



**ABSSENTEE SHAWNEE TRIBE OF OKLAHOMA  
ENROLLMENT DEPARTMENT  
2025 S. GORDON COOPER DR. SHAWNEE, OKLAHOMA 74801  
Phone (405) 275-4030 ♦ FAX (405) 716-6421**

**Enrollment Department's Identity Verification Process**

The Enrollment Office will be implementing a new verification process starting on September 1, 2017. This process will include verifying an AST Tribal Member's identity through primary and secondary form of Identification (ID) or a stand-alone primary form of ID when the Member is being issued a replacement CDIB Card. The mail-in process will accept color-copied IDs (excluding birth certificate/FS-240 form) as well as a notarized statement stating that the original documents were seen. The notarized statement and the color-copied document must be completed on the same paper.

This verification process will be conducted every time a CDIB Card is being issued to an AST Tribal Member. Due to the cause of identity theft and incidents of fraudulent cards being produced, this process will provide an additional method to protect the Tribal Member's information and will continue to uphold the integrity that the Absentee Shawnee Tribal Member's CDIB card has with state and federal entities.

This process will not interfere with any Member's enrollment status, if by some chance a Member cannot be issued a CDIB Card until the appropriate form of IDs are submitted; the Enrollment Office will be more than happy to verify enrollment for the CDIB through an enrollment verification to any other department or entity that may accept this form of verification. This enrollment verification process will be conducted on a department-to-department basis as some departments do require an updated CDIB card.

There will be a three-tier list of IDs that may be presented to the Enrollment office in order to be issued a replacement CDIB Card. The Stand-Alone Primary IDs are made to be the only form of ID that does not have to be accompanied with a secondary form of ID. If a Stand-Alone Primary form of ID cannot be presented then a Primary form of ID will be required with at least one Secondary form of ID. Please reference the following list on page 2 to what will be verified as a form of ID for The Enrollment Office's Identity Verification Process:



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Stand-Alone Primary Form of Identification	Primary Form of Identification (with a Secondary form of ID)	Secondary Form of Identification (Original Birth Certificate Required)
<ul style="list-style-type: none"> <li>• State ID Card or Driver's License (no More than 3 months expired)</li> <li>• Oklahoma Self Defense Act License (Concealed/Open Carry License) (no more than 3 months expired)</li> <li>• United States Passport (no more than 3 months expired)</li> <li>• Out-of-State Driver's License               <ul style="list-style-type: none"> <li>• **Current CDIB card with photo (no more than three months expired)</li> </ul> </li> <li>• An identification document issued by the United States Armed Services (Issued by the Department of Defense); one of the following:               <ul style="list-style-type: none"> <li>• Military identification card</li> <li>• Military dependent identification Card</li> </ul> </li> </ul> <p style="text-align: center;">** Identity must have been verified with acceptable identification and/or documentation with the AST Enrollment Department.</p>	<ul style="list-style-type: none"> <li>• Birth Certificate</li> <li>• FS-240 form: Consular Report of Birth Abroad</li> </ul>	<ul style="list-style-type: none"> <li>• Any primary proof of identification, which is not used as the primary ID for a U.S. citizen</li> <li>• For any person under the age of 18, an affidavit signed by the parent or legal guardian</li> <li>• Identification Document issued by one of the following:               <ul style="list-style-type: none"> <li>• Oklahoma public, private, or parochial secondary school</li> <li>• Oklahoma institution of higher education                   <ul style="list-style-type: none"> <li>• Oklahoma technology center school</li> </ul> </li> <li>• Oklahoma employer</li> <li>• Oklahoma gun permit</li> <li>• Pilot license</li> <li>• Oklahoma lifetime hunting or fishing license                   <ul style="list-style-type: none"> <li>• Oklahoma voter identification card</li> </ul> </li> <li>• Social Security card</li> <li>• Health insurance card                   <ul style="list-style-type: none"> <li>• Motor vehicle registration or title</li> </ul> </li> <li>• Marriage certificate                   <ul style="list-style-type: none"> <li>• Separation or divorce judgment</li> <li>• Professional degree, certificate, or license</li> </ul> </li> <li>• Deed or title to property in Oklahoma, including a burial plot deed</li> <li>• Health, life, or home insurance policy issued to the applicant                   <ul style="list-style-type: none"> <li>• Automobile insurance policy or security verification form issued to the applicant</li> <li>• A valid U.S.D.O.T. health card, as required by 49 C.F.R. Part 391</li> </ul> </li> <li>• Digital photograph comparison, if a Citizenship-generated digital photograph is already on file with the AST Enrollment Office</li> <li>• Military discharge (DD-214), unless specified not to be used for identification</li> </ul> </li> </ul>



