



Turtle Mountain Band of Chippewa Indians

Motor Vehicle Department

P.O. Box 900

Belcourt, North Dakota 58316

Phone: (701) 477-2651, (701) 477-2652, (701) 477-2658

Fax: (701) 477-2689

To: ALL COMMUNITY MEMBERS
FROM: THE TURTLE MOUNTAIN MOTOR VEHICLE DEPARTMENT
DATE: MARCH 18, 2020
RE: SOCIAL DISTANCING/COVID-19

As per request from Human Resources, the following protocols will be effective immediately to aid in social distancing due to COVID-19:

- Operating hours will be Monday-Friday 8:00am to 4:00pm
- As of **3/23/2020** we will no longer be doing face to face business transactions with the public
- The Turtle Mountain Motor Vehicle Department will be accepting transactions by **DROP BOX ONLY** starting **3/23/2020** which will be located in the front entrance of the Turtle Mountain Motor Vehicle Department until further notice
- Drop box mail will be processed and mailed back to the customers on the same day

We would like the staff and customers to stay safe and healthy at this time. In order ensure safety, we ask that you please be patient with us.

Point of contact: Kandace Parisien, Director 701-477-2658
kandace.parisien@tmbci.org
Colleen Starr, Assistant Director 701-477-2651
colleen.starr@tmbci.org
Richanda DeCoteau, Clerk 701-477-2652
richanda.decoteau@tmbci.org
Jordan Baker-Shearer, Clerk 701-477-2652
jordan.shearer@tmbci.org

In order to receive your Tribal Enrollment Id card, please complete and drop off the following documents:

1. Completed Application with a notarized signature
2. Recent and clear passport quality photo
 - No headgear, glasses, or hats
 - Use white or light blue colored background
3. Payment **MUST BE** in the form of a **MONEY ORDER ONLY**—
NO CASH. Please contact the Turtle Mountain Motor Vehicle Department for the correct fee
 - If you are 18 years old, please pick up your enrollment certification at the Turtle Mountain Agency Enrollment Office and include it with your application
 - Name changes must be made at the Turtle Mountain Agency Enrollment Office before a card can be issued
 - Turtle Mountain Agency Enrollment Office phone number is 701-477-6141

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ALL INFORMATION LISTED MUST BE PROVIDED.

I am requesting an identification card; the information needed is as follows:

REASON FOR ID: _____

NAME: _____

First

Middle

Last

MAIDEN NAME: _____

DATE OF BIRTH: _____

ENROLLMENT#: _____ **DEGREE:** _____

MAILING ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIPCODE:** _____

PHYSICAL/911 ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIPCODE:** _____

TELEPHONE NUMBER: _____ **VOTING DISTRICT:** _____

FATHER'S NAME: _____

MOTHER'S NAME (INCLUDE MAIDEN): _____

I certify that I am the person listed above, that all information is correct, and that I have not falsified information for the purpose of obtaining an identification card.

SIGNATURE **DATE**

SIGNATURE MUST BE NOTARIZED

STATE OF:
COUNTY OF:

On this _____ day of _____, 20____, before me _____
A Notary Public, personally appeared _____, personally known to me or provided to me on the basis of satisfactory evidence to be the person whose name is subscribed to the within instrument and acknowledged to me that he/she executed the same in his/her authorized capacity, and that by his/her signature on the instrument the person, or the entity upon behalf of which the person acted, executed this instrument.

Witness my hand and seal:

Signature of Notary Public:
My commission expires:

(SEAL)

State: _____ County: _____