The Muscogee (Creek) Nation of Oklahoma Citizenship Board

Executive Director
Nathan Wilson

Manager
Allan Colbert Jr.

Board Members
Jason Nichols
Elizabeth Yahola
Clarence Johnson
Lea Ann Nix
Cecilia Wittman

Citizenship Office's Identity Verification Process

The Citizenship Office will be implementing a new verification process on December 19th, 2016. This process will include verifying a Muscogee (Creek) Citizen's identity through primary and secondary form of Identification (ID) or a stand-alone primary form of ID when the Citizen is being issued a replacement Citizenship ID 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 Citizenship ID Card is being issued to a Muscogee (Creek) Citizen. Due to the cause of identity theft and incidents of fraudulent cards being produced, this process will provide an additional method to protect the Citizen's information and will continue to uphold the integrity that the Muscogee (Creek) Nation Citizenship ID card has with state and federal entities.

This process will not interfere with any citizen's enrollment status, if by some chance a citizen cannot be issued a Citizenship ID Card until the appropriate form of IDs are submitted; the Citizenship Office will be more than happy to verify enrollment for the citizen 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.

There will be a three-tier list of IDs that may be presented to the Citizenship Board office in order to be issued a replacement Citizenship ID 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 to what will be verified as a form of ID for the Citizenship 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

• State ID Card or Driver's License (No more than 3 months expired)
• Oklahoma Self Defense Act License (Concealed/Open Carry License) (No more than 3 months expired)
• United States Passport (No more than 3 months expired)
• Out-of-State Drivers License
• **Current Citizenship ID Card with Photo (No more than 3 months expired)
• **An identification document issued by the United States Armed Services (Issued by the Department of Defense); one of the following:**
  • Military identification card
  • Military dependent identification card
	• Birth Certificate
	• FS-240 form: Consular Report of Birth Abroad
		• Any primary proof of identification, which is not used as the primary ID for a U.S. citizen
		• For any person under the age of 18, an affidavit signed by the parent or legal guardian
		• **Identification Document issued by one of the following:**
		• Oklahoma public, private, or parochial secondary school
		• Oklahoma institution of higher education
		• Oklahoma technology center school
		• Oklahoma employer
		• Oklahoma gun permit
		• Pilot license
		• Oklahoma lifetime hunting or fishing license
		• Oklahoma voter identification card
		• Social Security card
		• Health insurance card
		• Oklahoma Medical Marijuana Adult/Minor Patient Card
		• Motor vehicle registration or title
		• Marriage certificate
		• Separation or divorce judgment
		• Professional degree, certificate, or license
		• Deed or title to property in Oklahoma, including a burial plot deed
		• Health, life, or home insurance policy issued to the applicant
		• Automobile insurance policy or security verification form issued to the applicant
		• A valid U.S.D.O.T. health card, as required by 49 C.F.R. Part 391
		• **Digital photograph comparison, if a digital photograph is already on file with the MCN Citizenship Office
		• Military discharge (DD-214), unless specified not to be used for identification

**Identity must have been verified with acceptable identification and/or documentation with the MCN Citizenship Office

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UNIVERSAL CITIZENSHIP FORM

REPLACEMENT (NO FEE) ☐	**REPLACEMENT ($5.00 FEE)** (NO CASH OR CHECKS) ☐	**NAME CHANGE** (Please specify FEE or NO FEE) ☐	**ENHANCED TRIBAL CARD (ETC)** See Acknowledgment Bottom of Page
☐ **Submit previous Citizenship Card** ☐ **Senior Citizen** (55 years or older) ☐ **Full Blood Creek Citizen** ☐ **Veteran** (Verifiable Document [DD Form 214])	☐ **Lost previous Citizenship Card**	☐ **Marriage** (Marriage License-No photocopy) ☐ **Divorce** (Divorce Decree-No photocopy) ☐ **Legal Name Change** (Contact Citizenship Office) ☐ **Adoption** (Contact Citizenship Office)	**NEW ETC Fee: $45** ☐ **REPLACEMENT ETC Fee: $25** ☐
☐ **Reintegration** (Fee Waived Document) ☐ **Stolen** (Police Report) ☐ **Lost in House Fire** (Fire Marshall Report)	☐ **Other Reason:** _____		

[For All Citizens-PASSPORT PHOTO] **(DISREGARD FOR ETC)**
Please enclose a PASSPORT PHOTO of yourself as well as a copy of your State Driver's License or State ID or If under 18 years old enclose the State Driver's License or State ID of the parent/ legal guardian. Legal guardian must have certified court records regarding guardianship.
Photo Criteria: color, 2"x2", white background; go to travel.State.Gov and review Additional Requirements
(NO Polaroid or Professional Photos)
(PHOTO REQUIRED WHEN THE NEW CITIZENSHIP CARD IS FIRST ISSUED OR "CARD EXPIRED" DATE HAS EXPIRED)

[For All Citizens-SIGNATURE] **(DISREGARD FOR ETC)**
Citizen's signature is required in the box below if passport photo is submitted. Children that can sign on their own must do so. Children who can't sign on their own must have parent/legal guardian sign the parent/ legal guardian's name followed by a hyphen "-" and their relationship to the child.

