



## Forest County Potawatomi Community Tribal Member ID Card Policy

Division: Administrative Services	Title: Tribal Member ID Card
Department: Enrollment	Policy Number: 24C0121 {01014580.1}
Next Review Date: 1/2/2025	Approval Date: 1/2/2024

### I. Purpose

To outline the responsibilities and expectations regarding Forest County Potawatomi Community (FCPC) Tribal Member ID Cards. A Tribal Member ID Card is an official identification Card. Fraudulent use is strictly prohibited and will result in legal actions.

### II. Scope

FCPC Tribal Members and Employees of the Enrollment Department.

### III. Definitions

- A. Tribal Entities – such as C-Stores, Farm, Casinos, etc.
- B. Verification of Enrollment – generate report from TPE that includes the Tribal Members Name, DOB and Enrollment Number.

### IV. Related Policy/SOP

- Enrollment Application Process SOP
- Creating and Printing a Tribal ID Card

### V. Policy

#### Obtaining A Tribal Member ID Card

Tribal members may obtain/replace an ID Card by contacting the Enrollment Department at 715-478-4915 to schedule an appointment. ID Cards will be provided by appointment only.

The Enrollment Department will print ID's Monday – Thursday, 7:30am-4:30pm. Closed for lunch from 12:00pm-1:00pm.

A parent/guardian is able to obtain an ID Card for a minor child, appropriate legal documents may be requested.

A Tribal member may authorize someone else to pay the replacement fee for a replacement ID Card and the Enrollment Department will mail the ID Card to the Tribal Member. The Enrollment Department will communicate with the Tribal Member to verify date of birth, last 4 digits of Social Security number and mailing address.

In some cases, a verification of enrollment may be granted, however screen shots of a ID Card will not be provided. Verification of enrollment may not be available until the next business day.



## Forest County Potawatomi Community Tribal Member ID Card Policy

### ID Card Expirations

An ID Card is valid for 8 years, except for those under 18 years of age whose ID Card is only valid for 4 years.

Sixty (60) days prior to the expiration date, the Enrollment Department will send an expiration notification via postcard to the Tribal Member's address on file.

An ID Card can be replaced up to 90 days prior to the expiration date, except when changing from a minor to adult ID Card.

An expired ID Card will not be accepted as a valid form of identification at Tribal Entities or functions such as General Council Meetings, Tribal Elections or Events.

The Enrollment Department will destroy an expired ID Card.

### ID Card Demographics

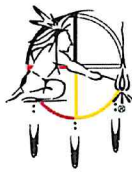
- Tribal Member's Name
  - Tribal Member's full legal name is required.
  - An appropriate legal document is required for name changes, such as:
    - Social Security Card
    - Driver's License or State Issued ID Card
    - Court Documents for example, Marriage Certificate, Divorce Decree, Amended Birth Certificate or Change of Name.
- Tribal Member's Address
  - Current Physical Address – Post Office Box is not accepted.
  - Appropriate documents are required to show proof of an address change, for example:
    - Current utility bill
    - Credit Card statement
    - Driver's License or State Issued ID Card
    - Received Mail (not junk mail)

### Issuance of Cards

- Minor Cards – ages 11 thru 17 (Red with white backdrop)
- Adult Cards – 18 thru 54 (Blue with blue backdrop)  
**Note:** *Must be 18 years of age to receive an adult Card.*
- Elder Cards – 55 and up (Green with yellow backdrop)

### ID Card Fees

- New Tribal Member First ID Card \$10.00
- Replacement ID Card regardless of the reason - \$15.00
- Forms of payment
  - Credit/Debit Card – accepted in Enrollment Department
  - Paid Receipt from Finance for cash transactions**Note:** *Only credit/debit Cards are accepted when working offsite.*



**FOREST COUNTY  
POTAWATOMI**  
*Keeper of the Fire*

## Forest County Potawatomi Community Tribal Member ID Card Policy

### VI. Forms and Exhibits

A. Tribal ID Card Expiration Notification

### VII. Reference Information

A. Motions: None

B. Ordinances: None

C. Resolutions: Resolution No. \_\_\_\_\_-20\_\_\_\_\_

### VIII. Document History

This document supersedes and replaces any prior policies or procedures.

Date	Review/Revision Statement	Reviewer
11/15/23	No legal concerns with policy or notification. Resolution prepared regarding expiration of Tribal ID Cards. Added Legal number for Policy Number, approval and next review date. Add Resolution number once approved by Executive Council.	Michelle Matuszewski

### Approval Signatures

Carli Vite 12/18/2023  
Enrollment Manager Date

Jamie A. Cran 12-18-23  
Administrative Services Division Administrator Date

Jamie A. Cran 12-18-23  
Chairman/Vice Chairwoman Date

**Forest County Potawatomi  
Enrollment Department**

**Tribal ID Card Expiration Notification-By Appointment Only**

According to our records, it's almost time for you to renew your Forest County Potawatomi Tribal Member ID Card! Your ID Card expires within the next 90 days.

Please contact the Enrollment Department at 715-478-4915 to make an appointment to renew your ID Card. The Enrollment Department is available Monday – Thursday, 7:30am-4:30pm. Closed for lunch from 12:00pm-1:00pm.

An expired ID Card will not be accepted as a valid form of identification at Tribal Entities or functions such as General Council Meetings, Tribal Elections or Events (Resolution No. 098-2023 ).

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# Forest County Potawatomi Community

P.O. Box 340, Crandon, Wisconsin 54520

POTAWATOMI  
(Keeper of the Fire)

## FOREST COUNTY POTAWATOMI COMMUNITY OF WISCONSIN EXECUTIVE COUNCIL RESOLUTION

*Approving Tribal Member ID Card Policy*

Resolution No. 098 -2023

**WHEREAS**, the Forest County Potawatomi Community ("Tribe") is a duly constituted Tribal Government in accordance with the provisions of the Forest County Potawatomi Constitution, approved by the Secretary of the Interior on February 6, 1937, as amended and thereafter superceded by the Constitution adopted on June 5, 1982 pursuant to the Indian Reorganization Act of June 18, 1934 (P.L. 73-383); and

**WHEREAS**, Article III, Section 6 of the Constitution creates the Executive Council, comprised of a Chairman, Vice-Chairman, Secretary, Treasurer, and two Council Members; and

**WHEREAS**, the powers of the Executive Council are contained in Article V of the Constitution, and include the power "to manage economic affairs and enterprises of the Forest County Potawatomi Community" and "to develop policies, formulate plans and set objectives..."; and

**WHEREAS**, there has been an issue with the use of old, damaged and expired Tribal Identification cards, so a policy has been drafted to enforce the requirement to renew Tribal ID's; and

**WHEREAS**, with the passage of this policy, the use of an expired Tribal ID will no longer be allowed at all Tribal Enterprises and Governmental Departments.

**NOW THEREFORE BE IT RESOLVED**, that the attached Tribal Member ID Card Policy is hereby approved.

### CERTIFICATION

I, Aiyana M. VanZile, the undersigned Secretary of the Forest County Potawatomi Community, do hereby certify that the Executive Council is composed of 6 members constituting a quorum at a meeting duly called, convened and held on the 18 of December, 2023, and that said resolution was duly adopted by an affirmative vote of 5 members for, 0 members against, and 0 members abstaining, and that said resolution was not rescinded or amended in any way.

Aiyana M. VanZile  
Tribal Secretary, Executive Council

Resolution No. 098-2023

Forest County Potawatomi