



January 16, 2019

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To: General Membership

From: Enrollment Committee

Re: **AMENDED ENROLLMENT ORDINANCE APPROVAL REGARDING MANDATORY DNA TESTING – COLLECTION  
DEADLINE IS MARCH 31, 2019**

Dear General Membership,

As you are aware via the Enrollment letter sent to you in December, the Amended Enrollment Ordinance was approved by the Executive Council on November 2, 2018. A copy of the amended Enrollment Ordinance was also sent to you with that letter in December.

As you may be aware from the GM Meetings, Townhall meetings, Webinar and mailers, one of the substantive changes to the Enrollment Ordinance is the mandatory requirement of DNA testing for all current members. The letter you received in December also mentioned mandatory DNA testing. At that time no deadline had been established. At the Executive Council meeting on January 11, 2019 the Enrollment Committee recommended a deadline of March 31, 2019 for all current Habematolel Pomo of Upper Lake members to have the DNA collection done. The Executive Council accepted the Enrollment Committee's recommendation, and set a deadline of March 31, 2019. Accordingly, by **March 31, 2019**, all current members must submit to DNA collection and testing by the lab and collection agencies retained by the Tribe for this purpose.

**What does this mean?**

Beginning in 2018, DNA collection was available to you periodically on a voluntary basis, through the agency and lab engaged by the Tribe. If you have already participated voluntarily during 2018 or 2019 as part of that process, no further action is necessary. Enrollment is in the process of preparing letters to be sent to those who have already had their DNA collected and we have received results for. If you do not receive a letter by January 31, 2019, but have had collection done in 2018 or 2019 through the Tribe, contact Enrollment right away so that we may look into it.

For those who have **not** had DNA collection done in 2018 or 2019 through the Tribe and its approved agency and lab as of the date of this letter, you will need to have the collection done **BEFORE** the deadline date of March 31, 2019. Attached with this letter is a list of dates for DNA collection at the Tribal Office.

If you are unable to attend one of the collection dates at the Tribal Office you must contact Enrollment to schedule an appointment. Due to the time it may take to get an appointment scheduled it is strongly recommended to request an appointment no later than March 1, 2019. Please note, you must still have

the collection done **BEFORE** the deadline of March 31, 2019. Information that you must provide in order to schedule an appointment are as follows:

- State your name and the names of all that you want to have tested at the same appointment
- Have a good call back number where you can be reached
- List your address where you want the nearest DNA collection site to be located (i.e. your home address, your school address or work address)
- An email address – We can send you the appointment information when we receive it
  - If no email address, a valid mailing address where the information can be mailed
- Special requests – Dates, days, times that work best for you

Once Enrollment receives your request for an appointment, Enrollment will then process your request through the LabCorp website, requesting an appointment to be scheduled for you. LabCorp will then schedule an appointment at the nearest LabCorp location to the address you have given. Enrollment receives this appointment information via email from LabCorp, and Enrollment will then forward the information to you via phone and email if you give us a valid email address. If none is given or it is returned undeliverable, it will be mailed, Certified-Return Receipt, which means you will have to sign for it at the post office.

Note:

- Enrollment does not know ahead of time where the LabCorp location will be
- It can take 3-5 days to get an appointment date, time and location – sometimes longer depending on who is being tested and if others they are testing with have completed their testing yet, etc.
- The appointment can be 2-3 weeks after the initial request is submitted
- If you cannot make the scheduled appointment, advise the Enrollment Committee as soon as possible, so that we may reschedule. **Rescheduling can only be done by Enrollment.**
- You are allowed 2 reschedule opportunities
- Be sure to plan ahead to account for the March 31, 2019 deadline. ***THIS DEADLINE IS THE LAST DAY IN WHICH YOU MUST HAVE THE COLLECTION DONE. MARCH 31 IS NOT THE LAST DAY TO ASK FOR AN APPOINTMENT! IF YOU WAIT UNTIL THEN TO ASK FOR AN APPOINTMENT, YOU WILL MISS THE DEADLINE.***
- It is your responsibility to either attend one of the dates at the Tribal Office or make alternate arrangements using the procedures stated above.

New Applicants:

- DNA testing is now required for all new applicants regardless of whether you are claiming your lineal descendancy through maternal or paternal lines.
- You must make an appointment through the Enrollment Committee and payment must be made in advance. Cash or check only at this time. If you pay with a check, the appointment will not be made until it has cleared.
- A fully complete application must be submitted. If the application is incomplete, Enrollment will not accept nor show it as having been submitted (with regard to any time sensitive requirements). It will be returned and can be resubmitted upon completion.

- This requirement is for all applications submitted as of the November 2, 2018 amended Enrollment Ordinance approval.

***Enrollment Contact Information:***

**Email:** [enrollment@hpultribe-nsn.gov](mailto:enrollment@hpultribe-nsn.gov)

**Phone:** (707)275-0737 Ext 104

## DNA Onsite Collection Dates

**\*\*Collections are Mandatory\*\***

### Date\*Time\*Location

January 2, 2019	11:00-3:00	Tribal Office
January 12, 2019	12:00-3:00	Tribal Office
January 23, 2019	11:00-3:00	Tribal Office
<small>(Note: TIME CHANGE for the above date 1/23 from 3:30pm to 3pm)</small>		
February 6, 2019	11:00-3:00	Tribal Office
<small>(Note: TIME CHANGE for the above date 2/6 from 3:30pm to 3pm)</small>		
February 20, 2019	11:00-3:00	Tribal Office
<small>(Note: TIME CHANGE for the above date 2/20 from 3:30pm to 3pm)</small>		
March 6, 2019	11:00-3:00	Tribal Office
March 9, 2019	11:00-3:00	Tribal Office
March 13, 2019	11:00-3:00	Tribal Office
March 20, 2019	11:00-3:00	Tribal Office
March 27, 2019	11:00-3:00	Tribal Office
	<b>*FINAL DATE*</b>	
<i>March 30, 2019</i>	<i>11:00-3:00</i>	<i>Tribal Office</i>

## How to schedule a DNA collection appointment offsite (For current members only)

***\*\*\*Deadline to have DNA collected is March 31, 2019\*\*\****

***\*\*Offsite appointment requests are to be made by March 1, 2019\*\****

- Call or email Enrollment at (707) 275-0737 X104 or enrollment@hpultribe-nsn.gov
- Leave the names of all to be tested, call back number, email address and city you want location to be closest to
- Leave any special requests, days, times that work best
- Enrollment will request a DNA collection to be scheduled
- This process can take 3-5 days to receive a date which may be 2-3 weeks out
- Enrollment will not know the date, time or location until it is sent to us by LabCorp
- Upon receipt of a scheduled DNA collection appointment Enrollment will contact the member with the information (by phone, and email, or mail if no e-mail is provided)
- If you are unable to make the appointment, you must contact Enrollment prior to the scheduled date to request a reschedule.
- You may reschedule up to 2 times as long as dates are before March 31, 2019 deadline
- Some dates received from LabCorp may be up to 2-3 weeks after a request has been made. Be sure to schedule well in advance of the deadline date.
  - Carefully read all required instructions prior to your appointment!! If you do not take all required information you may not have the collection done and this will require a reschedule.

***\*\*\*DNA collections are now mandatory\*\*\****