



Tribal Enrollment Data Collection Form (2026) User Guide v5.0

FOR THE TRIBES

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Bureau of Indian Affairs**

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0. About the Tribal Enrollment Form

Welcome to the Indian Affairs FY 2026 Tribal Enrollment Data Collection Form

What is the Tribal Enrollment Data Collection Form?

This is a form to collect current Tribal enrollment information from Federally recognized Tribes. Enrollment data is an important source of information which allows Indian Affairs to equitably distribute resources because it is a quantifiable representation of a Tribe's overall population.

The information to be collected is a count of the number of individuals enrolled with the Tribe. The collection does not ask for personal details of any Tribal member(s), nor does the collection ask for the data to be disaggregated in any way.

What is this information used for?

The BIA requests this information immediately to ensure effective, accurate, and timely distribution of assistance to improve the administration of programs, grants, and allocations of assistance to Tribal nations. Therefore, once each Tribe receives the form, an authorized Tribal government official is requested to complete, endorse, and return the form **within the requested due date**¹.

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1. Submitting a Tribal Enrollment Data Collection Form

For our Tribal users, please follow the instructions below to submit your form.

1.1 Get a copy of the Tribal Enrollment Data Collection Form.

The Indian Affairs FY 2026 Tribal Enrollment Data Collection Form was distributed by email from the Office of the Assistant Secretary – Indian Affairs to BIA Regions for all Federally recognized Tribes.

If an email address is unavailable, the BIA will mail the form directly to the Tribe.

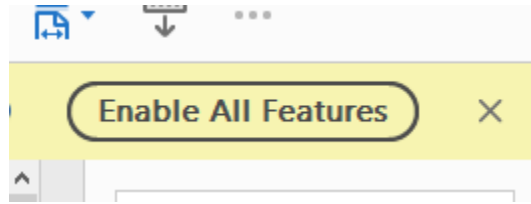
1.2 Fill out the Tribal Enrollment Data Collection Form.

This Form is composed of a drop down box to select your Tribal entity, a standard input field for you to enter your total Tribal enrollment number, a check box field for you to acknowledge the use of the information, and signature block for the authorized Tribal official to sign as certification of the Tribal number provided.

NOTE: You must download the form from email on to your computer before opening it in Adobe Acrobat in order for the dropdown box to work properly.

¹ For the first data call for FY 2026, the due date is June 1, 2026 by 9 pm (EST).

TROUBLESHOOTING TIP: If you are having trouble gaining access to complete the tool in Adobe, look for the "Enable All Features" button in your upper left corner. If you have this line, you must click on the yellow "Enable All Features" button to access the Tool.



STEP 1 – SELECT YOUR TRIBE.

You will see a "Tribe Name" field.

Tribe Name: -- Choose Tribe --

Select your tribe from the drop down above, a list will appear when you click on the dropdown.

Tribe Name: WESTERN - Gila River Indian Community

Tribal Enrollment Number: [dropdown menu]

- ALASKA - New Koliganek
- ALASKA - New Stuyahok
- ALASKA - Newhalen
- ALASKA - Newtok
- ALASKA - Nightmute
- ALASKA - Nikolai
- ALASKA - Nikolski
- ALASKA - Ninilchik

(Please check box for...)
 I have...
purposes. Further, I hereby certify I am authorized by the governing body of the Tribe named above to submit the information included with this form and that it is true and correct to the best of my knowledge.

TIP: The list is grouped alphabetically by BIA Region. To quickly navigate to your servicing Region, click on the box so it selects a Tribe (it will then be highlighted). (The highlight is blue in the above screenshot, it may be a different color for you.) Once highlighted, type the first letter of your servicing Region to "skip" to that part of the list. For example, type "W" to skip from Alaska (shown above) to the BIA Western Region.

STEP 2 – ENTER YOUR TRIBAL ENROLLMENT NUMBER.

You will see a "Tribal Enrollment Number:" field.

Tribal Enrollment Number: [blue input box] as of February 1, 2021

Click on the blue input box (field) and enter your enrollment number (see example below).

Tribal Enrollment Number: 123 as of February 1, 2021

STEP 3 – AGREE AND CERTIFY.

You will see a checkbox to “Please check box for concurrence” and accompanying text containing the disclaimer.

