

# Checklist for Processing Ministerial License Applications Detroit Metro District - UPCI (Due 60 Days before Spring Conference)

- Use only the **most current forms of local, general or ordained applications**. 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 explanations for sensitive questions (i.e., bankruptcy, etc.).
- 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 being baptized in Jesus Name and receiving the Holy Ghost on the part of the applicant or 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 indicates they are guilty of a crime other than a traffic violation, an explanation and timeline need to be given in the designated place on the application or on an attachment.
- 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 dues** 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 form** should accompany all **new, promotion, and reinstatement applications**. This is important for updating a minister's beneficiaries.
- **Two (2) pictures of minister/spouse** are required—one to accompany application and one for district files.

- Copy of personal credit report
  
- (1) **Check Payable to:** **Detroit Metro District** in the amount of: \$130.00
  - \$80 for first month Detroit Metro District Minister Budget Fees
  - \$50 Background Check and District Application Processing Fee
  
- (1) **Check Payable to:** **UPCI** for the following amounts: One Quarter of Annual Dues plus application fee
  - Local License \$118.50 (Includes \$25.00 Application Fee)
  - General License \$121.50 (Includes \$25.00 Application Fee)
  - Ordained \$124.50 (Includes \$25.00 Application Fee)

**\*\$93.50 Local / \$96.50 General / \$99.50 Ordained  
(One quarter of annual National dues)**

**\*\*Highlighted areas for License upgrades only.**