1.0 AUTHORITY

The Tribal Council has the power to adopt resolutions, rules and regulations to protect and promote the general welfare of the Pascua Yaqui people and to facilitate the conduct and operation of the tribal government (Constitution of the Pascua Yaqui Tribe, Article VI, Section 1(o)); and whereas on February 22, 2017 by way of Tribal Council Resolution C02-41-17, the Pascua Yaqui Tribal Council approved the creation of the Tribe's Cultural Participant Program to be administered under the Tribe's Enrollment Department.

2.0 POLICY

A Cultural Participant Identification Card will be available to qualifying Yaqui Cultural Participants identified by the authorized Captains of the Tribe's recognized Yaqui communities; and who by way of acknowledgment and/or source documents can establish his or her identity, citizenship of Mexico, role and purpose in the tribe's cultural ceremonies.

The Pascua Yaqui Tribe Enrollment Department will ensure proper training and physical security standards are in place to prevent unauthorized access to areas where a Cultural Participant ID Card will be produced or issued. The area and ID system that will produce the Cards will be secure from unauthorized access during all hours. Prior notice and acceptable proof of identity will be required for visitors to this area. The Enrollment Department will maintain full accountability for all materials related to card production, including usage and destruction. Standards are to be in place for the overall security of materials used in production, and for the loss or theft of blank documents/materials. All blank document materials will be held in a separate secure repository with controlled access. Physical inventory of all production materials will be conducted on a monthly basis. Standards are followed to maintain computer security and access control, with audit trails in place to verify compliance.

3.0 DEFINITIONS

CPP	Cultural Participant Program
CPC	Cultural Participant Card. A card for identification purposes to verify the identity of the card holder as a valid participant under the Tribe's Cultural Participant Program.
Cultural Captain	Leadership from the recognized Yaqui Communities who are authorized to request a Parolee Letter, Cultural Participant ID Card and VISA on behalf of a participant.

Electronic Signature	A mark or sign made by an individual on an instrument or document to signify knowledge, approval, acceptance, or obligation. Executed or adopted by a person with the intent to sign the record.
Enrollment Department	Pursuant to 2 PYTC §2-9-30 the Enrollment Department is established as a department in the Executive Branch of the Pascua Yaqui Tribe.
PII	Personal Identifiable Information.
Yaqui Community	One of the following recognized Yaqui communities in Arizona. 1) New Pascua - Cristo Rey 2) Old Pascua - San Ignacio 3) Barrio Libre - Capilla Senor de Los Milagros 4) Barrio Libre - Capilla San Martin de Porres 5) Guadalupe – Santa Luica

4.0 PURPOSE

The Enrollment Department is responsible in the administration of the Tribe's Cultural Participant Program that encompasses 1) Tribal Administrative Requests outside of the cultural ceremonies, 2) Cultural Participant ID Cards ("CPC"), 3) Parolee Letters, 4) Tribal Letters of Support and 5) VISA applications ; and to provide procedures to secure blank cards, production equipment and identify authorized personnel. To apply the Tribe's eligibility criteria to facility on behalf of the Tribe and its participants border crossing activities.

5.0 SCOPE

This SOPP applies to the Enrollment and the Information Technology Departments, Tribal Chairman, Chairman's Appointment, Cultural Captains and Participants involved in the request, determination, issuance and production of Cultural Participant Cards, Parolee Letters, Letter of Support and VISA Applications; and who have the ability to affect the identity information that appears on a CPC. To assure that the Enrollment Department applies the Tribe's Cultural Participant Program criteria and processes effectively and in accordance to policy.

6.0 PROCEDURE

6.1 REQUEST FOR PARTICIPATION IN THE TRIBE'S CULTURAL PARTICIPANT IDENTIFICATION CARD PROGRAM

The Cultural Captains are authorized to initiate a request and shall perform the following:

- Telephone the Enrollment Department on call service line at (520) 262-9746 to initiate the request.

