



**Fourth Family Member** - family unit status:  add member to family unit  remove member from family unit

First Name \_\_\_\_\_

Last Name \_\_\_\_\_

Street Address, City, State/Province, Postal Code, Country \_\_\_\_\_

Membership Status:  New member  Existing member

Member Number \_\_\_\_\_

Gender:  M  F

Date of Birth \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
DD / MM / YYYY

Family Relation \_\_\_\_\_

Verification Documents used: Relationship \_\_\_\_\_ Address \_\_\_\_\_

**Fifth Family Member** - family unit status:  add member to family unit  remove member from family unit

First Name \_\_\_\_\_

Last Name \_\_\_\_\_

Street Address, City, State/Province, Postal Code, Country \_\_\_\_\_

Membership Status:  New member  Existing member

Member Number \_\_\_\_\_

Gender:  M  F

Date of Birth \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
DD / MM / YYYY

Family Relation \_\_\_\_\_

Verification Documents used: Relationship \_\_\_\_\_ Address \_\_\_\_\_

*Note: New members must also be included on MMR*

### **Family Membership Certification Form**

By signing the Lions Clubs International Family Unit Certification Form you are certifying that you are the club secretary and that you have verified the relationship and address of the family members receiving the family dues rate.

You acknowledge and certify that the above Lions are a family, live in the same dwelling and are members of your Lions club. This Family Unit Certification form is not valid unless signed by the club secretary.

If the signature of the club secretary is not on the certification form, THE FAMILY MEMBERSHIP DUES RATE WILL NOT BE APPLICABLE.

**Certification of Families within \_\_\_\_\_ Lions Club**

**PLEASE PRINT**

**Club Secretary's Name** \_\_\_\_\_ **Date** \_\_\_\_\_

**Club Secretary's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Please send a copy of the completed form, signature page and MMR to:

Lions Clubs International  
Club Officer & Record Administration Department  
300 W. 22<sup>nd</sup> St.  
Oak Brook, IL 60523-8842, USA

Fax: 630-571-1687

## **Family Definition**

**For the purpose of LCI's Family Dues Rate, eligible families shall be defined as:**

Family includes all members living in the same household related by birth, marriage, adoption and other legal dependents, including such common family relations as parents, children, spouses, aunts/uncles, cousins, grandparents, in-laws and other legal dependents.

For the purpose of LCI dues assessment and membership eligibility, family membership shall be limited to no more than five qualifying members per household (above the age of majority) per the family definition above. Membership in the same Lions club is required. Proof of same household residency is required. For adolescents between the age of majority (usually age 18 or 19) and under age 26, residency in the same household is not required if attending higher education or serving in their country's military service.

## **Verification of Family Membership Eligibility:**

Club Secretaries are responsible to review and certify original documents provided by a family unit (proof of relations/household address) for determining if they satisfy the family dues requirements.

For proof of family eligibility, club secretaries shall submit a paper or electronic Family Dues Certification Form to LCI whenever new family members are added to an MMR or WMMR. The certification form shall indicate the type of documents reviewed by the secretary and shall list the family members individually.

Family member change of address, adding or dropping of a family member may affect the family member's eligibility under the dues structure and will require the club secretary to review and possibly recertify the family unit. If family membership is not verified, the club will be charged full dues for each family member.

## **Procedures For Certifying Family Members**

The certification form may be submitted online or by mail.

Key Points to remember when filling out the Family Membership Dues Certification Form:

- New members must be added on the Monthly Membership Report (MMR or WMMR) and the Family Unit Certification Form at the same time, otherwise full international dues will be charged.
- All information requested on Family Membership Certification Form must be provided otherwise certification will be delayed.
- Family members' date of birth and gender are required.
- Use the key codes provided so as to facilitate accurate and consistent reporting of 1.) Relationship to Head of Household Lion Family Member 2.) Document used for verifying relationship and 3.) Document used for Address Verification.
- Family relation is based on the second, third, fourth, and fifth family member's relationship to the Lion designated as first member. Use key code provided.
- For Family Membership Dues Rate to be reflected on the club's bi-annual bill, the Family Membership Dues Certification Form must be received by Lions Clubs International by the following dates:
  - November 30 for January 1 billing
  - May 31 for July 1 billingIf the Family Membership Dues Certification Forms are not submitted by these dates the members will be charged full international dues.

## **KEY CODES**

### **1. Relationship to First Member**

HH - Head of Household - First Member  
SP - Spouse  
CD - Child  
AD - Adoption  
PT - Parent  
GP - Grandparent  
SB - Sibling  
IN - In-law  
AT - Aunt  
UC - Uncle  
CN - Cousin  
OL - Other Legal  
MS - In Military or School

### **2. Verification of Relationship**

ML - Marriage license  
BC - Birth Certificate  
RS - Certificate of Religious Sacrament (Baptism, First Communion, Confirmation, Bar Mitzvah, Bat Mitzvah, Bris, Etc.)  
NT - Notary  
OT - Other forms of verification of family relationship

### **3. Verification of Address**

ST - Government Issued/State/Providence Identification card  
(showing common name/address)  
DL - Drivers License or other government issued identification  
PP - Passport  
BL - Bill  
BS - Bank statement  
NT - Notary  
OT - Other forms of verification of address