Name (First, Middle, Last (Maiden):

Date of Birth: | Social Security Number:

Phone Number(Home/Cell): | Email(Optional):

Address Change ☐
Physical Address (NO PO BOX):
City: | State: | Zip Code: | County:

Same As Physical Address ☐
Mailing Address:
City: | State: | Zip Code: | County:

Do you want your Social Security Number visible on your New Citizenship Card? (Not ETC)
(Eligible, If the Citizen is 18 years of age or older and Social Security card is on file)
YES ☐ **NO** ☐

I certify under penalty of applicable law that the information provided in this application is true and correct to the best of my knowledge. I acknowledge that I have been advised of U.S. Customs and Border Protection's privacy and information-use policies for the Enhanced Tribal Card Program. I understand that my information, photograph, biometric data, and supporting documentation may be collected, used, retained, and disclosed as necessary to administer the Enhanced Tribal Card Program, and that my facial image and supporting records may be retained even if an Enhanced Tribal Card is not issued.

(REQUIRED) Signature:
(If applicant's under the age of 18, need a Parent or Legal Guardian's Signature)
(ETC for Minor, Requires signatures from both Parents/Guardians)

Date:

(REQUIRED) Print Name:
(If applicant's under the age of 18, need a Parent or Legal Guardian's Printed Name)
(ETC for Minor, Requires both Parents/Guardians' Printed Names)

Muscogee (Creek) Nation ~ Citizenship Office ~ P.O. Box 580 ~ Okmulgee, OK 74447
You may contact our office at (918) 732-7941 option 5 or (918) 701-2611 option 5

Revised: 07/01/2026

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REPLACEMENT ETC WORKSHEET (MAIL-IN ONLY)

CAN I APPLY FOR AN ETC REPLACEMENT CARD?
Complete the checklist to determine your eligibility to apply for a Replacement ETC. Please circle YES or NO

I can submit my most recent Enhanced Tribal Card (ETC) with this application.	**YES**	**NO**
I was at least 16 years old when my most recent ETC was issued.	**YES**	**NO**
My ETC expires within six (6) months or is no more than one (1) year past the expiration date.	**YES**	**NO**
The ETC card that I am renewing has not been mutilated, damaged, lost, stolen or subsequently found.	**YES**	**NO**
My ETC has not been limited from the normal five (5) year validity period due to ETC damage/mutilation or multiple ETC thefts/losses.	**YES**	**NO**
I use the same name as on my most recent ETC —OR— I have had my name changed by marriage or court order and can submit proper certified documentation to reflect my name change.	**YES**	**NO**

If you answered NO to any of the statements above,
STOP - You are not eligible to receive a replacement ETC as a mail in!
You must apply for a new ETC Card in person - Please check NEW ETC on Universal Citizenship Form.

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True Copy of Original Form of Identification(s)

Please check the box(es) that apply and attach the designated color-copy ID to this Document

STAND-ALONE PRIMARY FORM OF IDENTIFICATION

- ☐ **State ID Card or Driver's License (No more than 3 months expired)**
- ☐ **Oklahoma Self Defense Act License (Concealed/Open Carry License) (No More than 3 months expired)**
- ☐ **United States Passport (No more than 3 months expired)**
- ☐ **Out-of-State Drivers License**
- ☐ ****Current Citizenship ID Card with Photo (No more than 3 months expired)**
- ☐ **An identification document issued by the United States Armed Services (Issued by the Department of Defense); one of the following:**
  - ☐ **Military identification card**
  - ☐ **Military dependent identification card**

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SECONDARY FORM OF IDENTIFICATION
(Original Birth Certificate Required)

- ☐ **Any primary of identification, which is not used as the primary ID for a U.S. Citizen**
- ☐ **For any person under the age of 18, an affidavit signed by the parent or legal guardian**
- ☐ **Identification Document issued by the one of the following:**
  - ☐ **Oklahoma public, private, or parochial secondary school**
  - ☐ **Oklahoma institution of higher education**
  - ☐ **Oklahoma technology center school**
  - ☐ **Oklahoma employer**
  - ☐ **Oklahoma gun permit**
  - ☐ **Pilot license**
  - ☐ **Oklahoma lifetime hunting or fishing license**
  - ☐ **Oklahoma voter identification card**
  - ☐ **Social Security card**
  - ☐ **Health insurance card**

Cont…

SECONDARY FORM OF IDENTIFICATION
(Original Birth Certificate Required)

- ☐ **Oklahoma Medical Marijuana Adult/ Minor Patient Card**
- ☐ **Motor vehicle registration or title**
- ☐ **Marriage Certificate**
- ☐ **Separation or divorce judgment**
- ☐ **Professional degree, certificate, or license**
- ☐ **Deed or title to property in Oklahoma, including a burial plot deed**
- ☐ **Health, life, or home insurance policy issued to the applicant**
- ☐ **Automobile insurance policy or security verification form issued to the applicant**
- ☐ **A valid U.S.D.O.T. health card, as required by 49 C.F.R. Part 391**
- ☐ **** Digital photograph comparison, if a digital photograph is already on file with the MCN Citizenship Office**
- ☐ **Military discharge (DD-214), unless specified not to be used for identification**

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I, _____, (the adult applicant or parent/legal guardian of the applicant)
(Print First Middle Last Name)

affirm that the identification checked above and attached is/are 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.

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:_____