- Provide the designated Enrollment staff with the necessary participant information to complete the Cultural Participant Request Form (CPP-FRM 001)

- Upon completion by the Enrollment Department of the DocUSign Cultural Participant Request Form, provide an electronic signature.

- Provide timely notification to the Enrollment Department for processing, taking into consideration that U.S. Customs and Border Protection is requiring at least five (5) to seven (7) for the vetting of a Participant and notification to the designated port of entry.

6.2 PROCESSING REQUESTS FOR PARTICIPATION IN THE TRIBE'S CULTURAL PARTICIPANT PROGRAM

The designated Enrollment staff shall perform the following within one day of receiving the initial request:

- Verify that the request is being made by an authorized Cultural Captain.

- Based on the information provided by the Captain initiate the Cultural Participant Request From, by entering the information into the DocUSign format.

- Verify and confirm by email or telephone with the Captain receipt of the request.

- Verify and confirm by email or telephone with the Captain that the Participant's information is thoroughly completed and correct.

- Upon completion of the above, will then be forwarded to the Captain through DocUSign for electronic signature.

- Upon receipt of the Captain's electronic signature enter the request into the CPP Database for tracking purposes and create a CPP file/record for the Participant.

Upon receipt of the Captain's signature forward through DocUSign the request for Chairman's review and approval. When necessary the Chairman shall request for additional information which will be coordinated through the designated Enrollment staff and communicated to the Captain and/or the participant.

The Chairman shall appointment in writing an Executive Councilmember designee to review and approve request should s/he or the Vice Chairman be unavailable.

Approved request by Chairman. Upon receipt of Chairman's approval and electronic signature the designated Enrollment staff shall perform the following within one day:

- Utilizing (CPP FRM-013), create the Parolee Letter identifying the participant providing all other required information (e.g. entry and departure dates).

- Forward the Parolee Letter by way of email to U.S. Customs Border Protection, Supervisory Border Security Manager and Tribal Liaison , and Program Manager Border Security. (See: Cultural Participant Program Contact Information and Authorized Representative Listing maintained by the Enrollment Director).

Pending request by Chairman. Upon receipt of the Chairman's request for additional information, the designated Enrollment Staff will notify the Captain by way of telephone what additional information is required. The Captain in turn will notify and assist the Participant in gathering the information and/or documentation.

Upon receipt of the required information from the Captain, the Enrollment Staff will forward by way of telephone and email the information to the Chairman.

If the required information is not received timely, (within one week) the request will remain pending with no further action and is subject to denial.

Denied request by Chairman. Upon receipt of Chairman's denied request the Enrollment Director or designee shall notify the Captain and/or participant. The notification shall be made by way of telephone and in writing (CPP FRM-007) and shall state the reasons for denial.

7.0 SCHEDULING OF CULTURAL PARTICPANT CARD APPOINTMENTS

Within two weeks of the participant's date of arrival into the United States, the Captain shall schedule an appointment with the designated Enrollment staff for the issuance of a Cultural Participant ID Card. An appointment shall be scheduled during tribal business hours by calling the dedicated 24/7 on-call telephone number (520) 262-9746 or the alternate office telephone number (520) 879-6295 from 8am to 5pm Monday - Friday. The Captain and the Participant should be advised that they will need up to 45 minutes for each appointment.

The designated staff shall perform the following:

- Within one business day return all calls to confirm and schedule appointments.

- Screen the request and determine that the participant has the necessary documents before scheduling a CPC appointment. When necessary the Enrollment staff shall consult with the Captain and/or Participant to advise them what documentation and/or information is required to be furnished before scheduling an appointment.

- All scheduled appointments shall be entered and tracked in the Enrollment Department's Outlook CPP Calendar with designated staff with "edit" and "read" only permissions.

- An appointment reminder (CPP FRM-014) shall be sent to the Captain and/or the Participant by either U.S. regular mail, email or by telephone depending how soon

the appointment will be taking place. The Captain further advised to accompany the Participant to their CPC appointment.

