



PUEBLO OF POJOAQUE

GOVERNOR
Jenelle Roybal
LIEUTENANT GOVERNOR
Jamie Viarrial
TRIBAL SECRETARY
Annette Hooper
TRIBAL TREASURER
Shirley Viarrial-Catanach

OFFICE OF THE GOVERNOR
78 CITIES OF GOLD ROAD
SANTA FE, NEW MEXICO 87506
(505) 455-3331 FAX (505) 455-3684

APPLICATION PROCESS FOR NON-TRIBAL MEMBERS RESIDING ON THE PUEBLO

This process must be completed each year by the Sponsor and Sponsee. * Non-Tribal Members are not allowed to reside on the Pueblo until approval has been granted by the Tribal Council. The only exception are individuals who are married to a Tribal Member who must only complete the process once, all non-Member residents ("Sponsee") must reapply annually.

STEP 1: Letter of Request to the Tribal Secretary's Office. [*To be filled out by Tribal Member Sponsor*]

- (a) Please include your name, address, phone number, and the names of everyone that is going to reside on the Pueblo with you or as your tenants.
- (b) Send your completed application request to the Tribal Secretary via email or a hard copy to the Office of the Secretary.

STEP 2: Sponsee will provide the following forms, to be filled out by the applicant(s):

- (a) "Request to Reside on the Pueblo of Pojoaque"
- (b) "Authorization for Background Check" (*for all applicants who are 18 years of age or older*)
- (c) "Authorization for Release of Information"
- (d) Results of a **COVID-19 test approved by the Emergency Operations Center.** (*This provision remains in effect so long as the COVID-19 Emergency Declaration and any extension thereof also remain in effect.*)
- (e) First time applicants must include a check or money order (non-refundable) **for \$53.50, made out to the Pueblo of Pojoaque.** (*The \$53.50 covers New Mexico only. If the individual resided in another state, the cost may be more.*) This fee is not required for renewal applications.
- (f) **Photocopy of applicant's valid driver's license or ID.**
- (g) Return the original documents to the Tribal Secretary.

**Resolution 2020-074 passed on July 16, 2020, titled "Approval of Amendment to Non-Tribal Member Resident Policy Adopted on July 16, 2020."*

If you have any questions, you may contact me at 505.228.0077 or via email or ahooper@pojoaque.org Thank you!