(Please check box for concurrence)

I have read the above disclaimer and agree to the use of this information for these purposes. Further, I hereby certify I am authorized by the governing body of the Tribe named above to submit the information included with this form and that it is true and correct to the best of my knowledge. I further understand that anyone who knowingly and willfully makes a false statement to the United States Government may be subject to criminal prosecution under the False Statements Accountability Act of 1996, 18 U.S.C. 1001.

Check the box after reading to agree and certify that you are the authorized Tribal official for the Tribe to submit this information to the BIA for the Tribe named. A checkmark will appear after you click on the box.

(Please check box for concurrence)

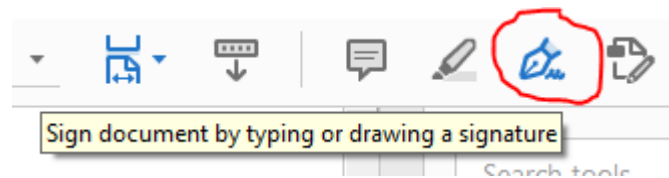
I have read the above disclaimer and agree to the use of this information for these purposes. Further, I hereby certify I am authorized by the governing body of the Tribe named above to submit the information included with this form and that it is true and correct to the best of my knowledge. I further understand that anyone who knowingly and willfully makes a false statement to the United States Government may be subject to criminal prosecution under the False Statements Accountability Act of 1996, 18 U.S.C. 1001.

1.3 Sign the Tribal Enrollment Data Collection Form.

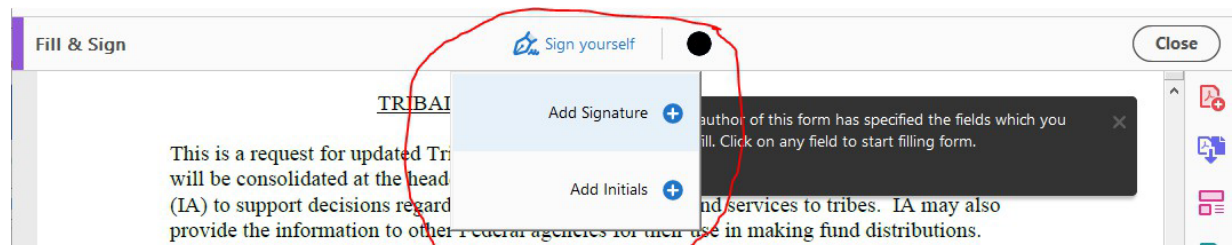
Now that you have completed filling out the form, you can sign and date.

STEP 1 – SELECT THE FILL & SIGN ICON.

Start the signature process by selecting the “Fill & Sign” icon in the top task bar, typically the second icon from the right. (See icon circled in red below.)



You will enter the “Fill & Sign” mode of Adobe Acrobat.

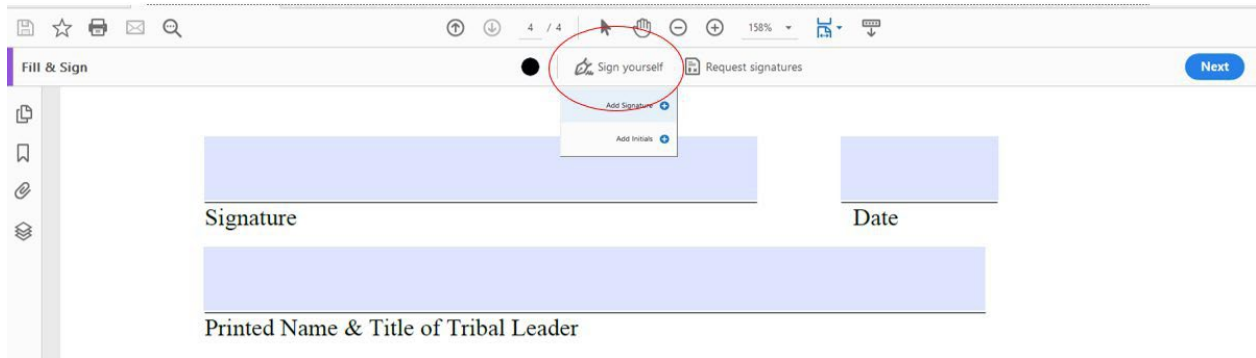


If you have never digitally signed a document, you will see the “Add Signature” and “Add Initials” options circled in red above. If you have used these options before, your last saved signature and initials will appear instead; you can skip to **Step 2 – Option D**.

