



## Reimbursement Policy for CTUIR Tribal Members' Passport, Passport Card, or REAL ID Act Compliant State Driver's License or Identification Card Fees

(Revised April 20, 2026)

In Resolution Number 26-004, the Board of Trustees originally authorized the reimbursement of fees paid for CTUIR Tribal Members' passports, passport cards, or REAL ID Act compliant state driver's licenses or REAL ID Act compliant state identification cards, including Enhanced Driver's Licenses and IDs. In Resolution Number 26-XXX, the Board of Trustees authorized this revised Reimbursement Policy to include reimbursement for fees paid to obtain certified birth certificates.

### **This Reimbursement Policy is effective as of January 1, 2026.**

#### **1. Who is eligible for reimbursement?**

- A. Any enrolled Tribal member, regardless of age or location, is eligible for reimbursement of the fees paid for either a passport **or** a REAL ID Act compliant state driver's licenses or REAL ID Act compliant state identification card, including Enhanced Driver's Licenses and Enhanced IDs where those are issued.
- B. The CTUIR will only reimburse Tribal members for one document and one certified birth certificate.
- C. Tribal members will only be reimbursed for fees paid after January 1, 2026, the effective date of this policy. No fees paid before January 1, 2026, will be reimbursed.
- D. Tribal members are responsible for choosing which document they need and for completing all applications.
- E. Tribal members will need to pay all required fees first and then request reimbursement through the Enrollment Office.
- F. Once the CTUIR has reimbursed a Tribal member for fees paid for a passport, passport card, or REAL ID Act compliant state driver's license or identification card, the Tribal member is ineligible for another reimbursement until the original document expires.

#### **2. What fees will CTUIR reimburse?**

- A. The CTUIR will reimburse Tribal members for fees paid to obtain their passport book, passport card, or REAL ID Act compliant state driver's license or state identification.
- B. The CTUIR will also reimburse Tribal members for renewal fees for their passport, passport card, or REAL ID Act compliant state driver's license or identification if renewed before or upon expiration.
- C. The CTUIR **will not** reimburse Tribal members for fees paid to replace lost or stolen IDs.
- D. The CTUIR **will not** pay fees for expedited processing.

### 3. How do Tribal members request reimbursement?

- A. The CTUIR Enrollment Office is responsible for processing reimbursement requests for fees paid for passports, passport cards, or REAL ID Act compliant state driver's licenses or identification cards.
- B. Tribal members will need to complete a Request for Reimbursement Form. Copies of the form are available in the Enrollment Office and on the CTUIR website.
- C. The Request for Reimbursement Form will ask for the Tribal member's name and the name of any person acting on their behalf, the Tribal member's enrollment number, and for which document reimbursement is requested.
- D. Along with the request form, Tribal members will need to provide:
  - i. An original receipt of the fees paid. If purchased online, a printout of the electronic receipt must be provided.
  - ii. A photocopy of the document (passport book, passport card, or REAL ID Act compliant state driver's license or identification card).
- E. The Enrollment Office will issue the reimbursement to the person listed on the receipt. The receipt must show the name of the Tribal member.

### 4. How do I obtain a passport or state identification card?

- A. For information on how to obtain a passport and related fees, please visit:  
**travel.state.gov**
- B. Individuals are responsible for their own passport applications. The CTUIR does not process passport applications.
- C. For information on REAL ID Act requirements and how to obtain a REAL ID compliant state driver's license or identification card, visit your state's department of licensing.

### 5. Can the Enrollment Office provide an original copy of a birth certificate?

- A. Unfortunately, the CTUIR cannot release original birth certificates held in Tribal members' permanent files. The Enrollment Office can provide a photocopy.
- B. The CTUIR **will** reimburse fees for certified copies of birth certificates needed to apply for passports, passport cards, or state driver's licenses or identification cards.
- C. If you need a certified copy of a birth certificate for the identification document you are applying for, you may also request reimbursement for the birth certificate fee. You will need to provide a copy of the receipt for the fee paid for the birth certificate.
- D. If you only need a certified birth certificate, you can also request reimbursement using the same form. For children not yet enrolled, please contact DCFS.

### 6. Who can I contact with questions about the Reimbursement Policy?

- A. If you have questions about the Reimbursement Policy, please contact the Enrollment Office at (541) 429-7035 or email [Enrollment@ctuir.org](mailto:Enrollment@ctuir.org).
- B. For questions on how to apply for a passport or state identification, please contact the issuing agency.
- C. For questions on how to obtain a certified birth certificate, please contact the issuing authority.