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**UNIVERSAL FORM**

Replacement (No Fee)	Name Change (Document required-No Exceptions)	Office Use Only
<input type="checkbox"/> 1 <sup>st</sup> CDIB <input type="checkbox"/> 2 <sup>nd</sup> CDIB <input type="checkbox"/> 3 <sup>rd</sup> CDIB <hr/> <b>Replacement-\$5 fee paid to Finance</b> (4 <sup>th</sup> CDIB or more)	<input type="checkbox"/> <b>Marriage</b> (Marriage License)  <input type="checkbox"/> <b>Divorce</b> (Divorce Decree)  <input type="checkbox"/> <b>Legal Name Change</b> (Filed Order of Name Change)  <input type="checkbox"/> <b>Adoption</b> (Adoption Decree-Contact Enrollment Office)	CDIB #: _____  Date Received: _____  Employee Initials: _____
<input type="checkbox"/> 4 <sup>th</sup> or more _____		
<b>TRIBAL MEMBERS 12-17 YEARS OLD:</b> Parent or Guardian, enclose <b>PASSPORT PHOTO</b> for minor along with a copy of your State Driver's License or State ID.	<b>TRIBAL MEMBERS 18 YEARS OLD AND ABOVE:</b> Please enclose a <b>PASSPORT PHOTO</b> of yourself as well as a copy of your State Driver's License or State ID.	<b>PHOTO CRITERIA:</b> Color passport photo, 2x2, white background. NO polaroid or Professional Photos. <b>PHOTO REQUIRED WHEN THE NEW CDIB CARD IS FIRST ISSUED OR IF THE CDIB CARD HAS EXPIRED.</b>
<b>SIGNATURE:</b> State ID, Driver's license, or Driver's permit holders must sign in box below. Signature <b>CAN NOT</b> touch the lines.		
<b>Name (First, Middle, Last):</b>		
<b>Date of Birth:</b>		<b>Social Security Number:</b>
<b>Telephone Number:</b>		<b>Email (Optional):</b>
<b>Address:</b>		
<b>City:</b>	<b>State:</b>	<b>Zip Code:</b>
<b>County:</b>		
<b>Would you like to be added to the AST Newsletter mailing list?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Members 18 +:</b>	<b>Height:</b>	<b>Weight:</b>
<b>Hair Color:</b>		<b>All Members:</b>
<b>Eye color:</b>		
<b>Signature:</b> <small>(If applicant is a minor parent or legal guardian must sign)</small>		<b>Date:</b>
<b>Print Name:</b> <small>(If applicant is a minor parent or legal guardian must print)</small>		



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## True Copy of Original Form of Identification(s)

Color copy the form of identification in this Box or attach color-copy to this Document

I, \_\_\_\_\_ (the adult applicant or parent/legal guardian of the applicant)  
 (Print Full Name)

affirm that the identification above or attached is a true and complete copy of the document which it purports to represent.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

You must sign and date this form in front of a Notary Public.

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### NOTARY PUBLIC USE ONLY

State of \_\_\_\_\_

County of \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

NOTARY STAMP

\_\_\_\_\_  
 Notary Public Signature

My Commission Expires: \_\_\_\_\_