

# **REGISTRATION FORM**

# **GUIDELINES**

**(PROVINCIAL LODGES)**

Prepared by  
United Grand Lodge of England  
July 2008

## UGLE Registration Form: Completion Guidelines

The following pages outline the sections of the UGLE Registration Form P that must be completed by:

- all candidates for initiation in a Lodge
- all joining and/or re-joining Members
- the Proposer and Secunder
- the Master
- the Lodge Secretary

Completion of these sections is mandatory and, any omissions will result in the Registration Form(s) being returned for proper completion and re-submission.

The names of those Brethren whose Registration Forms have not been properly completed will not appear on any Annual Returns until such time as their names can be added to the UGLE computer database. The Lodge(s) concerned, however, will still be liable for the Annual Dues payable to UGLE.

## UGLE Registration Form P Pre-send checklist

Prior to sending any Registration Forms, please check that the following sections have been completed:

### Page 1

- Lodge Name & Number
- Member's Contact Details: Surname, Forename, Home Address, Postcode (where applicable), Telephone Number, e-mail Address
- Member's occupation, Employer & Business Address  
*(if retired, the former occupation must be given)*
- Member's date of birth
- Data Protection Act 1998: Member's signature and date of signature

### Page 2

- Declaration of proposal for membership of other Lodges
- Member's signature and date of signature

### Page 3

- Proposer's and Seconder's Questions and Comments
- Certificate of Proposer and Seconder including dates & signatures
- Certificate of Master: including signature and Lodge Number

### Page 4

- Certificate of Secretary including status of Member, date of Joining, signature of Secretary and date of signature
- Name and contact details of Secretary; Lodge Number
- Registration Fee if applicable  
*(It is recommended that you consult your Provincial Grand Secretary for advice in relation to the submission of fees)*

***N.B. Please ensure when inspecting Clearance Certificates that if the Brother is still a member of the Lodge that has issued the Certificate, it has been issued within the last six months. If the Brother concerned is no longer a member of the Lodge in question the Certificate must state the reason why he left the Lodge and whether or not he is indebted to the Lodge (Rule 175(ii), Book of Constitutions, refers).***

***It is also recommended that Clearance Certificates are issued on Lodge headed paper and are signed by the Lodge Secretary or Worshipful Master.***

# United Grand Lodge of England

# Registration Form P

FORM PROVIDED UNDER RULES 159, 160, 163 AND 164, BOOK OF CONSTITUTIONS

Application for admission to membership of \_\_\_\_\_ Lodge No \_\_\_\_\_

Meeting at \_\_\_\_\_ Province of \_\_\_\_\_

This form (when completed by the Candidate and his Proposer and Seconder) is to be handed to the Secretary of the Lodge previous to the Meeting at which the **proposition** is made, on which occasion sufficient particulars of the Candidate are to be stated in order that those present may be enabled to identify him. Subsequently it must be forwarded, with the Certificates of the Master and the Secretary duly signed, to your Provincial Grand Secretary, together with the current registration fee, for onward transmission to the Grand Secretary.

In accordance with the requirements of Rule 163, Book of Constitutions, a Joining member must produce, for inspection by the Secretary, his Grand Lodge certificate and clearance certificates from all the Lodges of which he is or has been a member. In the case of a Joining member from another Constitution, the enquiry under Rule 163(e) must be made before the ballot is taken.

