



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 from the individual must be submitted, unless the information is in the Tribal Council Minutes & was in open session.\*\***

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

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

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

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

Phone No.: \_\_\_\_\_

Method of Request:     Telephone     In Person     Mail     Fax     Email

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

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

*(NOTE: This is just an estimated time of completion and NOT an actual date that the request WILL be completed. As stated above, requests are addressed in chronological order.)*

Description of information requested:     Verbatim     Research    (Explain Below)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

Received By: \_\_\_\_\_ Date: \_\_\_\_\_

Mailed/Emailed/Faxed to: \_\_\_\_\_