



# PUEBLO OF POJOAQUE

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## APPLICATION PROCESS FOR NON-TRIBAL MEMBERS TO RESIDE 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) 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.
- (e) Photocopy of applicant’s valid driver’s license or ID.
- (f) 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](mailto:ahooper@pojoaque.org) Thank you!