- When the Captain is requesting to schedule a group of Participants, the Enrollment staff shall request a list so that we can schedule and plan accordingly and verify that authorized Participants are requesting appointments and that we have an adequate level of staff to process the group.

8.0 AUTHORIZED ENROLLMENT STAFF; DESIGNATED ISSUING AND AUTHORIZED AGENTS

The Enrollment Director has identified designated Enrollment Staff who will be directly involved in the production and issuance of a CPC. The Enrollment Director shall appoint these designated agents on Cultural Participant Program Contact Information and Authorized Representatives Directory.

An Issuing Agent is tasked with the following:

- Verify that the Captain indicated and authorized the issuance of a CPC on the Cultural Participant Request From.
- Verify the participant's identity.
- Perform a visual comparison of the participant against previous photo(s) on file or in the system (if applicable), or other photo identification presented.
- Verify and confirm that the status of the Participant is valid and not revoked.
- Conduct a formal in-person interview with the Participant to establish a link between the Participant, their CPP Application and documentation. The interview to be documented on the Interview Template Form (CPP FRM-003).
- Intake of Cultural Participant Application (CPP FRM-002); assist in completing the application if required or requested by the Participant/Captain.
- Verify the authenticity of all documents and identification cards that they have not been altered and/or are fraudulent.
- Determine if any additional information and/or documentation is required in support of the CPP Application.
- Verify the eligibility/approval of the issuance of a CPC.
- Provide any required notice verbally and/or in writing to the Captain and/or Participant.
- Create a CPP File for the Participant.

- Enter all applicable information completing all data entry in the CPP Data Base.
- Document accordingly on page 4 of the CPP Application all applicable information regarding the application status, production, inventory, and issuance process.
- Document on the Inventory Tracking and Issuance Log (CPP FRM-010) all applicable information involved in the production and issuance of a CPC.

An Authorized Agent is tasked with the following: Conduct a thorough review of the tasks performed by the Issuing Agent, requiring **the verification and concurrence of the following:**

- That the Captain indicated and authorized the issuance of a CPC on the Cultural Participant Request From.
- The Participant's identity.
- That a visual comparison of the participant was made against previous photo(s) on file or in the system (if applicable), or other photo identification presented.
- The status of the Participant is valid and not revoked.
- That a formal in-person interview with the Participant was conducted to establish a link between the Participant, their CPP Application and documentation, and the interview documented on the Interview Template Form (CPP FRM-003).
- Review and verify that the CPP Application was thoroughly completed with all required signatures.
- Verify the authenticity of all documents and identification cards that they have not been altered and/or are fraudulent.
- Determine if any additional information and/or documentation is to be requested in support of the CPP Application.
- The eligibility/approval of the issuance of a CPC.
- That any required notice was made verbally and/or in writing to the Captain and/or Participant.
- That all data entry in the CPP Data Base is accurately completed.
- Document accordingly on page 4 of the CPP Application all applicable information regarding the application status, production, inventory, and issuance process.

- Document on the Inventory Tracking and Issuance Log (CPP FRM-010) all applicable information involved in the production and issuance of a CPC.

- That the CPP Application determination was accurate, authorize and sign-off on status.

8.1 CPP APPLICATION; DETERMINATION OF INTAKE

The Issuing Agent will have the Captain and Participant sign-in, and have the Participant provide their legal name, date of birth and (photo identification when applicable). With the information provided the Issuing Agent will verify the Participant's identity and CPP status. Where applicable, the Issuing and Authorizing Agent shall perform photo verification by visually comparing the applicant to previous photos in the possession of the Enrollment Department and/or other photo identification presented by the Participant.

Non-Participant:
In the case where the alleged Participant failed to prove his or her identity and inclusion in the Tribe's Cultural Participant Program, the Issuing Agent shall verbally and in writing inform the Captain and the individual that he or she is not eligible for a CPC (CPP FRM-007). The written notice shall state the reason(s) for ineligibility, and further advise the individual of the Tribe's Cultural Participant Program requirements and criteria.

