

**SENECA NATION OF INDIANS**  
**ENHANCED TRIBAL IDENTIFICATION CARD (ETC) PROGRAM**  
**APPLYING FOR AN ETC**

**Instructions:**

- SCHEDULE APPOINTMENT with the ETC Office to submit the following application, documents, signatures and submit to an interview, photo and signature capture;
- REQUEST the ETC Office to pull your Nation Certification;
- Fill out the APPLICATION FORM and SIGN (below);
- Bring ORIGINAL or CERTIFIED COPIES of the DOCUMENTS required under Section IV (below);
- READ the Privacy Statement on page 6 (below);
- BRING the Confidentiality Statement with you to the INTERVIEW to sign;
- SHOW UP AT THE CORRECT DATE/TIME of your appointment, complete with application form, documents, and fee;
- **NOTE:** you will be required to submit to a photograph during the interview, regardless of whether you qualify for an ETC. Please note that the following guidelines should be followed for the photo:
  - 1) full face view directly facing camera/visible;
  - 2) neutral facial expression or a natural smile;
  - 3) both eyes open;
  - 4) normal, plain clothing (no uniforms);
  - 5) no hats/head coverings;
  - 6) prescription eyewear is permitted but cannot be tinted, dark, or have a glare – colored contacts should not be worn; and
  - 7) hair should be pushed back, away from ears.
  - 8) Children – no other person should be in the photo. The child should face the camera with eyes open; infants/newborn photos are acceptable even if the eyes are not entirely open.
- QUESTIONS? Please contact the ETC Office/Clerk at 716-532-4900.

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**APPLICATION FOR ETC**

**Please check one:**

- New (\$20)
- Replacement/Change of Name or Address (\$45)
- Renewal (TBA)

**I. Applicant Information:**

FULL LEGAL NAME: \_\_\_\_\_  
GENDER: \_\_\_\_\_ HEIGHT: \_\_\_\_\_ AGE: \_\_\_\_\_ DOB: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
PLACE OF BIRTH: \_\_\_\_\_ SSN: \_\_\_\_\_  
TRIBAL ENROLLMENT NO.: \_\_\_\_\_ CLAN: \_\_\_\_\_  
PASSPORT #: \_\_\_\_\_  
PHONE: \_\_\_\_\_ MOBILE: \_\_\_\_\_ WORK: \_\_\_\_\_  
PHYSICAL ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
MAILING ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
MARITAL STATUS: \_\_\_\_\_  
MOTHER'S MAIDEN NAME: \_\_\_\_\_  
LEGAL NAME OF FATHER: \_\_\_\_\_  
WERE YOUR MOTHER AND FATHER LEGALLY MARRIED? \_\_\_\_\_  
WHERE DID YOU LIVE DURING YOUR CHILDHOOD? \_\_\_\_\_

**II. Employment Information:**

ARE YOU EMPLOYED? \_\_\_\_\_  
EMPLOYER'S NAME: \_\_\_\_\_  
EMPLOYER'S ADDRESS: \_\_\_\_\_  
EMPLOYER'S TELEPHONE: \_\_\_\_\_

**III. Education Information:**

WHAT LEVEL OF EDUCATION DID YOU ACHIEVE? \_\_\_\_\_  
COLLEGE(S) ATTENDED: \_\_\_\_\_  
DEGREE(S)/YEAR(S): \_\_\_\_\_  
CAN YOU READ AND WRITE THE ENGLISH LANGUAGE? \_\_\_\_\_

*(continued – next page)*

**IV. Documents Required:*****PLEASE PROVIDE ORIGINAL OR CERTIFIED COPIES OF THE FOLLOWING DOCUMENTS:***

- **PROOF OF IDENTITY.** *Two or more* of the following documents (one of which must contain a photo of you; one must contain your date of birth):
  - A valid unexpired U.S. or Canadian passport;
  - A certified Nation, State or Provincial-issued birth certificate;
  - If you are recognized as a U.S. citizen: a certificate of naturalization (Form N-55-, N-570); certificate of citizenship (Form N-560, N-561) or a Department of State Consular report of birth abroad (FS-240, DS-1350, F-545);
  - If you are recognized as a Canadian citizen: a certificate of Canadian citizenship, or certificate of Naturalization in Canada, or Certificate of Retention of Canadian citizenship, or certificate of registration of birth abroad;
  - A U.S. or Canadian military identification card;
  - A valid State or Provincial-issued driver license or identification (excluding temporary or learner permits);
  - A Federal, State, Provincial or municipal government-issued identification card, including a Social Security card;
  - A Nation, Federal, State, Provincial or Municipal issued marriage, divorce and/or name change document;
  - A New York State identification card;
  - A Sheriff's department identification card; OR
  - A Nation identification card.

