

# **Sample Formats for Petitioner Submissions**

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[Sample A]

[FOR LETTER OF INTENT]

Assistant Secretary - Indian Affairs  
Attn: Office of Federal Acknowledgment  
Mailstop MS-34B-SIB  
1951 Constitution Avenue, NW  
Washington, D.C. 20240

Dear Assistant Secretary - Indian Affairs:

The [NAME OF PETITIONING GROUP] is writing to express its intention to submit a documented petition for the Federal acknowledgment process under Title 25, Code of Federal Regulations, Part 83 (25 CFR Part 83), *Procedures for Establishing That an American Indian Group Exists as an Indian Tribe*. This letter of intent is filed in advance of our group's documented petition.

Further, this letter of intent is signed by the members of the governing body of the [NAME OF THE PETITIONING GROUP] and submitted to the Assistant Secretary - Indian Affairs. At a meeting of the [NAME OF THE PETITIONING GROUP] on [DATE], the undersigned elected to pursue Federal acknowledgment under 25 CFR Part 83.

Sincerely,

[NAME OF ELECTED OFFICIAL]  
[Position title: print name]

[\_\_\_\_ signature \_\_\_\_\_]  
[Position title: print name]

\_\_\_\_\_  
Date

[Sample B]

[FOR FUTURE SUBMISSIONS]

Assistant Secretary - Indian Affairs  
Attn: Office of Federal Acknowledgment  
Mailstop MS-34B-SIB  
1951 Constitution Avenue, NW  
Washington, D.C. 20240

Dear Assistant Secretary - Indian Affairs:

This letter certifies that the accompanying petition for Federal acknowledgment under Title 25, Code of Federal Regulations, Part 83, *Procedures for Establishing That an American Indian Group Exists as an Indian Tribe* (25 CFR Part 83), is the official documented petition of the [NAME OF PETITIONING GROUP].

This certification is signed by members of the group's governing body of the [NAME OF PETITIONING GROUP] and submitted to the Assistant Secretary - Indian Affairs in response to all of the criteria under 25 CFR Part 83.

Sincerely,

[NAME OF ELECTED OFFICIAL]  
[Position title: print name]

[\_\_\_\_ signature \_\_\_\_\_]  
[Position title: print name]

\_\_\_\_\_  
Date

[Sample C]

[FOR MATERIALS PREVIOUSLY SUBMITTED, IDENTIFIED ON PRELIMINARY INVENTORY, NOT CERTIFIED BY MEMBERS OF GOVERNING BODY]

Assistant Secretary - Indian Affairs  
Attn: Office of Federal Acknowledgment  
Mailstop MS-34B-SIB  
1951 Constitution Avenue, NW  
Washington, D.C. 20240

Dear Assistant Secretary - Indian Affairs:

This letter is to certify that the [NAME OF PETITIONING GROUP] submitted materials to the Office of Federal Acknowledgment on [DATE OF SUBMISSION]. These materials are to be considered our submission of the documented petition for Federal acknowledgment under Title 25, Code of Federal Regulations, Part 83, *Procedures for Establishing That an American Indian Group Exists as an Indian Tribe* (25 CFR Part 83).

That partial submission contains data of and for the [NAME OF PETITIONING GROUP].

Sincerely,

[NAME OF ELECTED OFFICIAL]  
[Position title: print name]

[\_\_\_\_ signature \_\_\_\_\_]  
[Position title: print name]

\_\_\_\_\_  
Date

[Sample D]

[CERTIFICATION OF MEMBERSHIP LIST, SEPARATELY CERTIFIED BY MEMBERS OF GOVERNING BODY]

Assistant Secretary - Indian Affairs  
Attn: Office of Federal Acknowledgment  
Mailstop MS-34B-SIB  
1951 Constitution Avenue, NW  
Washington, D.C. 20240

Dear Assistant Secretary - Indian Affairs:

We, the members of the governing body of [NAME OF PETITIONING GROUP], through this letter, certify the current membership of [NAME OF PETITIONING GROUP], as of [DATE OF MEMBERSHIP LIST]. We submit this current membership list to the Assistant Secretary - Indian Affairs through the Office of Federal Acknowledgment as part of the documented petition for Federal acknowledgment under Title 25, Code of Federal Regulations, Part 83, *Procedures for Establishing That an American Indian Group Exists as an Indian Tribe* (25 CFR Part 83).

