

Open Enrollment Fact Sheet

- The Enrollment process for 2025 is not first come first serve.
- We encourage everyone to utilize the Tribe's online application. Please refer to the Tribe's website for additional information by visiting www.grandronde.org/services/member-services/enrollment/
- All completed applications received within the open enrollment period will be considered equally.
- The open enrollment period for 2025 will open on Tuesday, June 3, 2025 at 8:00 a.m. and will run through 5:00 p.m. on July 18, 2025. All applications must be received in-office or in the enrollment inbox by 5:00 p.m. and must be completed to be considered in the drawing.
- Turning in your application on opening day will not give you preferential treatment for the drawing.
- Applications will be available at 4 PM on Friday, May 30, 2025.
- Applications will be available for pick up at any of the following Tribal campus locations...
 - Tribal Governance Center
 - Grand Ronde Health and Wellness Center
 - Elders Activity Center
 - Social Services
 - Adult Education
 - Tribal Housing
- Applications are also available on the Tribe's website www.grandronde.org/services/member-services/enrollment/
- All electronic submissions must be in PDF; photo submissions will not be accepted.
- All applications must be submitted by the applicant or the minor applicant's grandparent, parent and / or guardian. All applications submitted by grandparents must have the parent and / or guardian's signature.
- If you have completed a descendency application for a descendency certificate you will still need to apply for enrollment by completing the application.
- You will receive confirmation of your submission(s) when you submit your application(s) either online or in-person.
- Staff will contact you if your application is incomplete. All applications will need to be completed with all necessary information by the end of the open enrollment period to be included in the drawing.

- DNA testing is not required when submitting your application; you will be contacted by staff when it is time to schedule your DNA appointment(s) and staff will work with you to identify an approved testing facility close to you.
- Only living applicants are eligible to be enrolled.
- As a reminder, this process is not first come first serve and all applications must be submitted between Tuesday, June 3, 2025 at 8:00 a.m. and 5:00 p.m. on July 18, 2025 in order to be considered in the drawing. All applications must be received in-office or in the enrollment inbox by 5:00 p.m. on July 18, 2025 and must be completed to be considered in the drawing.
- Out of respect for our Elders and those that may require special accommodations, we are reserving opening day, Tuesday, June 3rd for them and will not be accepting in-person applications from other applicants on that day.
- During this time, please be aware that we anticipate receiving higher than normal call volumes. Staff will make every effort to get back to you as soon as possible, and we thank you in advance for your patience and understanding.

Enrollment Department Hours of Operation

1st Week of Open Enrollment

Monday, June 2, 2025	8:00 a.m. to 5:00 p.m. (Not Accepting Applications)
Tuesday, June 3, 2025	8:00 a.m. to 5:00 p.m. (First Day of Open Enrollment)
Wednesday, June 4, 2025	8:00 a.m. to 4:00 p.m.
Thursday, June 5, 2025	8:00 a.m. to 4:00 p.m.
Friday, June 6, 2025	8:00 a.m. to 12:00 p.m.

2nd Week of Open Enrollment

Monday, June 9, 2025	9:00 a.m. to 4:00 p.m.
Tuesday, June 10, 2025	9:00 a.m. to 4:00 p.m.
Wednesday, June 11, 2025	9:00 a.m. to 4:00 p.m.
Thursday, June 12, 2025	9:00 a.m. to 4:00 p.m.
Friday, June 13, 2025	8:00 a.m. to 12:00 p.m.

3rd Week of Open Enrollment

Regular Office Hours 8:00 a.m. to 5:00 p.m.

- Other enrollment related requests like new or reprinted Tribal IDs, Certificates of Indian Blood (CIB), Certificates of Tribal Enrollment (CTE), Name Changes, Descendancy Certificates and / or letters and Eagle Feather permits will not be processed or available the week of June 2, 2025 so staff can focus on incoming enrollment applications and enrollment application requests and inquiries. Those services will be available again beginning on June 9, 2025.
- A fact sheet for the drawing will be released on July 18, 2025.