

THE CHURCH OF
JESUS CHRIST
OF LATTER-DAY SAINTS

MEMBER AND STATISTICAL RECORDS DEPARTMENT

Room 1372
50 East North Temple Street
Salt Lake City, Utah 84150-5310
Phone: 801-240-2053

March 22, 2003

President [REDACTED]
[REDACTED] California Stake
[REDACTED]
[REDACTED] GA [REDACTED]

Dear President [REDACTED]:

Request for Name Removal from [REDACTED] of the [REDACTED] 5th Ward

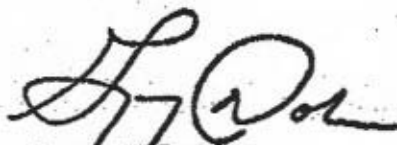
We have been asked to forward to you the enclosed letter from [REDACTED] of the [REDACTED] 5th Ward, requesting that her name be removed from the membership records of the Church. Please have the bishop of Sister [REDACTED] contact her and handle this request in accordance with the *Church Handbook of Instructions* (see Book 1, 130). A Report of Administrative Action form is enclosed in the event that it is needed.

If Sister [REDACTED] withdraws her request for name removal, please notify the Office of the First Presidency in writing immediately. If she does not withdraw the request, and if there is no evidence of transgression that warrants a Church disciplinary council, please submit the Report of Administrative Action form and all required supporting documents to the Office of the First Presidency as soon as the thirty-day waiting period is completed.

If a disciplinary council is convened and Sister [REDACTED] is disfellowshipped or excommunicated, please submit a completed Report of Church Disciplinary Action form and all required supporting documents to the Office of the First Presidency as soon as possible after the council is held.

Thank you for your cooperation in this important matter. If you have any questions, please call the Confidential Records Section at 801-240-2053 or 800-453-3860, extension 22053.

Sincerely,



Gregory W. Dodge
Supervisor, Confidential Records

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Room 1372
50 East North Temple Street
Salt Lake City, Utah 84150-5310
Phone: 801-240-2053

March 21, 2003

Name removed

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED] CA [REDACTED]

Dear Sister [REDACTED]

I have been asked to acknowledge your recent letter in which you request that your name be removed from the membership records of The Church of Jesus Christ of Latter-day Saints.

I have also been asked to inform you that the Church considers such a request to be an ecclesiastical matter that must be handled by local priesthood leaders before being processed by Church employees. Therefore, your letter and a copy of this reply are being sent to President [REDACTED] of the [REDACTED] California Stake. He will have Bishop [REDACTED] of the [REDACTED] 5th Ward contact you concerning the fulfillment of your request.

In view of the eternal consequences of such an action, the Brethren urge you to reconsider your request and to prayerfully consider the enclosed statement of the First Presidency.

Sincerely,

Gregory W. Dodge
Supervisor, Member and Statistical Records

Report of Administrative Action

In the United States and Canada, send to:

OFFICE OF THE FIRST PRESIDENCY
47 E SOUTH TEMPLE ST
SALT LAKE CITY UT 84150-1010

Outside the United States and Canada,
send to the administration office.

Instructions

Use this form to report a member's request to have his or her name removed from the membership records of the Church. **When a member makes such a request, his or her right to do so should be respected, and the request should be handled promptly, in accordance with the Church Handbook of Instructions, Book 1: Stake Presidencies and Bishops (1998), 130-31.**

If a priesthood leader has evidence of transgression that warrants convening a disciplinary council, he should not act on the request until Church discipline has been imposed or he has concluded that no disciplinary council will be held. Name removal should not be used as a substitute for Church discipline (see *Church Handbook of Instructions, Book 1, 130*).

Bishop or Branch President

1. Complete this form for each person who has requested name removal. Do not include the name of any nonmember. If the requester's relationship to a nonmember is fundamental to an explanation of the request or of any suspected transgression, make reference to the relationship, but do not state the nonmember's name.

NOTE: If two or more members of the same family are involved, fill out a form for each person, but complete the recommendation section on only one form. Attach and submit the forms together.

2. Send the following documents to the stake or mission president:

- This form (completed and signed)
- The letter from the person requesting name removal
- A copy of the person's membership record

Stake or Mission President

1. Review the documents received from the bishop or branch president.
2. Discuss the matter as a stake or mission presidency. If the presidency concurs with the recommendation of the bishop or branch president, ask him to send the person a letter stating (a) that his or her name is being removed from Church membership records; (b) that name removal will cancel the effects of baptism and confirmation, withdraw the priesthood held by a male member, and revoke temple blessings (as applicable); and (c) that the action can be rescinded only if the person sends the stake or mission president a written request for rescission within 30 days. The letter from the bishop or branch president should include the name and address of the stake or mission president.

3. If after 30 days a request to rescind the action has not been received, **immediately** sign this form and send the following documents to the address above:

- This form (completed and signed)
- The letter from the person requesting name removal
- A copy of the letter notifying the person that his or her request is being acted upon
- A copy of the person's membership record

Date of notification letter sent to the person: _____

Individual Information Complete all blanks that apply.

Full name (last, first, middle, maiden)

- Transgression suspected
- Person has threatened legal action

Membership record number	Birth date	Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	Priesthood office held	Date endowed	Temple where endowed
Current ward or branch	Unit number	Current stake or mission	Unit number		

Recommendation of Bishop or Branch President

Briefly state the reason why the person wishes to have his or her name removed from Church membership records. Describe your efforts to explain to the person the effects this action will have on baptism, confirmation, priesthood ordination, and temple blessings (as applicable). State your recommendation, and provide any information you have regarding suspected transgressions that have not been resolved with priesthood leaders. If necessary, use the reverse side or attach a letter.

Signatures

Bishop or branch president	Date	Stake or mission president	Date
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