Verified Participant:
In the case where the Participant's identity and CPP status have been verified the Issuing Agent shall perform a thorough review of all source documents being submitted in support of the CPP Application. The Issuing Agent shall apply the Fraud Document and Interview Techniques Training provided by the Department of Homeland Security for the detection of fraudulent documents and imposters.

In the case where the Participant has successfully passed the in-person interview and the source documents have been verified and determined valid and authentic the Issuing Agent shall proceed with the CPP Application Process. The Issuing Agent shall inquire with the applicant if he or she requires assistance in completing the CPP Application. Should the Participant require an interpreter an Enrollment staff will make themselves available, or a request made to the Tribe's Language and Cultural Department for assistance. If an interpreter is not available and if necessary the appointment may be rescheduled.

Fraudulent Documents/Imposter:
In the case where a fraudulent document or imposter is detected by the Issuing and Authorizing Agents, the agents shall consult with the Enrollment Director and/or Designated Staff. The consultation shall not take place at the interview desk. The Enrollment Director and/or the Designated Staff shall thoroughly inspect the document and make a determination on whether the document is fraudulent and/or determine if the applicant is an imposter. In the case where the Enrollment Director and/or the Designated Staff confirms that the document is fraudulent and/or the applicant is an imposter the incident must immediately be reported to Pascua Yaqui Tribal Law

Enforcement and refer to the CPP Incident Response Plan and complete a CPP Reporting Form (CPP FRM-008).

8.2 **Completing the CPP Application:**

1) The CPP Application should be completed in blue or black ink only. The use of white-out is not permitted. A line should be drawn through errors and initialed by the Participant or the Issuing Agent may determine if the application should be redone.

2) Capture a digital full facial image (web-camera photo) of the Participant and print a copy for the CPP Participant File.

3) Where applicable, photo verification shall be performed by visually comparing the Participant to previous photos in the possession of the Enrollment Department (if applicable) and/or other photo identification provided by the Participant.

4) Pages 1 and 2 of the CPP Application should be thoroughly completed. If the information requested does not pertain to the Participant or the Participant does not have knowledge of the information the Participant shall indicate "NA – Not Applicable" or "Unknown".

5) Page 3 of the CPP Application; Declaration should be completed and all appropriate signatures obtained by the Captain and the Participant and/or the Participant's parent(s) or legal guardian(s). A copy of the declaration shall be provided to the Captain and Participant to advise them of the disclosure of the Participant's personal identifiable information, and of the legal penalties and termination in the Tribe's Cultural Participant Program for providing false information and non-compliance to the terms of the program.

6) The Issuing or Authorizing Agent shall after reviewing the authenticity of the documentation, obtain photo copies of all supporting documentation and identification cards for the CPP Application

7) The Issuing Agent shall create a CPP Participant File and label and file numerically by the Participant's assigned document number. (i.e. CPP00000 Last Name)

8.3 **Special Requirements for Minors:**

For minor Participants 17 years and under the Captain and/or the Participant's parent(s) or temporary guardian(s) with written consent must appear and present evidence of the minor's relationship to the parent(s)/or to the temporary guardian(s) along with the Captain's/parent's/or guardian's valid identification.

8.4 **Conducting the In-Person Interview:**

After the Participant has completed the CPP Application, the Issuing Agent shall conduct an in-person interview with the Participant to establish a link between the source documents and the CPP Application. The in-person interview shall consist of asking the applicant a total of ten (10) questions with the responses/answers documented on the CPP Interview Template – Questionnaire (CPP FRM-003). *(A minor applicant shall not be subject to an in-person interview.)*

The Issuing and Authorizing Agents shall then determine if the applicant has correctly answered at least five (5) of the ten (10) questions and has satisfied the agents in establishing their identity, citizenship status and validation in the Cultural Participant Program.

Participant Passed the In-Person Interview:

1) The Issuing Agent shall present the CPP Application and recommendation of eligibility to the Authorizing Agent.

2) The Authorizing Agent shall approve or disapprove the CPP Application.

