



Family Unit Certification Form

Date: _____

The application below must be completed and certified by the club secretary before the family dues membership will be accepted. If each family member's information is not complete, this will delay approval of the Family Membership Dues Rate. Refer to the Lions Clubs International website for additional information.

Family unit use

Club secretary use

Lions Club Name: _____

Lions Club Number _____ District Number _____

Head of Household- 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 ____/____/____ Family Relation _HH_
DD/MM/YYYY

Verification Documents used: Relationship ____ Address ____ (use key codes page 4)

Second 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 ____/____/____ Family Relation ____
DD/MM/YYYY

Verification Documents used: Relationship ____ Address ____

Third 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 ____/____/____ Family Relation ____
DD/MM/YYYY

Verification Documents used: Relationship ____ Address ____

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 Records and Billing Department

300 W. 22nd 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