## **A** To be filled up by the Candidate (in BLOCK LETTERS)

**THIS SECTION MUST BE COMPLETED BY THE CANDIDATE HIMSELF**

Surname \_\_\_\_\_

Forenames in Full \_\_\_\_\_

Home Address \_\_\_\_\_

A FULL ADDRESS NOT P.O. BOX NUMBER SHOULD BE GIVEN

\_\_\_\_\_

Postcode \_\_\_\_\_ Telephone No. \_\_\_\_\_

e-mail address \_\_\_\_\_

Profession/Occupation/Trade/Rank (PLEASE STATE) \_\_\_\_\_ **IF RETIRED, PREVIOUS OCCUPATION**

A PRECISE DEFINITION OF OCCUPATION OR FORMER OCCUPATION IF RETIRED IS ESSENTIAL. **TERMS SUCH AS COMPANY DIRECTOR OR CIVIL SERVANT ARE NOT SUFFICIENTLY DESCRIPTIVE**

Employer \_\_\_\_\_

Business Address \_\_\_\_\_

Date of Birth (DD/MM/YY) \_\_\_\_\_

## To be filled up by Candidates for JOINING and RE-JOINING only **NOT FOR COMPLETION BY INITIATES**

Give the names and numbers of all Lodges of which you are, and at any time have been, a member, the year of your admission, and the rank you held therein. **If joining from another Grand Lodge, its name, number and Constitution must be clearly stated.**

Name and Number of Lodge	Constitution (if not UGLE)	Rank	Date of Admission	If P.M. Year of Mastership
_____	_____	_____	_____	_____
<b>PLEASE ENSURE THAT CLEARANCE CERTIFICATES ARE INSPECTED FROM ALL LODGES OF WHICH THE CANDIDATE IS, OR WAS, A MEMBER</b>			<b>IF THE CANDIDATE HAS PREVIOUSLY CEASED MEMBERSHIP UNDER RULE 148, BOOK OF CONSTITUTIONS OR BEEN EXCLUDED UNDER RULE 181, PLEASE ATTACH A COPY OF THE RELEVANT CLEARANCE CERTIFICATE</b>	

**DATA PROTECTION ACT 1998:** I, the undersigned, hereby consent to the processing of personal data and information supplied on this Registration Form and in consequence of my membership, and to its use by United Grand Lodge of England and Supreme Grand Chapter of England, any bodies subordinate to them of which I am now or may at any time be or have been a member, and for the purposes of any Masonic Charity. ‡ A list of Masonic Charities is available on application to the Provincial Grand Secretary.

For office use only

## **TO BE SIGNED BY ALL CANDIDATES** **CANDIDATE MUST SIGN AND DATE**

Signature \_\_\_\_\_

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 200 \_\_\_\_\_

**To be filled up by Candidates for INITIATION only, except for paragraph 5 which shall be subscribed to also by Candidates for JOINING or RE-JOINING who are unattached in accordance with Rule 127, Book of Constitutions.**

Have you ever been proposed for membership in any Lodge, or has your admission to any Lodge ever been sought either by yourself or by anyone on your behalf ? YES / NO

Give the name and number of any or every such Lodge:

I wish to become a Candidate for initiation in and membership of the Lodge first named overleaf and I declare that:-

1. My application is entirely voluntary.
2. I understand that my duties as a Freemason would include an overriding duty to obey the laws of any country to which I may be subject.
3. I do not expect, anticipate or seek any preferment or financial benefit as a consequence of my being a member of the Craft.
4. I understand that I may freely declare my membership of the Order on any occasion when I can be seen not thereby to be pursuing any business, professional or personal advantage.
- †5.
  - a. I have never been convicted by a Court of any offence
  - b. I have never been the subject of a finding of dishonest or disgraceful conduct
  - c. I have never been disciplined by any professional, trade or other tribunal
  - d. I am not awaiting the outcome of proceedings against me before a criminal court or a professional, trade or other tribunal
  - e. I am not, to the best of my knowledge, the subject of any criminal, professional, trade or other investigation.
- ‡6. I am not and have not been in any way connected with any organisation which is quasi-Masonic, imitative of Masonry, or regarded by the Grand Lodge as irregular or as incompatible with the Craft.
7. I undertake that if any paragraph in this declaration should become untrue or misleading at any time before I am made a Mason, I will inform my proposer and seconder without delay, and agree that by presenting myself at the meeting at which I am to be made a Mason I shall represent that this declaration remains true.