3) The outcome of the in-person interview shall be documented on the Interview Template – Questionnaire (CPP FRM-003).

Participant Failed the In-Person Interview:

1) The Issuing Agent shall advise the Captain and the Participant verbally and in writing that he or she failed the interview. The Agents shall utilize the Notice of Ineligibility (CPP FRM-007) stating the reasons and facts that determined the failed interview, and that they are not eligible for a CPC.

2) The Captain and/or the Participant may be asked to provide additional information and their CPP appointment rescheduled. At this point both the Issuing and Authorizing Agents shall determine if the CPP Application will be left pending or denied. The status of the CPP application then documented on page 4 of the CPP Application.

Participant In-Person Interview Special Circumstance(s):

Should a special circumstance exist where the Participant falls under one or more of the following:

a. Raised by someone else other than their parent(s) and has limited family information; and/or
b. The Participant displays a possible mental health disability; and/or
c. Is an elder who displays and/or may have memory loss

In these circumstances the Issuing and Authorizing Agents shall thoroughly evaluate and discuss the matter, and if agreed upon by both agents that the applicant has met at least one of the special circumstances indicated above, the agents shall authorize a waiver to the applicant from answering correctly the minimum five (5) question requirement. In every case the waiver shall be documented on the Interview Template – Questionnaire (CPP FRM-003).

In the case where both agents have determined that the applicant does not meet any of the special circumstances indicated above, the agents shall advise the Captain and the Participant verbally and in writing that he or she failed the interview. The Agents shall utilize the Notice of Ineligibility (CPP FRM-007) stating the reasons and facts that determined the failed interview, and that they are not eligible for a CPC. In every case the failed interview shall be documented on the Interview Template – Questionnaire (CPP FRM-007).

8.5 **CPC PRODUCTION AND ISSUANCE:**

1) The Issuing and Authorizing Agents shall escort the Participant into the Production Room.

2) The agents shall refer to the "PYT CPP Card Management Application" Operating Procedural Manual.

3) The Issuing Agent shall log into the designated work station and perform the following:

    a. To query the Participant's record from the CPP Data Base enter their date of birth and/or assigned participant document number.
    b. Enter the Participant's physical description.
    c. Capture the Participant's facial photo image.
    d. Capture the applicant's signature. Minor applicants 16 and 17 years of age shall sign. For minor applicants 15 years of age and under the parent or legal guardian shall sign on their behalf.
    e. Capture the applicant's fingerprint scan (right index finger). Participants from the ages of 5 and under and 73 and over may be exempt from providing a fingerprint scan. Should the finger prints of a Participant between the ages of 5 and 73 not successfully capture due to sensitive or damage finger prints, an attempt should be made and documented in the CPP Application page 4 that there was a failure in capturing the finger print scan.

4) The Authorized Agent shall pull in sequential order from the CPP card stock the card to be assigned to the Participant and document accordingly on the CPP Inventory Tracking and Issuance Log (CPP FRM-010), and document any card stock voided due to a bad print.

5) The Issuing Agent shall log into the designated workstation and authorize the CPC production for issuance.

6) Upon completing the CPP Application process; card production and issuance the Captain and the Participant shall both sign the CPP Proof of Receipt (CPP FRM-006).

7) If the Captain and/or the Participant is unable to retrieve their CPC at the time due to technical difficulties, the Captain and/or the Participant from the date of notification by the Enrollment Department may retrieve the card within ten (10) business days of production.

8) In the case where the CPC is not retrieved within the allotted time, the Enrollment staff shall notify the Captain and/or Participant in writing and by way of telephone. The CPC will remain on file and is subject to destruction one month after production.

8.6 CPC REPLACEMENTS; UPDATES AND FEES

In determining the eligibility of a replacement CPC, the Enrollment Department shall exercise their authority in issuing a replacement card. A Participant may be permitted at the request and discretion of the Captain one (1) replacement card within a one year valid period, or two (2) replacement cards within a four (4) year valid period from the date of issuance.

