

## Checklist for all License Applications

Last Updated: 8/27/2019

Use only the most current forms of Local, General, or Ordained License applications found on the [coloradodistrict.org](http://coloradodistrict.org) website or [UPCI.com](http://UPCI.com).

Applications come in two versions: English and Spanish. Please use the appropriate form. Use the Spanish version only when applicant speaks very little, or no English. If submitting a Spanish application, please attach an English translation of the explanation for sensitive questions (i.e., bankruptcy, divorce, crime, etc.)

**Note:** If there is a divorce (on the part of the applicant), bankruptcy, or guilt of a crime other than a traffic violation, provide the required documentation as specified in the Manual. (Check with your Presbyter before submitting your application)

Check that all answers on the application are filled out and are accurate before sending it to your Presbyter.

Check that all signatures are on the application where required.

At least one quarter of the annual dues must accompany all NEW license applications. Also, a separate application fee of \$25.00 is required to accompany every application.

A completed insurance beneficiary form must accompany all new, promotion, and reinstatement applications. Both the minister and the spouse must sign and date this form in the appropriate places.

Two (2) pictures of the minister and spouse are required to accompany the application.

When your file is complete, please review it with your Pastor before sending it to your Presbyter.

**Note:** Incomplete files will not be processed, they will be returned.

**Note:** The District Secretary-Treasurer must have the completed file (Application, Insurance form, check(s), 2 pictures, and any required additional documentation) at least 60 days prior to the intended board meeting in order to review and process the request.

**Note:** Your Pastor and your spouse are required to attend the Board meeting if you are applying for a Local license. We prefer your spouse come for all License promotions, but for Local it is required.