



Checklist For Processing Ministerial License Applications

- ☑ Use only ***most current forms of local, general or ordained applications***. Applications come in three versions: English, Spanish, and for those seeking North American license after being licensed overseas. Please use the appropriate form. Use Spanish version only when applicant speaks very little, or no English. If submitting a Spanish application, please attach an English translation of answers. The application for those seeking North American license after being licensed in another country has additional questions and required signatures and should be used for those applicants only.
- ☑ Check ***all answers*** on application before sending to headquarters. Check that all questions are answered and answered correctly.
- ☑ Check that ***all required signatures*** are on application (and that the disclosure statements are signed).
- ☑ If there is a ***divorce*** since receiving the Holy Ghost on the part of applicant or the spouse, or both, there must be documents attached as specified in the Manual.
- ☑ If applicant indicates a bankruptcy has been taken, please have minister give a short statement regarding the reason in the designated place on the application. (See enclosed guidelines.)
- ☑ If applicant is being reinstated and has been dropped from another district, a ***letter of release*** from that district must accompany the application.
- ☑ At least ***one quarter of the annual budget fee*** must accompany all new applications. If it is a promotion, the minister should continue to pay his dues as usual, as money held at the district at a critical time could cause him to be dropped. Also a ***\$25.00 application fee*** is required for any application.
- ☑ A completed ***insurance beneficiary card*** should accompany all ***new, promotion, and reinstatement applications***. This is important for updating a minister's beneficiaries.
- ☑ ***Two (2) pictures*** are required—one to accompany application and one for district files.