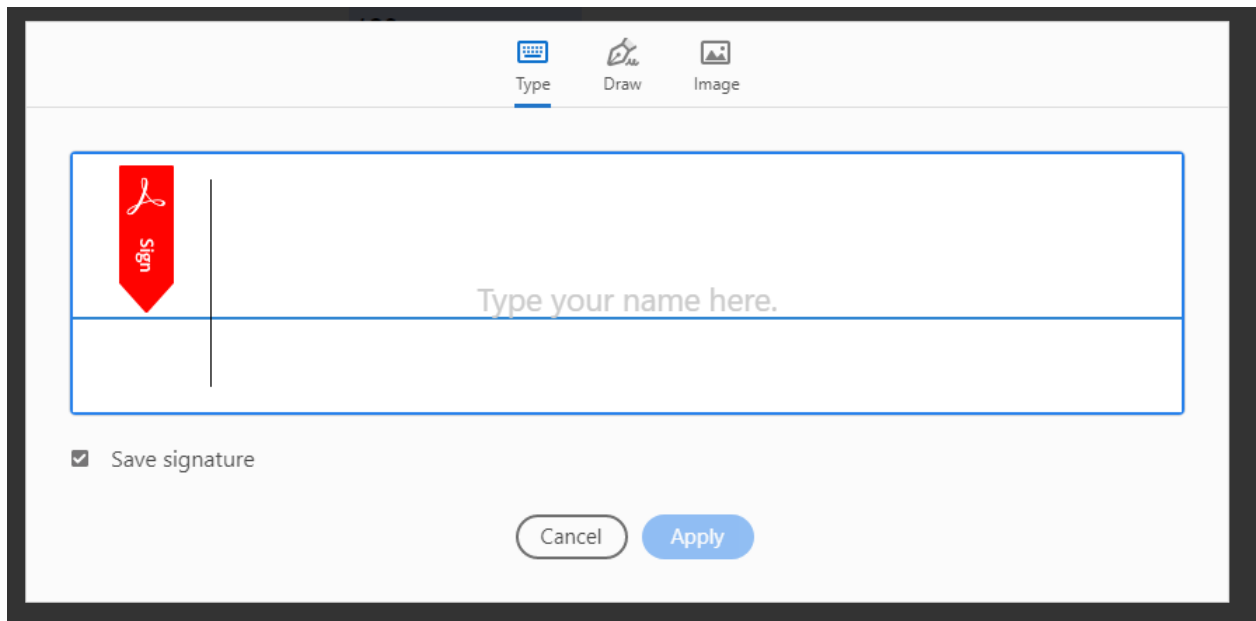
NOTE: There may also be a black box (seen above) with text indicating the author has specified which fields you can fill with signature items. You can click the “x” in the top right corner to remove it.

STEP 2 – CREATE YOUR SIGNATURE.

Click on the “Add Signature” option from the drop down. If the dropdown has disappeared, click on the “Sign Yourself” icon and text to bring up the options again. (Circled in red below.)



The create signature pop-up will appear.

