



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 completed 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.