



ARCHBISHOP BLANCET PROVINCE

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Oregon, Western and Eastern Washington, Idaho
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How to process a Form 4 for an online Exemplification during the Covid-19 Pandemic.

If you have recruited a candidate for the 4th degree, please handle the Form 4 in the following manner.

- Email the candidate the “e-Form 4” in PDF format. The candidate will complete the form by opening in Adobe Acrobat and typing the required information into the respective fields. All of Sections 1, 2, 3, and 4 must be completed by the candidate along with either an e-signature or handwritten signature. Required information includes full name, address, council number, membership number, phone number, DOB, parish, and 1st degree date. An additional field for the candidate’s email address must be completed as well.
- The candidate will save the e-Form 4 and email it to the Faithful Navigator and Faithful Comptroller of the assembly he is applying to, as well as the Financial Secretary of the candidate’s council. ***(include the District Master)***
- The Faithful Navigator and Faithful Comptroller will review the submitted e-Form 4 to ensure that it is complete and accurate.
- The Financial Secretary will confirm that the candidate is a Third-Degree member of the council in good standing and sign with either an e-signature or handwritten signature and email to the Faithful Navigator.
- The Faithful Navigator will contact the assembly officers via phone, email, or online meeting to discuss the candidate to determine if he will be accepted into the assembly and to ultimately vote on the candidate’s admission.
- Once the candidate’s admission is approved, the Faithful Navigator & Faithful Comptroller will sign the portion of the e-Form 4. ***(Must be either an e-signature or handwritten signature)***
- The Faithful Navigator will call the candidate to review the details of the upcoming virtual Exemplification. the cost and how to pay, information regarding the assembly including programs, activities, honor guards, annual dues, and how the council and assembly work together in a Patriotic way. The candidate should ask any questions he has regarding the assembly or exemplification.
- Lastly, the Faithful Navigator will scan the signed e-Form 4 as a PDF and email it to the District Master.
- The District Master will contact the candidate and provide the information on how to connect to the exemplification one week before the exemplification.
- After the exemplification, the District Master will email the scanned e-Form 4’s to the Supreme Master, as well as mail the exemplification report and check to the Supreme Master.