



UNITED HOUMA NATION

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Dear Applicant:

Attached is the official Application for Enrollment with the United Houma Nation (UHN). **Please be aware that effective September 1, 2007 this application must be used to apply for membership and applicants will be required to pay a \$5.00 processing fee. Incomplete applications and applications without payment will be returned. You may pay with cash if hand-delivering to the above address; when mailing, send check or money order made payable to United Houma Nation.**

In addition to the completed "Application for Enrollment" form, copies of several documents must be included in order for your membership application to be processed. Use the checklist below to determine if your enrollment application is complete.

- _____ A complete and signed "Application for Enrollment"
- _____ A completed "Ancestry Chart"
- _____ A completed "Individual History Chart"
- _____ A copy of the applicant's birth certificate (a birth card or birth letter are not acceptable).
- _____ *If the applicant is adopted*, attach copies of his/her original birth records verifying biological parentage.
- _____ *If the applicant is adopted*, in foster care, or legally determined incompetent, attach copies of records indicating adoption and/or custodial guardianship.
- _____ *If the applicant is or was married*, attach copies of your marriage and/or divorce records.
- _____ *If the applicant is required to demonstrate significant community relationship*, attach a statement with a description of significant community relationship and supporting documents as needed.

*You are not required; however, you are urged to send copies of birth certificates, marriage & divorce records, and death certificates of already registered members to assist us in updating our files. Thank you in advance for helping us keep your family's records up-to-date.

When sending your supporting documents, we urge you to send copies and not the originals. We will not copy and return original documents to you.

Most of this application is self-explanatory; however, we have included some guidance for potential problems some applicants may experience and answers to some frequently asked questions.

FREQUENTLY ASKED QUESTIONS/APPLICATION GUIDANCE

What happens to my application once it is submitted?

Once an application is received by the Enrollment staff, the application date of receipt is documented and it will be reviewed to ensure that it is complete. If the application is incomplete, you will either be returned the application (if processing fee is not provided) or sent a letter reporting that your application cannot be processed because information is missing. You will be given the opportunity to submit the missing information to move your application further.

All complete applications must be reviewed by the Tribe's Enrollment Board to determine if the application is approved, denied or placed in the pending files. The Enrollment Board meets once a quarter and all applications are held until that time.

- If your application is approved you will receive your white enrollment card and number in the mail.
- If your application is denied you will receive a notice of denial with a reason why you did not meet the enrollment criteria.
- If your application is placed in the pending files, you will receive written notice with an explanation of why you are pending.

I'm a registered member, how much time do I have to register my child under the "presumptive membership criteria"?

In 2001, the UHN adopted a new Constitution that provided specific timelines of when registered parents need to enroll their children under what we call the "presumptive membership criteria." Registered parents have until their child's 5th birthday to register him/her with the UHN under this criterion. By registering within this time frame the Tribe presumes that the family is active in the tribal community thus meeting the criteria of "significant community relationships."

If a registered parent does not attempt to enroll their child before the child's 5th birth date, then that applicant will be treated as all other applicants and subject to demonstrate significant community relationship and being placed in the pending files until such that the membership rolls are opened.

Why would my application be pending?

In 1990, the UHN Membership Rolls were closed, except for newly born children of existing members, when the Tribe's petition for federal recognition was placed on active status. At this time, only children of existing members under the age of 5 are issued tribal roll numbers.

Although tribal roll numbers cannot be issued to all other applicants, the Enrollment staff has continued to accept them. Those pending applicants, who demonstrate direct lineal descendency to the UHN's list of known progenitors, are placed in a pending file referred to as "the After Deadline" file. These applicants are not

guaranteed membership; however, they are held for final processing until the membership rolls are opened and will be reviewed in date of receipt order.

What is the purpose of demonstrating significant community relationships?

When the new Constitution in 2001 was adopted, the membership criterion was clarified to indicate that a member of the UHN is not only someone who has direct lineal descendency to the Tribe, but also someone who has maintained significant ties to the tribal community. The application contains the definition of “significant community relationship” along with the documentation requirements.

What if the applicant’s father is of Houma Indian descent but his name does not appear on the birth certificate?

According to the UHN Enrollment Ordinance, if the applicant is claiming descendency through a parent whose name does not appear on the original birth certificate, or if such evidence is unavailable, the applicant has 3 options to verify paternity:

1. If the UHN Application for Enrollment is submitted within the first 6-months following the birth of the child, you may submit a copy of a legal affidavit (acknowledgment) of Paternity signed by both natural parents (a notarized statement will not be accepted).
2. If it has been more than six months since the birth of the child, you must submit an affidavit (acknowledgment) of Paternity signed by both natural parents along with legal documentation of DNA testing proving paternity. It is the responsibility of the parents to provide this documentation at their own expense. Mothers may wish to consider contacting their area Support Enforcement Office for assistance in obtaining testing. (LA Support Enforcement Call Center 1-800-256-4650)
3. If one or both of the natural parents are deceased, an affidavit can be executed on behalf of the applicant by an enrolled member of the applicant’s immediate family who can also provide legal documentation of DNA testing verifying family relations thus proving paternity.

Why do I need to send verification of adoption and natural parents?

According to the UHN Constitution, descendency requirements are based on the lineage of the natural parents. Without verification of the natural parents the application cannot be processed. In addition, if the applicant is a minor child, adoption records are necessary to verify who the custodial parents of the applicant are. All enrollment records including adoption verification are kept confidential.