

# **REGISTRATION FORM GUIDELINES**

**(DISTRICT LODGES)**

**(FOR DISTRIBUTION TO LODGE SECRETARIES)**

Revised edition by  
United Grand Lodge of England  
April 2018

## UGLE Registration Form: Completion Guidelines

The following pages explain the sections of the UGLE Registration Form DGL 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 Secretary

All these sections must be completed. If there any omissions the Registration Form(s) will be returned for completion and re-submission.

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

# UGLE Registration Form DGL

## Pre-send checklist

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

### Page 1

- Lodge Name, Number, Place of Meeting and District
- Member's Details: Surname, **Full** Forename(s), Home Address, Postcode (*where applicable*), Telephone Number(s) and e-mail Address (*if any*)
- Member's Occupation, Employer and Business Address (*if retired, the former occupation must be given*)
- Member's date of birth
- Data Protection "Optional charities consent": Candidate to tick boxes which are applicable, if any
- Candidate's signature and date

### Page 2

*(Only for Candidates for Initiation or for Joining or Rejoining after being Unattached)*

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

### Page 3

- Proposer's and Seconder's Answers and Comments (*Candidates for Initiation only*)
- Certificate of Proposer and Seconder including dates and signatures
- Certificate of Master: deleting the statement which is not applicable; 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 District 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 it confirms that he is up to date with the current year's Lodge subscription. 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).

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



# United Grand Lodge of England

# Registration Form A

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

D.G.L.

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

Meeting at \_\_\_\_\_ District 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 District Grand Secretary, if applicable, 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 his own handwriting unless prevented by physical disability (IN BLOCK LETTERS)

Surname \_\_\_\_\_ **THIS SECTION MUST BE COMPLETED BY THE CANDIDATE HIMSELF**

Forenames in Full \_\_\_\_\_ **ABBREVIATED FORENAMES SUCH AS 'TOMMY' 'MICKEY' ETC SHOULD BE QUERIED WITH THE CANDIDATE TO ESTABLISH IF THAT IS HIS FULL AND CORRECT NAME AND NOT AN ABBREVIATION**

Home Address \_\_\_\_\_  
A FULL ADDRESS NOT P.O. BOX NUMBER SHOULD BE GIVEN \_\_\_\_\_ **IF A CANDIDATE FOR INITIATION DOES NOT HAVE A HOME OR BUSINESS ADDRESS WITHIN THE LOCALITY OF THE LODGE TO WHICH HE SEEKS ADMISSION, AN ENQUIRY UNDER RULE 158 MUST BE MADE. FOR DETAILS OF LOCALITY PLEASE SEEK ADVICE FROM YOUR DISTRICT OFFICE**

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

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

Profession/Occupation/Trade/Rank (PLEASE STATE) \_\_\_\_\_ **TERMS SUCH AS COMPANY DIRECTOR OR CIVIL SERVANT ARE NOT SUFFICIENTLY DESCRIPTIVE**  
A PRECISE DEFINITION OF OCCUPATION OR FORMER OCCUPATION IF RETIRED IS ESSENTIAL. **IF RETIRED, PREVIOUS OCCUPATION MUST BE PROVIDED**

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>ALL LODGES MUST BE DISCLOSED AND CLEARANCE CERTIFICATES INSPECTED FROM ALL THE LODGES OF WHICH THE CANDIDATE IS, OR WAS, A MEMBER</b>		<b>IF THE CANDIDATE STATES HIS RANK IS AN ENTERED APPRENTICE OR FELLOWCRAFT AND A FIRST OR SECOND DEGREE CERTIFICATE IS NOT INCLUDED, PLEASE CONTACT YOUR DISTRICT OFFICE FOR ADVICE</b>		
<b>IF THE CANDIDATE HAS PREVIOUSLY BEEN EXCLUDED UNDER RULE 148 OR 181, BOOK OF CONSTITUTIONS, A COPY OF THE RELEVANT UP TO DATE CLEARANCE CERTIFICATE MUST BE INCLUDED</b>				

<p><b>Data Protection</b></p> <p><b>Mandatory consent:</b> I have received and read a copy of the Blue Form and I hereby consent to the processing of my personal data for the purposes set out in it.</p> <p><b>Optional charities consent:</b> I am willing for my personal data to be shared with Masonic charities so that they can process it (please tick as applicable):</p> <p><input type="checkbox"/> on receipt of an application for relief, to determine whether I or my relatives are eligible beneficiaries</p> <p><input type="checkbox"/> to enable Masonic charities to contact me with fundraising materials</p> <p><b>CANDIDATE TO TICK APPLICABLE BOXES</b></p>	For office use only
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**TO BE SIGNED BY ALL CANDIDATES** **CANDIDATE MUST SIGN AND DATE BEFORE BEING PROPOSED AND SECONDED. IF HE DOES NOT, THE APPLICATION CANNOT PROCEED**

