

# KLETSEL DEHE WINTUN NATION TRIBAL I.D. Request Form

## INSTRUCTIONS FOR OBTAINING TRIBAL ID CARDS

Complete the following information and return this form with an appropriate picture.

**Please return this form with a passport grade head and shoulders photo obtained from a U.S. post office or a store like Walgreens/Rite Aid or any store providing passport photo picture taking services.**

(You may e-mail your photo, if you prefer. Please include your full name with attachment) email to: [info@kletseldehe.org](mailto:info@kletseldehe.org)

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
*(Must use legal name in enrollment file)*

Mailing Address: \_\_\_\_\_

(Optional) Email Address: \_\_\_\_\_

Primary address, goes on the card: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

GENDER: M F                      HAIR COLOR: \_\_\_\_\_

EYE COLOR: \_\_\_\_\_              WEIGHT: \_\_\_\_\_

HEIGHT: \_\_\_\_\_              DATE OF BIRTH: \_\_\_\_\_

SIGNATURE:  
**BLACK INK**

**Do not write on or outside the lines  
PLEASE USE BLACK FELT TIP PEN**

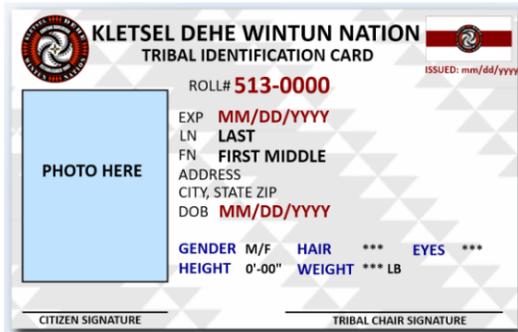
**NOTE: Signature example not required for minor I.D.'s, and the photo is optional, but same standards apply**

# CHECKLIST FOR PROCESSING TRIBAL I.D.s

- All necessary vital information provided? (Legal name, age, DOB, height, gender, etc)
- Passport grade photo included and of good quality? (Professional head and shoulders shot, no sunglasses/hats or overly expressive facial expressions) (Not Required for non-school age children or the very young)
- Signature example provided and of good quality? (Not Required for Minor I.D.)

## ID EXAMPLES

### Tribal I.D Front & Back



### Minor Tribal I.D Front & Back



# GENERAL GUIDANCE REGARDING TRIBAL I.D. CARD PROCESSING

- Tribal I.D. expiration will be from four (4) years from the date of issuance. **(Minor I.D.'s expire on their 18<sup>th</sup> birthday)**
- Tribal I.D.s will not be processed without the check list being verified and completed.
- The name used on the card must match what is on file in the citizen's enrollment file. If citizen's wish to use a different name, they must provide legal proof of name change. **(Also to be added to update their enrollment file)**
- Children not of school age are not required to have a photo included on their I.D.'s and will have a blank photo space instead. **(Also not required to have a signature example until the age of 18 is attained)**
- Request forms can be requested from the tribal office or downloaded from the Tribal website at: [www.kletseldehe.org](http://www.kletseldehe.org)
- Photo I.D.'s must be passport grade to be valid forms of secondary identification and photos can be hand delivered to the Tribal Office, or mailed or emailed to the tribe. For standard mailing, mail to: [P.O. Box 1630 Williams, CA 95987](mailto:P.O. Box 1630 Williams, CA 95987) – For email: [info@kletseldehe.org](mailto:info@kletseldehe.org)