*(continued – next page)*

□ PROOF OF “RECOGNIZED” U.S. OR CANADIAN CITIZENSHIP.

*\*Note that in submitting evidence of “recognized U.S. citizenship”, the ETC applicant is not admitting to/accepting U.S. or Canadian citizenship and is first and foremost a citizen of the Seneca Nation.*

*The Seneca ETC is issued in accordance with the Western Hemisphere Travel Initiative (“WHTI”), a federal rule that regulates which documents U.S. citizens can use when they travel in the Western Hemisphere. Specifically, WHTI requires U.S. and Canadian travelers to present a passport or other document that denotes identity and citizenship when entering the U.S. It is a result of the Intelligence Reform and Terrorism Prevention Act of 2004 (IRTPA). The goal of WHTI is to facilitate entry while strengthening U.S. border security. Standard documents enable the Department of Homeland Security to quickly and reliably identify a traveler. WHTI went into effect June 1, 2009 for land and sea travel into the U.S., specifying that only WHTI- approved documents can be used for return to the United States. The Seneca ETC is a WHTI-approved document.*

• U.S. Citizenship\* -

- (a) Valid/unexpired U.S. passport;
- (b) Original or Certified Copy of a birth certificate denoting a birthplace in the U.S. and issued by the Nation or by a city, county or state;
- (c) Consular Report of Birth Abroad or Certification of Birth; or
- (d) Naturalization Certificate or Certificate of Citizenship.

*\*If you were born outside of the U.S., you may only submit (a), (c) or (d).*

• Canadian Citizenship\*\* -

- (a) Valid/unexpired Canadian passport;
- (b) Original or Certified Copy of a birth certificate denoting a birthplace in Canada and issued by the Nation or by a city, county or province;
- (c) Certificate of Canadian citizenship;
- (d) Certificate of Naturalization in Canada; or
- (e) Certificate of Retention of Canadian citizenship or certificate of registration of birth abroad.

*\*\*If you were born outside of Canada, you may only submit (a), (c), (d), or (e).*

- PROOF OF NATION CITIZENSHIP. You must provide proof of Nation citizenship or enrollment in the Seneca Nation by providing a letter from the Nation’s Clerk stating that you are an enrolled member with the Nation.

*(continued – next page)*

**ACKNOWLEDGMENT:**

I hereby certify that the information submitted in support of this application is true and accurate to the best of my knowledge. I understand that providing false information may result in legal penalties and serve as grounds for ineligibility for a Nation ETC. I authorize the verification of any or all of the information listed above. I further certify that I do not already have an ETC.

\_\_\_\_\_  
Applicant Name (Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Parent Signature – for minors under 16 only

*\*Note: You must schedule an appointment with the ETC Office to submit the above application, documentation, fee, and to undergo a private, in-person interview. No children are allowed into the interview room. Please make necessary arrangements. You will be subject to a facial image/photo capture for the card. You should wear normal clothes (no uniforms allowed), with your hair pulled back/pushed off your face. Prescription lenses are acceptable, so long as they are not tinted or provide a glare. Please do not wear color contacts. If you have any questions, please contact the ETC Office directly.*

*Applicants are not prohibited from obtaining both an ETC and a regular Nation ID card. An ETC can be used instead of a passport or NYS EDL to return to the U.S. from Canada, Mexico, and some countries in the Caribbean at land/sea border entries. However, Canada will not accept an ETC from a Recognized Canadian Citizen to enter into Canada. The Seneca ETC is currently accepted as proof of identity to board a domestic U.S. flight, but is subject to change based on Federal laws and regulations. An ETC cannot be used for air travel outside of the U.S. As always, the Seneca Nation's ETC Office strongly recommends all Nation citizens to carry more than one form of identification when traveling abroad. The Office further encourages you to contact your travel agent, cruise line or the specific countries of destination to verify travel document requirements when traveling abroad.*

<b>FOR OFFICE USE ONLY:</b>	
Employee #/Initials: _____	ETC Card #: _____ Issued: _____
Location: _____	Visual Proof of ID (2 required): _____
Nation Citizenship: _____	"Recognized" U.S. or Canadian Citizenship: _____
Acknowledgment: _____	PII: _____ Facial Image Capture: _____
Signature: _____ Fee: _____	Replacement: _____ Name/Address Change: _____
Denial: _____	Date of Receipt: _____ Date of Notification: _____
Date of Pickup: _____	Date of Destruction: _____

**SENECA NATION OF INDIANS  
ENHANCED TRIBAL IDENTIFICATION CARD (ETC) PROGRAM  
PRIVACY STATEMENT**

**PRIVACY STATEMENT**

The Seneca Nation of Indians (“Nation”) is committed to safeguarding the privacy of individuals with respect to your personal data. We will make sure that our Enhanced Tribal Identification Card (“ETC”) policies and practices, and those adopted by our affiliated companies and agents in relation to the collection, use, retention, disclosure, transfer, security and access of your personal data are complied with.