**IF A DECLARATION OF ANY KIND IS MADE HERE, THIS FORM MUST BE SENT TO YOUR PROVINCIAL OFFICE WITH FULL DETAILS PRIOR TO THE CANDIDATE BEING INITIATED**

† IF THE CANDIDATE CANNOT MAKE THIS DECLARATION WITHOUT QUALIFICATION, OR IN ANY DOUBT AS TO THE SCOPE OF THIS PARAGRAPH HE MUST CONSULT HIS PROPOSER AND SECONDER BEFORE SIGNING THIS FORM OR OTHERWISE CONTINUING WITH HIS APPLICATION. PARAGRAPH 5 MUST BE AMENDED BY DELETING ANY SUB-PARAGRAPH TO WHICH THE CANDIDATE CANNOT SUBSCRIBE. FULL DETAILS OF ANY CONVICTIONS OR ANY SUCH PROCEEDINGS MUST BE DISCLOSED TO HIS PROPOSER, SECONDER AND SECRETARY OF THE LODGE. THE CERTIFICATE OF THE GRAND SECRETARY CONFIRMING THAT THE MATTERS DISCLOSED DO NOT CONSTITUTE A BAR TO INITIATION MUST THEN BE OBTAINED BEFORE THE CANDIDATE MAY BE PROPOSED IN OPEN LODGE. IF AT ANY TIME BEFORE INITIATION THIS DECLARATION BECOMES UNTRUE OR MISLEADING, A FURTHER CERTIFICATE MUST BE OBTAINED.

‡ MEMBERSHIP OF A RECOGNISED REGISTERED FRIENDLY SOCIETY DOES NOT COME WITHIN THIS CATEGORY.

**DATA PROTECTION ACT 1998:**

**I, the undersigned, hereby consent to the processing of personal data and information supplied in relation to Question 5 above, by the Lodge, the Provincial Grand Lodge, and the United Grand Lodge of England.**

**Note: Any such data and information supplied will not be divulged to any other organisation, Masonic or non-Masonic.**

Signature

**ONLY TO BE SIGNED IN CONJUNCTION WITH DECLARARTION OUTLINED IN PARAGRAPH 5**

Dated this  day of  200



**Certificate of Grand Secretary**

I certify that the matters disclosed in connection with this application for membership do not constitute a bar to initiation. The issue of this certificate is no more than confirmation that there is no overriding objection to the candidate being made a Mason and is not to be taken as an expression of opinion that the candidate ought to be elected.

[The following additional statement shall be made:

Signature \_\_\_\_\_ Grand Secretary

dated this \_\_\_\_\_ day of \_\_\_\_\_ 200\_\_

**Certificate of Secretary**

I certify this application for membership, together with:

- a. the certificate from the Grand Secretary (if the Candidate has made a qualified declaration in A).
- b. any adverse report under Rule 158, Book of Constitutions, was read in open Lodge immediately before the Ballot was taken, and that the Candidate was

**MUST BE COMPLETED BY THE SECRETARY**

\*initiated in  
 \*became a joining member of  
 \*became a re-joining member of } this Lodge on \_\_\_\_\_ day of \_\_\_\_\_ 200\_\_

Signature \_\_\_\_\_ Sec., Lodge No. \_\_\_\_\_

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 200\_\_

*\*Please delete where necessary*

**CLEAR INDICATION TO BE GIVEN**

For details of fees please see letter of instruction

**To be completed by the Lodge Secretary**

Name of Secretary: \_\_\_\_\_

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

\_\_\_\_\_

Postcode: \_\_\_\_\_

Telephone No. (Home) \_\_\_\_\_

(Work) \_\_\_\_\_

e-mail address: \_\_\_\_\_

This space for the use of the Grand Secretary's office

Entd.

**PROVINCIAL**

Lodge Number: \_\_\_\_\_

Regn. Fee.            £            :

V.A.T.                    £            :

Total Remittance            £            :

*cheques should be made payable to:  
United Grand Lodge of England*