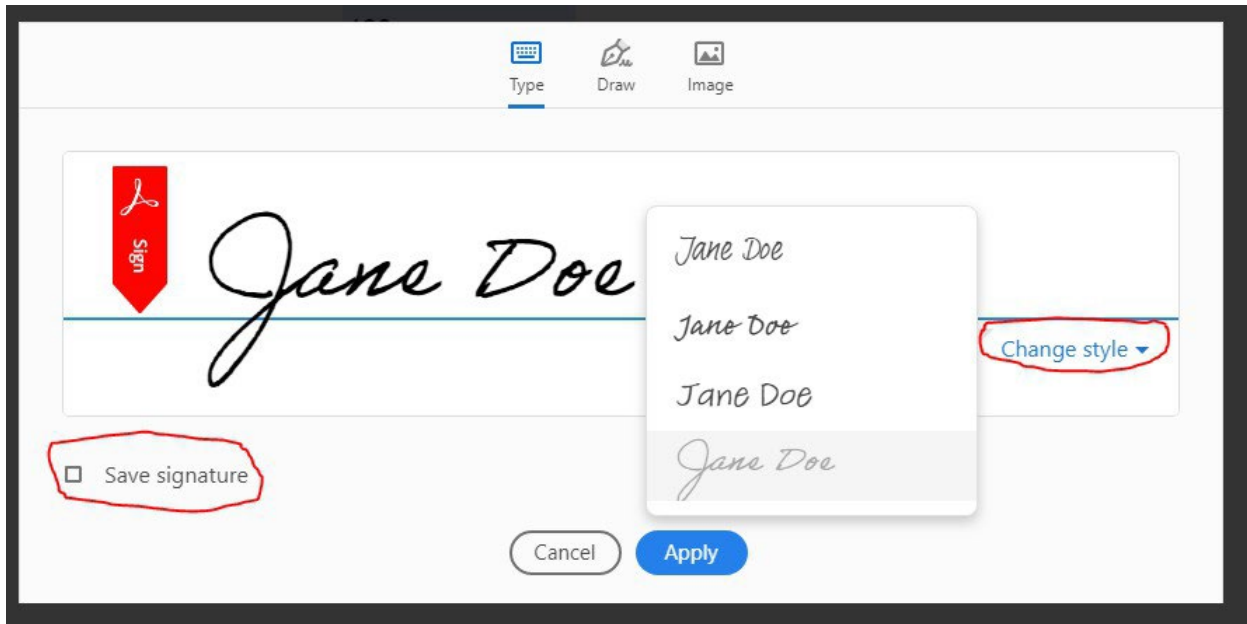


You three options to choose from.



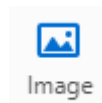
Type

Option A – Type your signature; the “Type” icon is selected by default. Simply begin typing your signature. You also have the option to change your font using the “Change Style” option at the very right; and the option to save your signature using the checkbox to the left. (Reference the sample denoted circled in red below.)



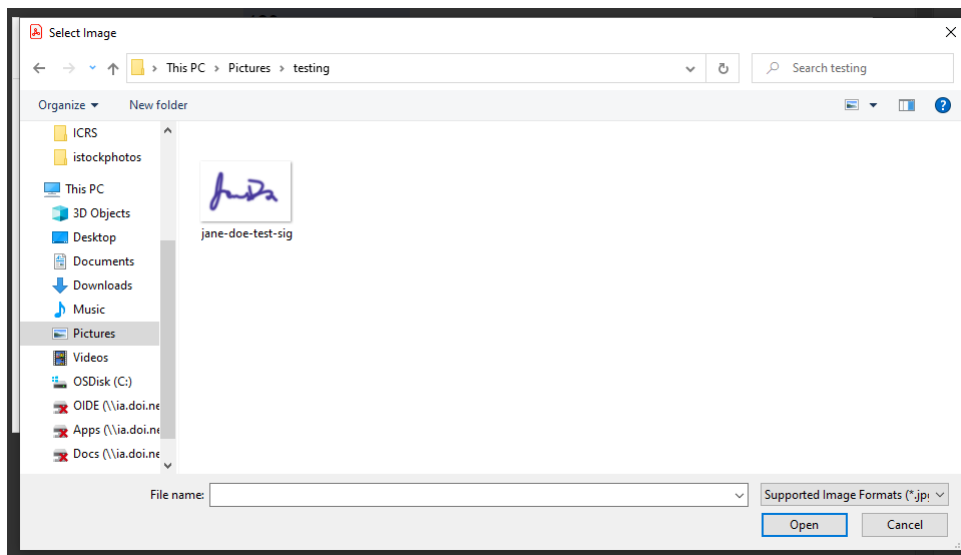
Draw

Option B – Draw your signature; click the “Draw” icon. Draw your signature using your mouse; or if you have a touchscreen device, do so using your finger. You have the option to clear your signature and try again using the “Clear” option at the very right; and the option to save your signature using the checkbox to the left. (See below for sample for both circled in red below.)