**COLLECTION OF PERSONAL DATA**

You may be required to give your personal data including, but not limited to, your name, gender, birthdate, place of birth, age, tribal roll number, telephone number, fax number, home address and/or its proof, Social Security Number, driver’s license number, passport number, email address and/or criminal record. Refusal to provide such information may render us unable to handle any application or request you are making. If you are under the age of 16, consent from your parent or guardian is required before you give us any personal data.

**ACCURACY OF PERSONAL DATA**

Your ETC application may be subject to verification of your personal details. If we regard these checks as unsatisfactory, you will be deemed ineligible to receive an ETC. In some instances, data provided by you will be validated by using generally accepted practices of the Nation’s Clerk’s Office or against any pre-existing data, or we may require original documentation before the data may be used, such as personal identifiers and/or proof of address.

**SECURITY OF PERSONAL DATA**

Physical records containing personal data are securely stored in locked areas. Access to physical and/or computer data is strictly controlled and requires appropriate management authorization. Authorizations are granted only on a “need to know” basis. Where the Nation holds, uses and/or transmits personal data, we will put in place adequate measures to protect it from accidental and/or unauthorized disclosure, change and/or destruction.

**RETENTION AND ACCESS OF PERSONAL DATA**

Your personal data which you have given us via application form will be retained for a reasonable period after termination of the ETC project. Unnecessary personal data will be purged from our system in accordance with our internal procedures. All the authorized ETC staff will adhere to internal guidelines on access to personal data drawn up to restrict access to personal data to only members of staff who have legitimate needs to have such access.

**TRANSFER OF PERSONAL DATA**

In the event that you receive an ETC, your personal data will be shared electronically with U.S. Customs and Border Protection, in accordance with the Nation's Memorandum of Understanding with CBP and the Western Hemisphere Travel Initiative Program. The transfer of information shall be governed by the appropriate system of records notice governing the system in which CBP stores any data received from the Nation. CBP and the Nation have agreed to maintain the confidentiality of information exchanged with one another or with third parties. The Nation or third parties (such as the vendor) may disclose to CBP information designated as confidential or personal information related to the ETC project. CBP shall not disclose this information to any person except authorized contractors who also agree not to disclose the information. CBP and the Nation shall take reasonable measure to maintain the confidentiality of this information. DHS further agrees that all materials containing confidential information received pursuant to the ETC program concerning Nation citizens, and any other information that may be considered confidential, shall not be disclosed to others without the Nation's consent.

**USE OF PERSONAL DATA**

Any personal information transferred from the Nation to CBP shall be used solely to verify identity and Nation citizenship for purposes of crossing the U.S.-Canada or U.S.-Mexico border. Any personal information received by CBP shall be handled by CBP, as appropriate and necessary, in accordance with the Privacy Act of 1974, as amended.

**INQUIRIES**

Should you have any concerns or questions concerning this statement, please feel free to contact the Nation's Clerk at 716-532-4900 (Cattaraugus Territory) or 716-945-1790 (Allegany Territory) between the hours of 8:00am and 4:30pm EST Monday through Friday, or write to: 12837 Route 438, Irving, New York 14081 or 90 Ohi:yo' Way, Salamanca, NY 14779.

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APPLICANT ACKNOWLEDGMENT/  
CONFIDENTIALITY STATEMENT**

I, \_\_\_\_\_ an applicant for a Seneca Nation Enhanced Tribal Identification Card (“ETC”) do hereby acknowledge that I have been informed by the Seneca Nation Clerk’s Office that the personally identifiable information (“PII”) (name, date of birth, gender, place of birth) that I am providing in support of my application for a ETC will be submitted to the U.S. Customs and Border Patrol (“CBP”) for input into the central database established to support the ETC program. I have been advised of CBP’s policies regarding the use of PII collected and transmitted to CBP through the ETC program.

I acknowledge my responsibility to answer truthfully all questions regarding any matter asked as part of the ETC interview process and to provide complete information regarding my identity and address. I hereby acknowledge that all information presented is true and correct to the best of my knowledge.

I further acknowledge that I have been advised of the legal penalties associated with knowingly and willfully providing false information in connection with the ETC application and that less than complete candor during any statement may lead to such penalties.

\_\_\_\_\_  
Applicant Name (Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Parent Signature – for minors under 16 only

\_\_\_\_\_  
Witness Signature  
ETC Staff/Interviewer

\_\_\_\_\_  
Date