



FR. EDWARD F. SORIN PROVINCE

Charles E Whitcraft, Jr, FM, Vice Supreme Master
Indiana, Kentucky, West Virginia
September 1, 2020



How To Process a Form 4 for an Online Exemplification

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 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 Financial Secretary of the candidate's council, as well as the Faithful Navigator and Faithful Comptroller of the assembly he is applying to and the District Master.
- 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 it to the Faithful Navigator.
- The Faithful Navigator and Faithful Comptroller will review the submitted e-Form 4 to ensure that it is complete and accurate.
- The Faithful Navigator will contact the assembly officers by 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 and Faithful Comptroller will sign 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 programs, activities, honor guards, annual dues, and how the council and assembly work in a Patriotic way. The candidate should ask any questions he has regarding the assembly or the 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 prior to the exemplification.
- After the exemplification, the District Master will mail the scanned e-Form 4s, along with the exemplification report and exemplification check to the Supreme Master.

Indiana District Master - Richard V. Santangelo