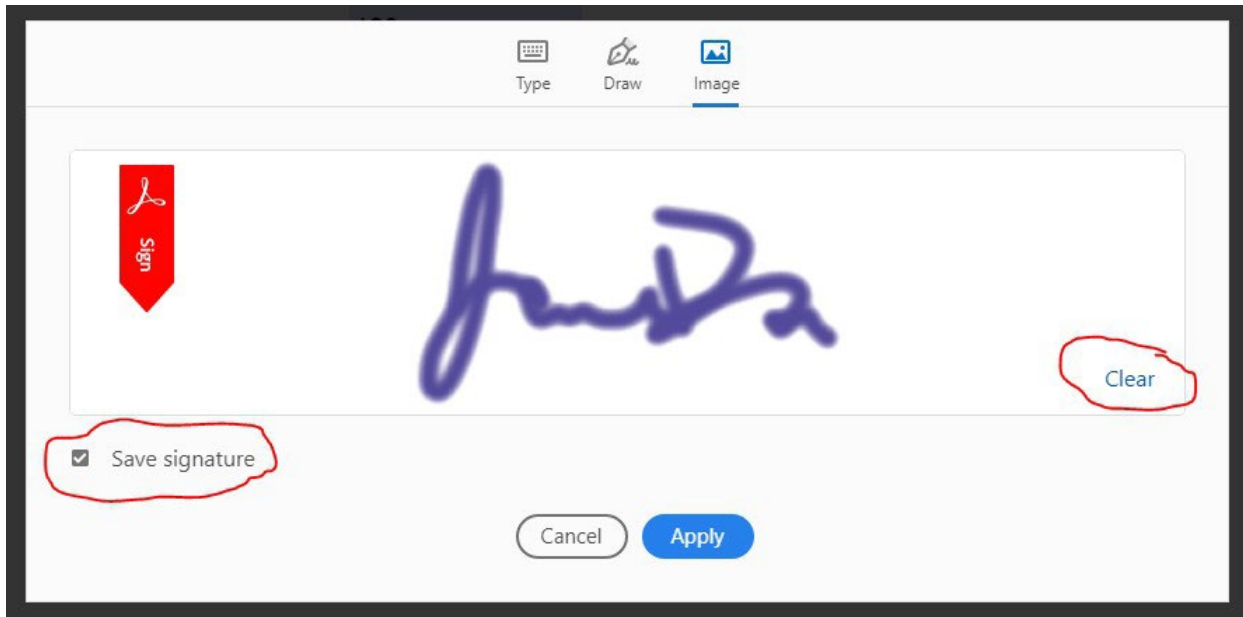



Option C – Use an image of your signature; click the “Image” icon. A pop-up will appear for you to select the image from your computer. (If a pop up does not appear, click on the “select image”

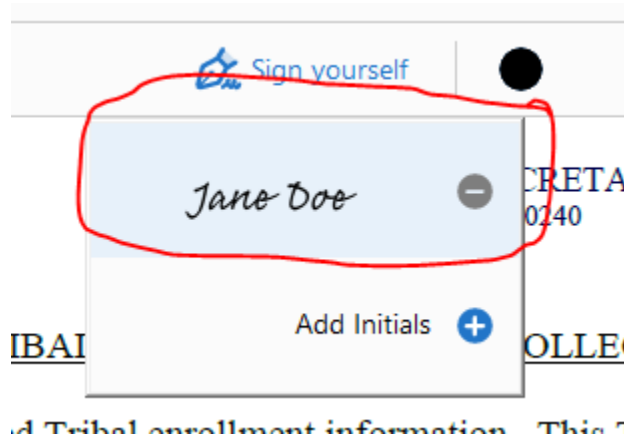
Select Image text in the center of the signature pop-up.)



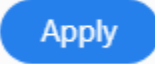
Double click on the image of your signature. A brief pop-up will appear indicating that your signature image is loading; afterwards your signature image will appear in the signature pop-up. You have the option to clear your signature and try again using the “Clear” option at the very right; and the option to save your signature using the checkbox to the left. (Reference below for a sample to see both circled in red below.)



Option D – You already have a saved signature; click the saved signature from the “Sign Yourself” options. (Circled in red below.) You can delete the signature by clicking on the “minus”  icon to the right of the saved signature and then follow the steps for option A, B, or C above to create a new one.



Once you have selected your options and crafted your signature, click on the blue “apply”

 button. Your signature will float on the document replacing your mouse pointer and will move along with your mouse.

bility Act of 1996, 18 U.S.C.



Place your signature somewhere on top of the blue “Signature” input box (field) and click your mouse.

False Statements Accountability Act of 1996



You have the option to make your signature smaller or bigger using the small and big capital “A” letters or pulling on the blue dot in the bottom left corner. You can delete and try again by clicking on the trashcan icon In the top blue bar. You can continue to move your signature around by clicking on the box and dragging it around. If you no longer see the blue box and would like to edit your signature; just click on the signature to bring the blue box back into view.

STEP 3 – ENTER TODAY'S DATE.

Enter the date you filled and signed the form; click on the blue “Date” input box (field). You will have two options.

Option A – Enter the date manually; type the date on MM/DD/YYYY format.

04/04/2021

Date

Option B – Use the calendar date picker; click the gray arrow box (circled in red below) and select your date from the calendar.