Signature \_\_\_\_\_ Date (DD/MM/YY) \_\_\_\_\_

**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:

**IF THE CANDIDATE ANSWERS YES, FURTHER ENQUIRIES AS TO WHY THE PREVIOUS APPLICATION DID NOT PROCEED SHOULD BE MADE**

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 disgrace
  - 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 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 TO QUESTION 5, THIS FORM MUST BE SENT TO YOUR DISTRICT OFFICE GIVING FULL DETAILS PRIOR TO THE CANDIDATE BEING PROPOSED AS THE CERTIFICATE OF THE GRAND SECRETARY MUST BE GRANTED**

† 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 CONSENT:**

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

**TO BE SIGNED BY ALL INITIATES AND UNATTACHED BRETHREN IN CONJUNCTION WITH QUESTION 5**

Signature \_\_\_\_\_

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

**QUESTIONS TO BE ANSWERED BY THE PROPOSER AND SECONDER  
OF A CANDIDATE FOR INITIATION**

**TO BE COMPLETED BY PROPOSER AND SECONDER IN RESPECT OF INITIATES**

Proposer

Seconder

1. How long have you known the Candidate?
2. To the best of your knowledge and belief, are his answers to question 5 on the Registration Form true?
3. Do you meet him often?
4. Where do you meet him?
  - (a) In your home?
  - (b) In his home?
  - (c) At work?
  - (d) Socially?
  - (e) Elsewhere (give details)?
5. Would you welcome him into your home?
6. Do you vouch for him in every respect as a suitable and desirable person for admission to the Craft?
7. (a) Would his home or business circumstances make it difficult for him to attend regularly at Lodge meetings?  
(b) Do you accept the responsibility of encouraging him to make his membership effective?
8. Have you informed him of:
  - (a) his financial obligations to the Lodge and
  - (b) the calls that may be made on his time?
9. What reason have you for thinking Freemasonry will interest him?

**IF A SHORT PERIOD OF TIME KNOWN HAS BEEN GIVEN,  
PLEASE PROVIDE YOUR DISTRICT OFFICE WITH FURTHER  
DETAILS PRIOR TO THE APPLICATION PROCEEDING**

**IF THE ANSWER TO QUESTION 5 IS "NO",  
FURTHER DETAILS SHOULD BE GIVEN AS TO WHY**

Proposer \_\_\_\_\_

Seconder \_\_\_\_\_

**B Certificates of Proposer, Seconder, Master and Secretary (and of the Grand Secretary where applicable)**

**MUST BE COMPLETED FOR INITIATES AND JOINERS**

I, the Proposer, declare as follows:-

The Candidate has been personally known to me for \_\_\_\_\_ years \_\_\_\_\_ months.

To the best of my knowledge, information and belief the statements made by the Candidate on this application form are true and correct: he is a man of good reputation and well fitted to become a member of this Lodge.

[For candidates for Initiation only] The answers given by me to the questions above are true.

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

Name of Proposer \_\_\_\_\_

Signature \_\_\_\_\_

Address \_\_\_\_\_

I, the Seconder, declare as follows:-

The Candidate has been personally known to me for \_\_\_\_\_ years \_\_\_\_\_ months.

To the best of my knowledge, information and belief the statements made by the Candidate on this application form are true and correct: he is a man of good reputation and well fitted to become a member of this Lodge.

[For candidates for Initiation only] The answers given by me to the questions above are true.

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

Name of Seconder \_\_\_\_\_

Signature \_\_\_\_\_

Address \_\_\_\_\_

**Certificate of Master**

**To be read in open Lodge immediately before the Ballot is taken**

I have made due enquiry with regard to the character and qualifications of the above-named Candidate and certify that  
in } \*my opinion  
      \*the opinion of a Committee of members of the Lodge

**MUST BE FULLY COMPLETED BY THE MASTER**

he is a fit and proper person to be admitted as a member of this Lodge.

Signature \_\_\_\_\_ W.M., Lodge No. \_\_\_\_\_

\*delete where applicable

**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\_\_

*\* Delete where necessary*

**CLEAR INDICATION TO BE GIVEN**

For details of fees please see letter of instruction

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**To be completed by the Lodge Secretary**

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

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

\_\_\_\_\_

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

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

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

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

(BLOCK LETTERS)

**ABROAD D.G.L.**

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

Regn. Fee.            £            :

Total  
Remittance            £            :

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

Entd.