

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]

[signature]
[Position title: print name]

[signature]
[Position title: print name]

[signature]
[Position title: print name]

[signature]
[Position title: print name]

[signature]
[Position title: print name]

[signature]
[Position title: print name]

[signature]
[Position title: print name]

Date

[Sample B]

[FOR ORIGINAL DOCUMENTED PETITION SUBMISSION]

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 original 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]

[____ signature _____]

[Position title: print name]

[____ signature _____]

[Position title: print name]

[____ signature _____]

[Position title: print name]

[____ signature _____]

[Position title: print name]

[____ signature _____]

[Position title: print name]

[____ signature _____]

[Position title: print name]

[____ signature _____]

[Position title: print name]

Date

[Sample C]

[FOR SUBMISSIONS SUBSEQUENT TO ORIGINAL DOCUMENTED PETITION SUBMISSION]

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 documents are to supplement our original 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). We submitted our original documented petition on [DATE1], and supplemented it with additional documentation on [LIST DATES OF PREVIOUS SUBMISSION, INCLUDING THE CURRENT DATE]. Collectively, these submissions constitute the official documented petition of the [NAME OF PETITIONING GROUP].

We [DO / DO NOT] anticipate that we will submit any further material for our documented petition. Therefore, we request that you [CONDUCT / DO NOT CONDUCT] a technical assistance (TA) review of our petition.

Sincerely,

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

[signature]
[Position title: print name]

[signature]
[Position title: print name]

[signature]
[Position title: print name]

[signature]
[Position title: print name]

[signature]
[Position title: print name]

[signature]
[Position title: print name]

[signature]
[Position title: print name]

[signature]
[Position title: print name]

Date

[Sample D]

[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]

[____ signature _____]

[Position title: print name]

[____ signature _____]

[Position title: print name]

[____ signature _____]

[Position title: print name]

[____ signature _____]

[Position title: print name]

[____ signature _____]

[Position title: print name]

[____ signature _____]

[Position title: print name]

[____ signature _____]

[Position title: print name]

Date

[Sample E]

[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]

[____ signature ____]
[Position title: print name]

[____ signature ____]
[Position title: print name]

[____ signature ____]
[Position title: print name]

[____ signature ____]
[Position title: print name]

[____ signature ____]
[Position title: print name]

[____ signature ____]
[Position title: print name]

[____ signature ____]
[Position title: print name]

Date

[Sample F]

[LETTER REQUESTING FIRST 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 our first 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]

[signature]

[Position title: print name]

[signature]

[Position title: print name]

[signature]

[Position title: print name]

[signature]

[Position title: print name]

[signature]

[Position title: print name]

[signature]

[Position title: print name]

[signature]

[Position title: print name]

Date

[Sample G]

[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]

[____ signature ____]
[Position title: print name]

[____ signature ____]
[Position title: print name]

[____ signature ____]
[Position title: print name]

[____ signature ____]
[Position title: print name]

[____ signature ____]
[Position title: print name]

[____ signature ____]
[Position title: print name]

[____ signature ____]
[Position title: print name]

Date

[Sample H]

[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]

[____ signature _____]

[Position title: print name]

[____ signature _____]

[Position title: print name]

[____ signature _____]

[Position title: print name]

[____ signature _____]

[Position title: print name]

[____ signature _____]

[Position title: print name]

[____ signature _____]

[Position title: print name]

[____ signature _____]

[Position title: print name]

Date

[Sample I]

[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]

[signature]

[Position title: print name]

[signature]

[Position title: print name]

[signature]

[Position title: print name]

[signature]

[Position title: print name]

[signature]

[Position title: print name]

[signature]

[Position title: print name]

[signature]

[Position title: print name]

Date

[Sample J]

[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]

[signature]
[Position title: print name]

[signature]
[Position title: print name]

[signature]
[Position title: print name]

[signature]
[Position title: print name]

[signature]
[Position title: print name]

[signature]
[Position title: print name]

[signature]
[Position title: print name]

Date

[Sample K]

[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]

[____ signature _____]

[Position title: print name]

[____ signature _____]

[Position title: print name]

[____ signature _____]

[Position title: print name]

[____ signature _____]

[Position title: print name]

[____ signature _____]

[Position title: print name]

[____ signature _____]

[Position title: print name]

[____ signature _____]

[Position title: print name]

Date

[Sample L]

[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 that 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]

[____ signature ____]
[Position title: print name]

[____ signature ____]
[Position title: print name]

[____ signature ____]
[Position title: print name]

[____ signature ____]
[Position title: print name]

[____ signature ____]
[Position title: print name]

[____ signature ____]
[Position title: print name]

[____ signature ____]
[Position title: print name]

Date

[Sample M]

[GROUP'S 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]

[____ signature ____]
[Position title: print name]

[____ signature ____]
[Position title: print name]

[____ signature ____]
[Position title: print name]

[____ signature ____]
[Position title: print name]

[____ signature ____]
[Position title: print name]

[____ signature ____]
[Position title: print name]

[____ signature ____]
[Position title: print name]

Date _____

[Sample N]

[LETTER REQUESTING INTERESTED PARTY STATUS]

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 formally requests that [I / WE / ORGANIZATION NAME] be granted “interested party” status as you review the acknowledgment petition for Petitioner # [NUMBER OF PETITIONER] ([NAME OF PETITIONER]).

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), states:

Interested party means any person, organization or other entity who can establish a legal, factual or property interest in an acknowledgment determination and who requests an opportunity to submit comments or evidence or to be kept informed of general actions regarding a specific petitioner. “Interested party” includes the governor and attorney general of the state in which a petitioner is located, and may include, but is not limited to, local governmental units, and any recognized Indian tribes and unrecognized Indian groups that might be affected by an acknowledgement determination.

[MY / OUR / ORGANIZATION NAME’S] description of the [LEGAL / FACTUAL / PROPERTY INTEREST] that we have in this acknowledgment determination is [PROVIDE DESCRIPTION HERE]. Please notify [ME / US / ORGANIZATION NAME] if we do not qualify for interested party status. Otherwise, add the following contact information to your files and send copies of documents describing general actions regarding this petitioner to:

[CONTACT NAME]
[STREET ADDRESS]
[CITY, STATE, ZIP CODE]
[FAX NUMBER]
[PHONE NUMBER]

Sincerely,

[_____ signature _____]
[Position title: print name]

Date

[Sample O]

[LETTER REQUESTING INFORMED PARTY STATUS]

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 formally requests that [I / WE / ORGANIZATION NAME] be granted “informed party” status as you review the acknowledgment petition for Petitioner # [NUMBER OF PETITIONER] ([NAME OF PETITIONER]).

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), states:

Informed party means any person or organization, other than an interested party, who requests an opportunity to submit comments or evidence or to be kept informed of general actions regarding a specific petitioner.

Please add the following contact information to your files and send copies of documents describing general actions regarding this petitioner to:

[CONTACT NAME]
[STREET ADDRESS]
[CITY, STATE, ZIP CODE]
[FAX NUMBER]
[PHONE NUMBER]

Sincerely,

[_____ signature _____]
[Position title: print name]

Date