04/04/2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1
2	3	4	5	6	7	8

Today: 4/5/2021

not conduct or engage, and a person is not res

STEP 4 – PRINT NAME AND TITLE.

The final step is to print your name and title; click on the blue “Printed Name & Title of Tribal Leader” input box (field).



Printed Name & Title of Tribal Leader

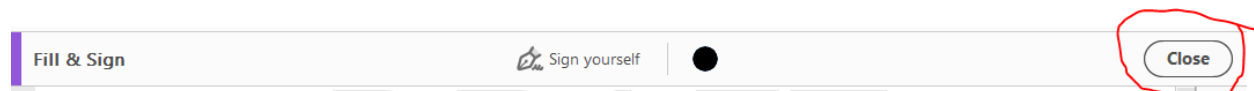
Enter your name and title.



Printed Name & Title of Tribal Leader

STEP 5 – COMPLETE THE SIGNATURE PROCESS.

You may now complete the signature process. Click on the “close” button located in the top right corner of the “Fill & Sign” task bar. (Circled in red below.)



You will return to the form and are now ready to submit.

1.4 Submit the Completed Tribal Enrollment Data Collection Form.

Please submit only one completed form with all the requested information from your Tribe. The final form should be certified by the authorized Tribal official and sent via email to your designated Regional Office Data Collection email as outlined below. If you do not have access to send your file via email, you may submit the form by mailing or faxing your form as outlined below.

OPTION 1 – EMAIL SUBMISSION.

Email a copy of your completed form to the email for your designated (servicing) Regional Office.

OPTION 2 – PRINTING & MAILING OR FAXING.

If you do not have access to email, you may submit a printed copy of the form. Complete the information, certify² and sign the form and mail or fax it to the fax number listed below.

Remember! Privacy & Personally Identifiable Information (PII)

Please remember NOT to include any Privacy & Personally Identifiable Information (PII) in your responses. Some examples of PII include information which can be used to distinguish or trace an

² The Tribal data submitted on the form is deemed certified when it is signed and submitted by the authorized Tribal official on behalf of the Tribe to the servicing BIA Regional Office.

individual's identity, such as their social security number, date and place of birth, mother's maiden name, biometric records, etc.

Department of the Interior Privacy Notice: The Department of the Interior (DOI), Bureau of Indian Affairs (BIA) is requesting this information for use in making equitable fund distributions. The information you have provided will only be used for this purpose. Please do not include any Personally Identifiable Information (PII) in your responses. The BIA will not share this information with third parties for promotional purposes.

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CONTACT INFORMATION

For general assistance with this Collection, please contact your servicing BIA Region.

Region	Email	Address	Phone Number	Fax Number
Alaska	Alaska-Data@bia.gov	3601 C Street, Suite 1100 Anchorage, AK 99503	907-271-1734	907-271-1349
Eastern	Eastern-Data@bia.gov	545 Marriott Drive, Suite 700 Nashville, TN 37214	615-564-6500	615-564-6701
Eastern Oklahoma	EasternOklahoma-Data@bia.gov	3100 W. Peak Blvd. Muskogee, OK 74401	918-781-4608	918-781-4604
Great Plains	GreatPlains-Data@bia.gov	115 4th Avenue, SE, Suite 400 Aberdeen, SD 57401	605-226-7343	605-226-7446
Midwest	Midwest-Data@bia.gov	5600 W. American Blvd., Suite #500, Bloomington, MN 55437	612-725-4500	612-713-4401
Navajo	Navajo-Data@bia.gov	P.O. Box 1060 Gallup, NM 87305	505-863-8314	505-863-8324
Northwest	Northwest-Data@bia.gov	911 NE 11 Avenue Portland, OR 97232	503-231-6702	503-231-2201
Pacific	Pacific-Data@bia.gov	2800 Cottage Way Sacramento, CA 95825	916-978-6000	916-978-6099
Rocky Mountain	RockyMountain-Data@bia.gov	2021 Fourth Avenue North Billings, MT 59101	406-247-7943	406-247-7976
Southern Plains	SouthernPlains-Data@bia.gov	1 Mile North, Hwy 281, Riverside Drive Anadarko, OK 73005	405-247-6673	

Region	Email	Address	Phone Number	Fax Number
Southwest	Southwest-Data@bia.gov	1001 Indian School Road, NW Albuquerque, NM 87104	505-563-3103	505-563-3101
Western	Western-Data@bia.gov	2600 N. Central Avenue Phoenix, AZ 85004	602-379-6600	602-379-4139