

## INSTRUCTIONS FOR ICWA NOTIFICATION LETTERS

1. [Notification Letter 1 \(CF1271\)\(Initial Inquiry\)](#) will be sent within 48 hours of an investigation when initial screening has identified a family may have Native American/Alaskan Native ancestry. This letter must be accompanied by a completed 1270 and a family tree. These documents must be sent **Registered Mail, Return Receipt Requested**. See ICWA Procedure Manual Section: Initial Contact Section and the ICWA Search Manual.
2. [Notification Letter 2 \(CF1272\)\(Second Inquiry\)](#) will be sent as a second inquiry after at least 60 days where DHS has had no response from the Tribe to Notification Letter 1. This must also be accompanied by a copy of the 1270 and family tree and must be sent **Registered Mail, Return Receipt Requested**. See ICWA Procedure Manual Section: Initial Contact and the ICWA Search Manual.
3. [Notification Letter 3 \(CF1273\)\(BIA Inquiry\)](#) will be sent when the Tribe has not responded to the two previous inquiry letters or the parent's ancestry and/or Tribe is not clearly identified. Include a copy of the 1270 and family tree. This letter must be sent **Registered Mail, Return Receipt Requested**. See the ICWA Procedure Manual Section: Initial Contact and the ICWA Search Manual.
4. [Notification Letter 4 \(CF1275\)\(Enrolled Member\)](#) will be sent when the child is clearly identified as an enrolled member of a federally recognized Native American Tribe or Alaskan Native Village or Corporation. This letter is to be used when DHS will be involved with the family or the agency has placed the child in substitute care and DHS has gained temporary custody. See ICWA Procedure Manual Sections: Initial Contact, Tribal Involvement Prior to Filing a Dependency Petition, and Voluntary Consent for Placement. This letter must be sent **Registered Mail, Return Receipt Requested**.
5. [Notification Letter 5 \(CF1276\)\(BIA Assistance\)](#) needs to be sent when a parent claims Indian heritage but does not know which tribe he or she is affiliated with. This letter must be sent **Registered Mail, Return Receipt Requested**.
6. You may use Notification Letter 4 as an *optional courtesy notification* for a child who may be enrolled in a Canadian Tribe or Reserve. These children are **not** covered under the ICWA requirements. Courtesy letters can be sent by regular mail.