

**Tribal Enrollment Department Staff:**

Lorraine A. Alonzo, Enrollment Manager

Barbara E. Analla, Enrollment Clerk

Kayla Carrillo, Data Entry Clerk



**Enrollment Committee Members:**

**Encinal Representative-**

*Elsie Vaio*

**Mesita Representative-**

*Mary O. Lockwood*

**Paguate Representative-**

*Christina Rodriguez*

**Paraje/Casa Blanca Representative-**

*Victoria Johnson*

**Seama Representative-**

*Edna Kidwell*

**Laguna Representative-**

*Juanita "Jennie" Concho*

**Election Board Members:**

Christopher F. Luther

Rebecca A. Ray

Shannon N. Douma

Susie A. Tapia

Kenneth Deutsawe

Janice L. Kowemy (Alternate)

**Election Board's Email Address:**

[ElectionBoard@lagunapueblo-nsn.gov](mailto:ElectionBoard@lagunapueblo-nsn.gov)

**FURTHER CONTACT INFORMATION:**

lalonzo@lagunapueblo-nsn.gov

banalla@lagunapueblo-nsn.gov

kcarrillo@lagunapueblo-nsn.gov

Enrollment@lagunapueblo-nsn.gov

www.lagunapueblo-nsn.gov

www.lagunapueblo-nsn.gov/Enrollment.aspx

**PYSICAL LOCATION:**

PUEBLO OF LAGUNA  
ADMINISTRATION BUILDING  
(TRIBAL BUILDING)  
22 CAPITAL ROAD  
LAGUNA, NEW MEXICO

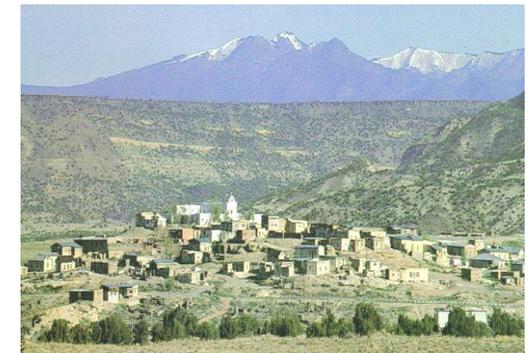
Located at Laguna Village off of Interstate  
40, Exit 114, South of NM Highway 124  
(Route 66) East of St. Joseph Church

BROCHURE BY: BARBARA E. ANALLA  
REVISED AUGUST 11, 2016

**PUEBLO OF LAGUNA**

**TRIBAL ENROLLMENT  
OFFICE**

*Information for Our Community*



**Hours of Operation:**

Monday – Friday  
8:00 a.m. to 4:30 p.m.

**CONTACT INFORMATION:**

TRIBAL ENROLLMENT OFFICE

P.O. BOX 194  
LAGUNA, NM 87026

**TELEPHONE NUMBER:**

(505)552-6654  
EXT. 5771, 5772 OR 5773

DIRECT FAX NUMBER: (505)552-7037

# THE TRIBAL ENROLLMENT OFFICE

## DEPARTMENT OVERVIEW

The Enrollment Office is under the directive of the Pueblo Secretary and in accordance with the Pueblo of Laguna Constitution (Amended October 29, 2012).

The Enrollment Office is responsible for maintaining a current membership roll and informing the Pueblo Secretary of the additions and deletions of said roll.

The Tribal Enrollment Office is a public service office, as well as a vital records office, dealing with many different individuals, communities, programs, businesses and governments (tribal & non-tribal).

## SCOPE OF WORK

- Provides applications and information regarding *Regular* & *Naturalized* membership and the different benefits for each.
- Provide documentation (CIBs, DCIBs, BIA Form 4432s, etc.) verifying tribal enrollment/membership.
- Provide and assist with Relinquishment Forms, Village Transfer Forms, Abide By Forms,

Funeral Expense, and Family Trees (Upon Written Request).

- Maintain and safeguard the files of all enrolled members which contain vital & important documents & records. (Wills, Land Assignments, Power of Attorney, Court Orders, DD214's, etc. can be placed in files **by request only**.)
- Assist with Minor's Trust Change of Address & Withdrawal Forms.
- Generate statistical information (Upon Written Request).
- Assist with the per capita distribution.
- Assist the Enrollment Committee by preparing material presented to the Pueblo Council for quarterly presentations of new members held in March, June, September & December.
- Assist the Election Board with the Tribal Election process.
- Assist families with preparing and filing death certificates with the New Mexico Vital Records.
- Assist with retrieving birth/death certificates by making trips once a month to the NM Vital Records in Santa Fe. (Trips are made usually the first week of each month, contact office for further details.)
- Provide notary service at no charge.

***Reminder:*** *The BIA Census Numbers are no longer valid or issued from the Laguna Agency; individuals need to be an enrolled tribal member to receive an enrollment/tribal ID number.*

*Per the Pueblo of Laguna  
CONSTITUTION  
(Amended October 29, 2012)*

*Regular Membership Qualifications:  
Any person one-fourth (1/4) or more  
Laguna Indian Blood.*

*Naturalization Membership Qualifications:  
Persons of at least one-half (1/2)  
degree of Indian blood of federally  
recognized tribes who possess at  
least one-eighth (1/8) degree of  
Laguna Indian Blood; or In-laws  
who possess at least one-half (1/2)  
degree Indian blood & are enrolled  
with a federally recognized tribe; or  
persons who previously relinquished  
their membership with Laguna.*

**Certain documents are required  
to be submitted, please contact  
office for further assistance.**

\*\*\*\*\*PICTURE ID CARDS\*\*\*\*\*

**Are taken on WEDNESDAYS from  
9:00 a.m. to 4:00 p.m.  
Cost is \$5.00.**

**\*\*\*\*\*It is highly recommended  
to contact office to schedule an  
appointment.\*\*\*\*\***