Should the Enrollment Department suspect neglect, determine non-compliance of the CPP Program, suspicious activity and/or are notified by the authorities, the Captain and/or the Enrollment Department may revoke the CPC and/or deny any further replacement cards. In such cases, when necessary the agents shall refer to the CPP Incident Response Plan.

Card Status Changes:
In the event that a replacement card or update is required, the replacement/update shall be authorized based on the following occurrences:

- Card has been damaged
- Name change
- Card holder has died
- Card has expired
- Card found to be fraudulent
- Card has been lost or stolen
- Card has been revoked
- Existing card is surrendered
- Typographical error

8.7 Reporting a Card Status Change:

The Cultural Captains are responsible for reporting timely card status changes, and are authorized to request a replacement card and shall perform the following:

1) Telephone the Enrollment Department on call 24/7 service line at (520) 262-9746. or the alternate office telephone number at (520) 879-6295 from 8am to 5pm Monday – Friday to report and initiate a replacement card request.

2) Provide the designated Enrollment staff with the necessary Participant information to complete the CPP Update Form Card Status Change (CPP FRM 004)

3) Upon completing the CPP Update Form Card Status Change (CPP FRM-004), the Captain may authorize a replacement card. Such request can also be generated through DocUSign to obtain the Captain's signature.

4) The Enrollment staff will schedule an appointment for the replacement of a CPC.

5) A brief interview shall be performed by the Issuing or Authorizing Agent to confirm the Participant's identity. Additional information may be requested of the Captain or Participant to verify that a pervious card had been issued, and that the individual reporting the card status change is an authorized Captain; and

6) Where the Issuing or Authorizing Agent shall capture a webcam photo of the Participant to be attached to the CPP Update Form Card Status Change (CPP FRM-004); and

7) If within the Captain's or Participant's possession surrender for proper disposal the previous card issued; and

8.8 **CPC Replacement; Production and Issuance:**

1) Before issuing a replacement card, the Issuing or Authorizing Agents must verify that the Captain has completed the CPP Update Form Card Status Change (CPP FRM-004), and the agent(s) determine the request for card status change is true and valid to proceed.

2) If the card is being replaced within the valid period of the initial card issued, the Participant is not required to complete the CPP Application.

3) If the replacement is based on a legal name the Captain and/or the Participant is required to provide the proper documentation to support the change (e.g. marriage license or divorcee decree).

4) The Captain and/or the Participant shall surrender the existing card for proper disposal, and the Agent document the disposal on the CPC Destruction Log (CPP FRM-012).

5) To produce a replacement card refer to the "CPP Card Management Application" Operating Manual.

6) Document the CPC replacement on CPP Update Form Card Status Change (CPP FRM-004).

9) Upon completing the replacement process; card production and issuance the Captain and the Participant shall both sign the CPP Proof of Receipt (CPP FRM-006).

7) The completed Card Status Change Form along with the webcam photo and any other supporting documents then electronically scanned and filed in the CPP Participant's file/record.

8.9 **Fees and Waivers:**

If the Participant has been determined eligible for a replacement card the following fees and waivers shall apply.

1) A fee of $ 10 for adults.

2) A fee of $ 10 for minors.

3) Participants fifty-five (55) years and older are exempt from paying one replacement fee within the initial card valid period from the first date of issuance.

4) No fee shall apply when renewing an expired card.

5) All fees shall be paid in full made payable to the Pascua Yaqui Tribe Enrollment Department in the form of money order or cashier's check or cash payment made to the Tribe's Finance Department.

9.0 CPP FILE ARCHIVE; APPLICATION AND DOCUMENTATION

1) All processed CPP Applications and documentation (records) will be stored and maintained in the Enrollment Department's records room with limited authorized access. The records will be filed separately from the official membership files/records.

2) All records will be electronically scanned and archived; and if necessary physically stored at an off-site location after each quarterly CPP Quality Assurance Questionnaire/review is performed by the Designated Staff as listed on.

