



## NEW PETITION PROCESS

There have been some questions regarding the new petition process that this document will clarify. Please feel free to contact the Grand Secretary at 262-965-2200 if questions arise.

### **Procedure**

- Potential Candidate will complete the petition and deliver it to his topline signer or the lodge.
- Lodge Secretary will review the petition to be sure it is completed properly.
  - Petition is signed.
  - Complete middle name is included.
  - Petition has two recommenders.
  - The recommenders' member numbers are included. (Many times the names or signatures cannot be read.)
  - Appropriate fees accompany the petition.
- Lodge Secretary will transmit a copy of the complete petition to the Grand Lodge Office for clearance. Petition can be submitted by:
  - Email: [Petitions@wisc-freemasonry.org](mailto:Petitions@wisc-freemasonry.org)
  - Fax: 262-965-4211
  - US Mail: Grand Masonic Center, Attn: Petitions, 36275 Sunset Drive, Dousman, WI 53118.
- Grand Lodge Office will process the petition within 24 to 48 hours from time of receipt on regular business days.
- Lodge Secretary will receive the following information from the Grand Lodge Office:
  - Member number assigned to the potential candidate.
  - A note stating that the petition is either cleared or not cleared based upon previous petitioning of another lodge in Wisconsin.
  - A report printed from Wisconsin CCAP or State and Federal Registered Sex Offender database. (The lodge may wish to do further background investigating, depending upon what appears in the CCAP report.)
- Upon receipt of the information from the Grand Lodge Office, the Lodge Secretary will give the results to the Worshipful Master so that he can make a decision to receive or not receive the petition. The usual process will continue from this point on.
- Lodge Secretary will update MORI as soon as each event is completed.

The only time the Grand Lodge Office will flag a petition for being on hold is if the Petitioner has a Felony on his record. At that time, the Grand Lodge Office will notify the lodge that the Grand Master will need to approve the petition for the process to continue.