



Assemblies Of The Lord Jesus Christ

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LETTER OF TRANSFER

In accordance with Article D.C.II, Section 2, Any member who moves his/her residence from one district to another must transfer their membership to the district that encompasses their new residence. Within 30 days after changing their residence, the member must notify their current District's Superintendent and/or their current District's Secretary/Treasurer of their residence change, preferably in writing; and request a Letter of Transfer to the district of their new residence. No minister shall be transferred unless they are current in their dues and cleared by their present district.

Date: _____

To the District Superintendent and the District Secretary of the _____ District:

Dear Superintendent _____ and Secretary _____,

This Letter of Transfer is to inform you of the membership status and cooperative attitude of a minister from our district that is transferring into your district.

Respectfully,

District Secretary/Treasurer	District
----- PRINT CLEARLY IN INK OR TYPE -----	

Member name: _____ DOB: _____ SS#: _____

(New) Current Mailing Address: _____

City: _____ State: _____ Zip Code: _____ Telephone #: _____

Current License: Local _____ General _____ Credentials _____

Spouse name: _____ DOB: _____

District moving to: _____

National Dues Paid Through: _____ 20_____ Delinquent District/National Dues: \$ _____

Cooperative Attitude: _____

Length of time in the ministry: _____ Present ministry: _____

Date baptized: _____ Date received the Holy Ghost: _____ Date ordained: _____

All application information and other documentation in the member's file is enclosed: Yes _____ No _____

If no, Explain: _____

The new District, through the District Secretary, may request a copy of the member's file information from headquarters.

Transferring District: Retain a copy for District files. Send a copy to the receiving District Superintendent and the original to the receiving District Secretary. Send a copy to the headquarters office of the General Secretary/Treasurer.