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**OFFICE OF THE TRIBAL SECRETARY  
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**INFORMATION REQUEST FORM**

- When inquiries are made on individuals other than yourself, a notarized written consent form the individual must be submitted unless the information is in the Tribal Council Minutes. \*

Please note that requests are addressed in chronological order that it was received.

Date: \_\_\_\_\_

Requestor's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Method of Request:    ( ) Telephone    ( ) In Person    ( ) Mail    ( ) Fax    ( ) Email

Date(s) of the documents / Information requested: \_\_\_\_\_

Date of when the documents / Information are needed: \_\_\_\_\_

(NOTE: This is just an estimated time of completion and NOT an actual date that it WILL be Completed. As stated above, requests will be completed in chronological order.)

Description of Information Requested:    ( ) Verbatim    ( ) Research (Explain Below.)

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**OFFICE USE ONLY**

Staff assigned / referred to complete request: \_\_\_\_\_

Staff Signature: \_\_\_\_\_ Date Completed: \_\_\_\_\_

Received by: \_\_\_\_\_ Date: \_\_\_\_\_