

The Office of Vital Statistics and Enrollment is pleased to announce a tribal enrollment opportunity for all interested individuals seeking enrollment with the Pueblo of Santa Clara.



The Office of Vital Statistics & Enrollment (OVSE) is currently accepting and distributing completed Tribal Enrollment applications. This service is available from **8:00 AM to 4:00 PM, Monday through Friday, with a designated lunch break from 12:00 PM to 12:45 PM, during which the offices will be closed.** Each application will be accompanied by a checklist outlining the required documentation and a background check form. This form allows submission of the applicant's information to the Maximum Reports Background Company, a resource our office has used for many years.

What happens when you submit your completed application?

Upon submitting your application, all required documentation must be provided to our office, along with the \$100.00 application processing fee (**non-refundable**). Please note that we only accept money orders for this fee. All necessary documents must be signed, notarized, and finalized when submitted at the time of entry. If your application is inadequate, it will be returned to you until all documentation is properly completed.

Minors under 18 will be included in their parents' application, provided the necessary documentation is submitted to the OVSE. Everyone who is 18 years of age or older must personally sign for and collect their application packet; family members may sign out a packet on another individual's behalf.

What happens when I submit my application?

We will schedule a meeting with the Tribal Council to review the submissions. You will receive notification of your application status by postal mail.

If you have been selected to proceed with the enrollment process, you may be granted status as a conditional member for a duration of two years. Please be advised that during this period, you will not possess the rights to vote, acquire land, or apply for educational scholarships and Indian Health Service (IHS) benefits, among other privileges.



status.

If you have any questions about your status as an applicant, enrolled member, or non-member resident, or any concerns, please do not hesitate to contact the OVSE staff.

OVSE Staff:

**Tracilee Gutierrez,
Director**

**Corrine J. Padilla,
Enrollment Clerk II/Data
Entry Tech.**

**Vacant
Program Assistant**

**Louis A. Naranjo,
NMR Clerk**

Office Hours:

Mon.-Fri.

8:00 am to 12:00 pm

Lunch:

12:00 to 12:45 pm

Office Closed

Afternoon Hours:

12:45 pm to 4:30 pm

**Santa Clara Pueblo Office
of Vital Statistics &
Enrollment/Non-Member
Residency Program**

P.O. Box 580/ 578 Kee Road
Española, NM, 87532

Phone: 505-692-6325

Website address:
<http://santaclarapueblo.org>