



The Saginaw Chippewa Indian Tribe Of Michigan

7500 SOARING EAGLE BLVD.
TRIBAL CLERK'S OFFICE

MT. PLEASANT, MICHIGAN 48858

(989) 775-4054
FAX (989) 775-4094

Tribal Clerk/Enrollment Re-Opening Plan Effective June 8, 2020

The Tribal Clerk and Enrollment Office will be re-opening in office services that include a new way of conducting business starting Monday, June 8, 2020.

The Tribal Clerk/Enrollment Department's main focus is the health and safety of our Membership and staff. As we continually monitor the Covid-19 Pandemic, our Office will continue to practice the CDC's recommendations of social distancing, sanitizing and frequent cleaning. Please review the guidelines below.

- Business hours: Monday – Thursday 8am-5pm (closed 12pm-1pm). Closed to outside services on Fridays unless, a deadline date falls on that Friday.
- Mail, phone and email communications are recommended however, we understand that in office business may be necessary and therefore, is by appointment only.
- To schedule an appointment please call the front desk at (989) 775-4051.
- When you arrive at the Black Elk Building please call the front desk and a staff member will meet you at the north front entrance.
- Tribal Elder's or those with mobility issues may remain in their vehicle if they chose, and a staff member will bring/take the necessary documents out to you.
- Please keep in mind appointments are for one person at a time, unless that person is a minor or needs additional assistance, then one other adult may assist.
- COVID-19 screening assessments and temperature checks will need to be completed before entering the building.
- If, you refuse or don't pass the screening, you will be denied entry into the building.
- Masks are required to enter and must be worn while in the building, public areas and while meeting with staff.
- Please social distance at least 6 feet away from the next person.
- Please keep in mind the Clerk/Enrollment Office will continue to operate temporarily at a less than fully staffed department.

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Shawn Sawmick
Enrollment Director/Tribal Clerk