

THIS LETTER SHOULD BE AGENCY LETTERHEAD AND SENT CERTIFIED, RETURN RECEIPT REQUESTED. THIS LETTER SHOULD ONLY BE USED PRIOR TO ANY PETITIONS BEING FILED OR ORDERS BEING ISSUED.

[DATE]

United States Department of the Interior  
Bureau of Indian Affairs  
[REGIONAL OFFICE AND ADDRESS]

RE: [NAME, BIRTH DATE AND BIRTH PLACE OF INDIAN CHILD] '

Dear :

[NAME OF THE AGENCY] may be a party to a child custody proceeding regarding the above named child. It has come to the attention of this agency that the child is enrolled or may be eligible for enrollment in the [INDIAN TRIBE]; or may otherwise meet the criteria of an Indian child as defined by 25 U.S.C. 1903

Pursuant to 25 CFR 23.11 (g), [AGENCY] requests that reasonable efforts be made by the Secretary or designee, to identify and locate the Indian tribe of the above named child. Attached is information known to this agency regarding the child's lineage and custodial relationships. Although this information may not be complete, it includes all of the information that is available to this agency at this time.

Please respond in writing at the address indicated above, within fifteen days from receipt of this letter. In your correspondence, please indicate either that the child's tribal affiliation has been established; that additional time is required to establish tribal affiliation; or that despite reasonable documented efforts, the child's tribal affiliation is unable to be determined.

If you should have any questions regarding this request, please contact me at [TELEPHONE NUMBER]. Thank you for your consideration in this matter.

Sincerely,

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[CASEWORKER/AGENCY  
REPRESENTATIVE AND TITLE]