

**Please note:** All applications must be **complete** before they are submitted.

All required documents—except for the certified birth certificate (and relinquishment form, if applicable)—may be emailed to [enrollment@squaxin.us](mailto:enrollment@squaxin.us).

**Incomplete applications will not be processed.** It is the responsibility of the applicant to ensure all required documents are submitted together.

Complete application packets and documentation can be dropped off or mailed to the Tribal Center at the following address:

Squaxin Island Enrollment Office  
10 SE Squaxin Lane,  
Shelton, WA 98584

**Membership Application Packet Checklist:**

- Application is completed fully, signed and dated by both parents/ legal guardian or by the adult applicant.
- Copy of the applicant's social security card. A picture or scan of this is acceptable.
- Certified birth certificate. This document must be mailed or dropped off. Pictures or scanned copies of this are unacceptable, as we must verify that the birth certificate is certified before taking a copy and giving it back to the applicant.

**If applicable:**

- Certificate of Indian Blood and family tree of the parent or adult member enrolled in another Tribe. These must be dated within the last year and signed by the tribe's Enrollment Officer or staff.
- Copy of Marriage Certificate or Petition of Name Change signed by a judge, if the applicant's name is different from their birth certificate.
- Adoption paperwork, containing evidence of the Indian blood quantum for one or both of his or her birth parents.
- The applicant's completed relinquishment form, if the applicant is a member of another tribe. The original must be mailed or dropped off.

Custody Court Order or Guardianship Order, if one or both parents are unable to sign the application.

### **Membership Application FAQ**

#### **Do my parents need to sign the application if I'm an adult applying for membership?**

No. Both parents and/or legal guardian(s) must sign the application if the applicant is a minor.

#### **Can I send in a picture or copy of my certified birth certificate?**

No. We must verify that the birth certificate is certified before taking a copy. This document must be mailed or dropped off at the Tribal Center. After we take a copy, we will give or mail it back to you, via certified mail.

#### **How do I obtain a Certificate of Indian Blood and family tree?**

You can request this from yours or your parent's Tribal Enrollment Office. It can be directly emailed to us from the tribe's Enrollment Office, or you can include this in your application packet to turn in. These must be dated within the last year and signed by the Enrollment Officer or Enrollment staff of the tribe.

#### **Do I need to relinquish from my tribe before applying for membership?**

No, we suggest requesting a blank relinquishment form from your tribe, completing it on your own time, and submitting the original form to us directly. If you are accepted into the Squaxin Island Tribe, we will then coordinate with your original tribe's enrollment office to begin the relinquishment process. This way you are not preemptively relinquishing your rights as a tribal member before a decision is made. We must have this form prior to taking your completed application packet to the Enrollment Committee and finally to Tribal Council, as we do not allow dual enrollment.

#### **What is needed for my application to be considered a "Complete Application"?**

Please reference the Membership Application Packet Checklist. The documents referenced must be submitted together and will be all that's needed from you as the applicant. Once submitted, we will reach out to you to schedule DNA testing to prove maternity and/ or paternity with your relatives. We must receive the DNA testing results to move forward with taking your complete application packet to the Enrollment Committee and then to Tribal Council for consideration.

#### **How is DNA testing conducted?**

We collect cheek saliva samples from the applicant and the applicant's Native parent(s). We only collect samples from the individuals contributing Indian blood to prove maternity and/ or paternity. DNA collection can be scheduled directly with us in Enrollment at the

Tribal Center or at a LabCorp location near you. The appointments with us generally take about 20-30 minutes.

### **How do I schedule DNA testing?**

We'll reach out to you to schedule DNA testing after we receive your complete application and payment is received. As of May 9, 2025, payment is required before any DNA appointment can be scheduled.

You have two options for completing DNA testing:

**Option 1:** At the Enrollment Office located at the Tribal Center:

If you plan to test at the Tribal center, we will work with you to schedule a date and time during regular business hours.

**Option 2:** At a LabCorp location near you:

If you're unable to travel to the Tribal Center, we can submit a request to LabCorp to schedule testing at a location near you. Please note:

- LabCorp takes approximately 7-14 days to respond with a scheduled **date, time, and location**.
- LabCorp **does not provide options**—they assign a specific appointment.
- If you miss your appointment, we can submit a new request for another appointment.
- There is an additional \$25/ per person added to test at a LabCorp Facility

### **What if one of my parents passed away? What if I'm unable to reach them?**

DNA testing to prove maternity and/ or paternity is required. A sibling or parent of the applicant's parent(s) may substitute for the deceased or hard-to-reach parent(s).

### **Do my relatives and I need to show up at the same time for DNA Testing?**

It is preferred, but no, we can schedule all parties involved on different days and times if necessary. When it comes to scheduling with LabCorp, we submit a request for collection by submitting your and your relatives' name, date of birth, and addresses. LabCorp will send us a response with a day, time, and location for you and your relatives at a location near you and your relative(s).

### **What's the process for applying for membership by adoption?**

Please reference the Membership Application Packet Checklist for documents that must be submitted. DNA Testing is a requirement for all applicants, including those applying for member adoption. The process differs from those applying for regular membership by how they are approved. Member adoptions are approved by the majority vote of the qualified

voters of the Squaxin Island Tribe community, provided that at least 30% of those entitled to vote shall vote in a regular or special general council meeting.

Test Name	Fee
DNA Profile (Maternity and/ or Paternity)	\$50/ per person
Additional Party Charge	\$50/ per person
Reuse Sample Fee (Samples are kept on file for a duration of 7 years)	\$25/ per person
Grandparent Testing	\$70/ per person
Siblingship Testing	\$70/ per person
Avuncular Testing (Aunt/ Uncle)	\$70/ per person
LabCorp Collection Fee (Scheduling at a LabCorp location)	\$25/ per person

\*Please keep in mind that the LabCorp Collection fee is an additional fee if you and/ or your relatives are scheduling at a LabCorp facility for DNA collection. It will be added on to the Maternity/ Paternity/ Additional Party/ Grandparent/ Siblingship/ Avuncular testing fees.