUMENTS: Unless otherwise authorized, requested documents will be mailed 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 by **CERTIFIED** mail.

AUTHORIZATION: Use this section if you want the requested documents to be faxed or emailed to yourself or to another recipient.

Yourself - Enter your name, agency (if any), and your email address or fax number.

Another person - Enter their name, agency (if any), and their email address or fax number, or

HOW TO RETURN COMPLETED FORMS:

<u>By mail</u>	Susanville Indian Rancheria c/o Enrollment Office 745 Joaquin Street Susanville, CA 96130	<u>By fax</u>	530-252-7986
		<u>By email</u>	iwillard@sir-nsn.gov tribaloffice@sir-nsn.gov

In person Susanville Indian Rancheria Tribal Office

WHERE TO FIND FORM: SIR Enrollment Request & Authorization forms are available at the SIR Tribal Office, the SIR website (<https://www.sir-nsn.gov/governing-document-index/>), or contact the Enrollment Office to have the form emailed, faxed, or mailed to you.

QUESTIONS: Please call the Enrollment Office at (530) 251-5157 or the Tribal Office at (530) 257-6264 if you have any questions.