This submission contains the complete, current membership list of the [NAME OF PETITIONING GROUP] as required under 25 CFR Part 83. Section 83.7 requires each member's full name (including maiden name), date of birth, and current residential address.

Sincerely,

[NAME OF ELECTED OFFICIAL]

[Position title: print name]

[\_\_\_\_ signature \_\_\_\_\_]

[Position title: print name]

\_\_\_\_\_  
Date

[Sample E]

[ADDRESS CHANGE, NOTIFIED BY MEMBERS OF GOVERNING BODY]

Assistant Secretary - Indian Affairs  
Attn: Office of Federal Acknowledgment  
Mailstop MS-34B-SIB  
1951 Constitution Avenue, NW  
Washington, D.C. 20240

Dear Assistant Secretary - Indian Affairs:

We, the members of the governing body of [NAME OF PETITIONING GROUP], through this letter, notify the Office of Federal Acknowledgment of our change of address. The new address is listed as follows:

[NAME OF PETITIONING GROUP]  
Address  
Town, State, Zip Code

Please update your records to reflect this change in address.

Sincerely,

[NAME OF ELECTED OFFICIAL]  
[Position title: print name]

[\_\_\_\_ signature \_\_\_\_\_]  
[Position title: print name]

\_\_\_\_\_  
Date

[Sample F]

[CHANGE OF LEADERSHIP, NOTIFIED BY MEMBERS OF GOVERNING BODY]

Assistant Secretary - Indian Affairs  
Attn: Office of Federal Acknowledgment  
Mailstop MS-34B-SIB  
1951 Constitution Avenue, NW  
Washington, D.C. 20240

Dear Assistant Secretary - Indian Affairs:

We, the members of the governing body of [NAME OF PETITIONING GROUP], through this letter, notify you that the current officials of [NAME OF PETITIONING GROUP] were selected on [DATE OF ELECTION]. We submit to the Office of Federal Acknowledgment the names and titles of the newly selected officials, as follows:

Please place this letter in the administrative correspondence file for the [NAME OF PETITIONING GROUP], Petition #[ ].

Sincerely,

[NAME OF ELECTED OFFICIAL]

[Position title: print name]

[signature]

[Position title: print name]

\_\_\_\_\_  
Date

[Sample G]

[REQUEST FROM THE GOVERNING BODY FOR COPIES FROM ITS OWN DOCUMENTED PETITION]

Assistant Secretary - Indian Affairs  
Attn: Office of Federal Acknowledgment  
Mailstop MS-34B-SIB  
1951 Constitution Avenue, NW  
Washington, D.C. 20240

Dear Assistant Secretary - Indian Affairs:

We, the members of the governing body of [NAME OF PETITIONING GROUP], through this letter, request a copy of the documented petition that our group submitted previously. We request this material under the Freedom of Information Act. We understand that the first 100 pages are free, and that there is a \$.13 charge per page thereafter. We are willing to pay up to [INSERT DOLLAR LIMIT AMOUNT] or [ALL APPLICABLE FEES] for this material.

Sincerely,

[NAME OF ELECTED OFFICIAL]

[Position title: print name]

[\_\_\_\_ signature \_\_\_\_\_]

[Position title: print name]

\_\_\_\_\_  
Date

[Sample H]

[LETTER OF INTRODUCTION FROM THE GOVERNING BODY OF A PETITIONING GROUP]

Assistant Secretary - Indian Affairs  
Attn: Office of Federal Acknowledgment  
Mailstop MS-34B-SIB  
1951 Constitution Avenue, NW  
Washington, D.C. 20240

Dear Assistant Secretary - Indian Affairs:

We, the members of the governing body of [NAME OF PETITIONING GROUP], through this letter, would like to introduce you to [NAME OF ATTORNEY, RESEARCH CONSULTANT, or CONTACT PERSON] who is (from the law firm/consulting firm, or a member/officer/ position title) of [NAME OF THE LAW FIRM, CONSULTING FIRM or PETITIONING GROUP]. Mr./Ms. [NAME] is now serving as our group's [ATTORNEY OF RECORD, ADDITIONAL COUNSEL, RESEARCH CONSULTANT, CONTACT PERSON] [and replaces our former or serves as an additional attorney/consultant/contact person]. Please provide copies of future correspondence to this new/additional (attorney, consultant, contact person) of record.

