



**Notarized Declaration of Missing Documentation:  
Full Membership Certificate  
License for Pastoral Ministry  
Certificate of Ordination**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_-\_\_\_\_\_ Email address: \_\_\_\_\_

Current Appointment: \_\_\_\_\_

Current District:  Aldersgate  Camp Clear Lake  Golden Valley  Pictured Rocks  
 Riverview Park

Current Status:  Full Connection Elder (FE)  Full Connection Deacon (FD)  
 Provisional Elder (PE)  Provisional Deacon (PD)  
 Associate Member (AM)  Local Pastor (FL/PL)

Year of Ordination: \_\_\_\_\_ (for full member elder/deacon)

Please note: Certificates of Conference Membership were not issued until 2015. Anyone received into full membership prior to 2015 will not be able to surrender a Certificate of Conference Membership.

Choose One:

\_\_\_\_ I hereby signify that I was received into Full Membership in The United Methodist Church prior to 2015. Therefore, I have no Certificate of Membership to surrender and request that this document be accepted in lieu of the one required.

\_\_\_\_ I hereby signify that I am unable to locate my Certificate of Membership (FE/FD), my License for Pastoral Ministry (PE/AM/FL/PL) or my license for the ministry of a deacon (PD) and, therefore, cannot surrender the document as required. I request that this form be accepted in place of the misplaced Certificate of Membership or License for Pastoral Ministry.

If withdrawing from the ordained ministerial office (FE/FD only) and unable to locate the certificate of ordination, also choose:

\_\_\_\_ I hereby signify that I am unable to locate my Certificate of Ordination and, therefore, cannot surrender the document as required. I request that this form be accepted in place of the misplaced Certificate of Ordination.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Date

**Notary Section:**

I hereby certify that all the information I have provided is true and accurate. Subscribed to and sworn before me on this \_\_\_\_\_ date of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
Notary Signature

\_\_\_\_\_  
Date

Submit Original Notarized form to Conference Secretary, Nitza Dovenspike, 2301 Rittenhouse Street, Des Moines, IA 50321 & a copy to Director of Ministerial Services: Lisa Steel at lisa.larson@iaumc.org or 2301 Rittenhouse Street, Des Moines, IA 50321