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Ancient Free and Accepted Masons

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New Form - Petition for the Degrees and Background Check Procedures

As per the September 30, 2022 order of the Grand Master, and as prescribed by the Grand Secretary under Grand Lodge By-law Section 13.080, the following changes regarding all **Petitions for the Degrees** will be used:

1. Effective immediately, all blank petitions not labeled on the footer of the **Petition for the Degrees** form "Revision 09/29/2022" are to be destroyed and not used for membership application.
2. Effective immediately, lodges are required to **ONLY** accept **Petitions for the Degrees** that say "Revision 09/29/2022" on the footer of the form.
3. Effectively immediately, **ALL Petitions for the Degrees** **MUST** be accompanied with a **Missouri State Highway Patrol Criminal Background Report** (in support of GL By-law Section 13.070) and include the required initiation fee (GL By-law 10.020) before the petition can be officially received.
4. Other criminal information reports (i.e. Missouri state courts automated case management system Case.Net, reports obtained from local law enforcement officials, etc.) are not accepted.
5. Any **Petition for the Degrees** previously received by the lodge prior to June 1, 2022, and not yet acted upon, must be canceled, and resubmitted by the candidate on the new form, using the new rules.
6. Any **Petition for the Degrees** accepted by the lodge but not officially received (ritualistically, by the Master) at a stated meeting before October 1, 2022, can not be received. It must be returned to the petitioner along with any fee presented, and the petitioner must complete a new application candidate on the new form, using the new rules.

The new Petition for the Degrees form has several significant requirements restored (GL By-laws Sections 13.010 & 13.080) that require your attention, and if not completed correctly, can make it unacceptable to receive:

- The form must be completed in the candidate's own handwriting, not typewritten
- The form must be completely filled-in – only exception are items that do not apply

To limit the liability that could be incurred by unauthorized release of the sensitive information it contains, the candidate's **Missouri State Highway Patrol Criminal Background Report** must **NOT** be duplicated. The original copy can be shared with the members of the investigating committee, but upon their submission of their report, it must be physically attached to the candidate's original petition and filed in the lodge secretary's records.

If the candidate has any problem ordering his background report or has any problem with the information on the report, he must be directed to contact the MACHS service for assistance at 573-526-6153 or machs@mshp.dps.mo.gov.

These new rules apply to all officers of the lodge: elected, appointed, or acting. Failure to follow these rules for receiving a **Petition for the Degrees** can result in Masonic Discipline for any or all officers involved, or the lodge as a whole, up to and including suspension of the lodge's charter.



PETITION FOR THE DEGREES-MISSOURI A.F. & A.M.



This petition must be accompanied by a fee of \$ _____ and a Missouri State Highway Patrol Criminal Background Report.

To the Worshipful Master, Wardens and Brethren of

Lodge No. _____ Ancient, Free and Accepted Masons:

I, the Petitioner, represent:

That unbiased by improper solicitations and uninfluenced by mercenary motives, I freely and voluntarily offer myself a candidate for the mysteries of Freemasonry; that I am prompted to make this application from a favorable opinion entertained of the Fraternity, a desire for knowledge, and a sincere wish to be of service to my fellow men. I am a firm believer in the one Living and True God.

1. FULL NAME: _____ WIFE'S NAME: _____
PRINT (First Name Middle Name Last name) PRINT (First Name Last name)

2. DATE AND PLACE OF BIRTH: _____
(Date) (Place)

3. RESIDENCE ADDRESS: _____
PRINT (Street) (City) (State) (Zip Code)

BUSINESS ADDRESS: _____
PRINT (Street) (City) (State) (Zip Code)

MAILING ADDRESS? Residence Business Other _____

4. PRESENT OCCUPATION: _____ EMPLOYER: _____

5. OCCUPATION FOR THE PAST TEN YEARS: Give name, nature and location of business (include street address) MOST RECENT FIRST.

YEARS	NAME	NATURE	LOCATION

6. ARE YOU, OR WERE YOU, A MEMBER OF THE ARMED FORCES? Yes No

7. RESIDENCE FOR PAST TEN YEARS: If in more than one place, state particular years in each place with detailed information during last year MOST RECENT FIRST.

It is required that the petitioner must reside within the jurisdiction of the Lodge for the past six months.

YEARS	CITY	STATE

8. Have you petitioned any Masonic Lodge in Missouri or elsewhere? YES ___ NO ___
If the answer is "YES," state when and where you did petition a Lodge and what the result was.

9. Has an indictment, complaint, or information ever been made, returned, or issued against you, or have you ever been charged with, or convicted of, any crime, whether a misdemeanor or felony? YES ___ NO ___
If yes, please explain: _____

(over)

I have read all the questions contained in this petition; that upon my honor, I declare the foregoing answers to be true and in my own handwriting; and that should this petition be granted, I promise a cheerful compliance with the rules and regulations of the Fraternity.

