**NEW PETITION PROCESS**

If you have further questions regarding the new petition process this document should clarify them. Please feel free to contact the Grand Secretary or Cheryl Martin 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 top line-signer must be a**

**A primary member of the lodge that the candidate is petitioning.**

• The recommenders’ member numbers are included. (Many times the names or signatures cannot be read.)

• Appropriate fees accompany the petition which stay with the lodge.

• Lodge Secretary will transmit a copy of the complete petition to the Grand Lodge Office for clearance. Petition copy (all three pages) can be submitted by:

• Email: to [cheryl@wimasons.org](mailto:cheryl@wimasons.org)

• 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.