Sincerely,

[NAME OF ELECTED OFFICIAL]

[Position title: print name]

[\_\_\_\_ signature \_\_\_\_\_]

[Position title: print name]

\_\_\_\_\_  
Date

[Sample I]

[LETTER REQUESTING SECOND TECHNICAL ASSISTANCE REVIEW]

Assistant Secretary - Indian Affairs  
Attn: Office of Federal Acknowledgment  
Mailstop MS-34B-SIB  
1951 Constitution Avenue, NW  
Washington, D.C. 20240

Dear Assistant Secretary - Indian Affairs:

We, the members of the governing body of [NAME OF PETITIONING GROUP], through this letter, request a second technical assistance review for petition # [PETITION NUMBER OF THE PETITIONING GROUP].

Under Title 25, Code of Federal Regulations, Part 83, *Procedures for Establishing That an American Indian Group Exists as an Indian Tribe*, at § 83.10(c)(1):

If the petitioner requests that the materials submitted in response to the technical assistance review letter be again reviewed for adequacy, the Assistant Secretary will provide the additional review. However, this additional review will not be automatic and will be conducted only at the request of the petitioner.

We understand that the regulations also state that “technical assistance will be conducted in the order of receipt of documented petitions” and that “technical assistance reviews will not have priority over active consideration of documented petitions.”

Sincerely,

[NAME OF ELECTED OFFICIAL]

[Position title: print name]

[\_\_\_\_ signature \_\_\_\_\_]

[Position title: print name]

\_\_\_\_\_  
Date

[Sample J]

[LETTER REQUESTING TO BE PLACED ON “READY, WAITING FOR ACTIVE CONSIDERATION” LIST]

Assistant Secretary - Indian Affairs  
Attn: Office of Federal Acknowledgment  
Mailstop MS-34B-SIB  
1951 Constitution Avenue, NW  
Washington, D.C. 20240

Dear Assistant Secretary - Indian Affairs:

We, the members of the governing body of [NAME OF PETITIONING GROUP], through this letter, request that the Office of Federal Acknowledgment (OFA) proceed with active consideration of our documented petition # [PETITION TRACKING NUMBER].

We understand tht the order of consideration of documented petitions shall be determined by the date of the OFA’s notification to the petitioner that it considers that the documented petition is ready to be placed on active consideration. We, therefore, request that the BIA notify us of when our petition will be placed on the “Ready, Waiting for Active Consideration” list.

Sincerely,

[NAME OF ELECTED OFFICIAL]

[Position title: print name]

[ signature ]

[Position title: print name]

\_\_\_\_\_  
Date

[Sample K]

[NAME CHANGE, NOTIFIED BY MEMBERS OF THE GOVERNING BODY]

Assistant Secretary - Indian Affairs  
Attn: Office of Federal Acknowledgment  
Mailstop MS-34B-SIB  
1951 Constitution Avenue, NW  
Washington, D.C. 20240

Dear Assistant Secretary - Indian Affairs:

We, the members of the governing body of [NEW NAME OF PETITIONING GROUP], through this letter, notify the Assistant Secretary - Indian Affairs of a name change for our group, formerly known as [OLD NAME OF THE PETITIONING GROUP]. The new name is listed as follows:

[NEW NAME OF PETITIONING GROUP]  
[STREET ADDRESS]  
[TOWN, STATE, ZIPCODE].

Please update your records to reflect this change in our group's name.

Sincerely,

[NAME OF ELECTED OFFICIAL]  
[Position title: print name]

[\_\_\_\_ signature \_\_\_\_\_]  
[Position title: print name]

\_\_\_\_\_  
Date