3) The Enrollment Department shall maintain a contract with a records management and storage service company, hereby known as Iron Mountain Records Management and Document Storage Solution.

4) The designated staff shall adhere to the Enrollment Department/ETC Program Scanning Policies and Procedures.

10.0 Physical Security and Card Stock Controls

A secure area for the production and issuance of a CPC has been established in the Enrollment Department Building. The frequent security and monitoring, card swipe access and inventory controls have been implemented and will be monitored for the prevention and detection of a security breach to the Enrollment Department area, the CPC Production equipment, card stock and materials.

The following controls shall be in place:

10.1 An end of month reconciliation shall be performed cross referencing the CPP Inventory Tracking and Issuance Log (CPP FRM-010) and the Inventory Card Stock Batching Log(s) (CPP FRM-009) to verify current and remaining card stock utilizing the End of Month Inventory Log (ETC FRM-011) to confirm your card stock inventory by documenting issued and voided cards, and card stock on hand.

10.2 On a yearly basis or as necessary utilize the CPP Card Management Application reports to indicate and verify cards issued;

10.3 The Enrollment Director shall establish with the vendor a chain of custody of all new card stock ordered. An inventory and batching verification shall be performed and documented. The batching shall consist of properly sealing in groups of 100 cards in sequential order to detect any tampered batches and to record when a batch is opened and to indicate the total of remaining cards in a batch.

10.4 A designated key box will be in place with designated individuals authorized access to keys. See: Cultural Participant Program Contact Information and Authorized Representatives Directory.

Contents of Key Box:

- CPP File Cabinet A (Card stock, back-up tapes, logs and materials)

10.5 Disposal of voided Cards and materials

The designated staff shall maintain all documentation and logs pertaining to all voided and disposed cards and material.

11.0 AUTHORIZED CULTURAL CAPTAINS

New Pascua - Cristo Rey
Rogelio Valencia
Miguel Valenzuela
Robert Sanchez
Raymond Buelna

Old Pascua - San Ignacio
Francisco R. Valencia
Richard Varela
Sergio Varela
Guadalupe Valenzuela

Barrio Libre - Capilla Senor de Los Milagros
Luis Estrella
Christobal Castro
Richard Tellez, Sr.
Richard Tellez, Jr.

Barrio Libre - Capilla San Martin de Porres
Jose Matus
Julian Hernandez

Guadalupe – Santa Lucia
Johnny Tavena
Ramon Tavena
Arnold Reyes
Alfredo Valenzuela

The Enrollment Director shall maintain a current list of Captains for each community on the Cultural Participant Program Contact Information and Authorized Representatives Directory.

12.0 REQUEST AND PROCESSING OF TRIBAL ADMINISTRATIVE REQUEST OUTSIDE OF CULTURAL CEREMONIES

13.0 REQUEST AND PROCESSING OF VISA APPLICATIONS

14.0 REQUEST AND PROCESSING OF TRIBAL LETTERS OF SUPPORT

15.0 DOCUMENTATION

1. CPP FRM-001 Cultural Participant Request Form
2. CPP FRM-002 Cultural Participant Application Form
3. CPP FRM-003 Interview Template – Questionnaire
4. CPP FRM-004 Cultural Participant Update Card Status Change Form
5. CPP FRM-005 Sign-In Sheet
6. CPP FRM-006 Proof of Receipt
7. CPP FRM-007 Notice of Ineligibility
8. CPP FRM-008 Incident Report
9. CPP FRM-009 Inventory Card Stock Batching Log
10. CPP FRM-010 Inventory Tracking and Issuance Log
11. CPP FRM-011 End of Month Inventory/Reconciliation Log
12. CPP FRM-012 Card Destruction Log
13. CPP FRM-013 Parolee Letter

14. CPP FRM-014 Appointment Reminder Notice
15. CPP FRM-015 CPP Q & A

Policy History:

Version	Date:	Description
1.0	February 22, 2017	Approval of Cultural Participant Program SOPP Resolution C02-41-17