SIGNATURE _____ **DATED** _____

RESIDENCE PHONE _____ **BUSINESS PHONE** _____

E-MAIL _____ **CELL PHONE** _____

The foregoing applicant must be recommended by two MISSOURI MASTER MASONS, of which, one must hold membership in this Lodge

RECOMMENDED BY: _____
PRINT (First name) (Last Name) (Signature) (Lodge Name/No.)

PRINT (First name) (Last Name) (Signature) (Lodge Name/No.)

Two references to be supplied by applicant. They are not required to be Freemasons but should be well-acquainted with him.

Reference

PRINT: (First Name) (Last Name) (Email Address)

(Residence Address) (Telephone Number)

(Business Address) (Telephone Number)

Reference

PRINT: (First Name) (Last Name) (Email Address)

(Residence Address) (Telephone Number)

(Business Address) (Telephone Number)

PETITIONER: DO NOT WRITE IN SPACE BELOW- FOR LODGE USE ONLY

Proper Fee Attached: YES NO Background Check Attached: YES NO

MONTH, DAY AND YEAR PETITION PRESENTED: _____ MEMBER # _____

DATE DUE: _____ DATE ELECTED: _____ DATE REJECTED: _____

Committee on Investigation: Date Appointed: _____ Report Date: _____

Chairman _____ Favorable? Unfavorable? Signature _____

Member _____ Favorable? Unfavorable? Signature _____

Member _____ Favorable? Unfavorable? Signature _____

Degree and Mentoring Dates On the Threshold _____

E.A. _____ EA Mentoring _____

F.C. _____ FC Mentoring _____

M.M. _____ MM Mentoring _____

Beyond the Degrees _____

Death of Member
Date: _____
Interment _____

Obtaining a Missouri State Highway Patrol Criminal Background Report

Via USPS Mail:

Requests made by mail require the completion of the "Request for Criminal Record Check Form, SHP-158.

This form may be via the Internet at: Criminal Record Check Form (SHP-158)

<https://www.mshp.dps.missouri.gov/MSHPWeb/PatrolDivisions/CRID/documents/SHP-1582019.pdf> or from the lodge secretary. The report fee of \$15.00 must be paid by check or money order (no cash), included with the request form and mailed to the address on the form.

Please note that all mail-in requests submitted on non-MSHP forms will be rejected and returned to the original sender not completed.

Via Computer/Internet

Online requests are initiated through <https://www.machs.mo.gov/MACHSFP/home.html>

Click the button "Click here to Register with the Name Search Portal"

Click the button "New to this site? Click here to get started"

Click the button "Yes – Continue"

Complete the Public Search – Requestor Information screen. NOTE be SURE to remember your password! You will need to obtain your results. **This site is run by the Missouri State Highway Patrol and no one attached with Freemasonry can assist you to retrieve your password.** Click SUBMIT when complete.

You have now created your account and may begin conducting your record check. You will be required to enter your first name and last name, as well as either a date of birth and/or a social security number for report. Once you have entered the required information you may click the "View Shopping Cart" button.

Click the 'Submit' to enter payment for your report.

Credit/Debit cards are the only method of payment available through MACHS. The State Payment Portal accepts all major credit cards including MasterCard, Visa, Discover, and American Express. The report charge is \$15.00 plus the payment processing fee of \$1.25.

Report requests are processed by MACHS personnel. On average MACHS personnel complete requests within two business days but may take up to 7-10 business days, so check back often

To check if your report is complete, log back into the system and go to the "Purchase History" page. If the request is complete, the Submitted/Completed column will read "1/2". Click the "View" button to see and print your report. Enclose that printed report with your completed petition and submit it to the lodge secretary.

If you have any problem ordering your background report or have any problem with the information on the report, you need to contact the MACHS service for assistance at 573-526-6153 or machs@mshp.dps.mo.gov.



**MISSOURI STATE HIGHWAY PATROL
REQUEST FOR CRIMINAL RECORD CHECK**

SHP-158S 11/18

PLEASE PRINT OR TYPE.

GENERAL INFORMATION

APPLICANT'S LAST NAME FIRST MIDDLE JR / SR

MAIDEN / ALIAS LAST NAME FIRST MIDDLE JR / SR

SEX <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	DATE OF BIRTH (MM/DD/YYYY)	SOCIAL SECURITY NUMBER	RACE <input type="checkbox"/> BLACK <input type="checkbox"/> WHITE	<input type="checkbox"/> INDIAN <input type="checkbox"/> ASIAN	<input type="checkbox"/> OTHER
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ADDRESS STREET - P.O. BOX CITY STATE ZIP CODE

TYPE OF RECORD CHECK — PROCESSING FEE — METHOD OF PAYMENT

(per Sections 43.527 and 43.530, RSMo.)

- | | | |
|--|---|--|
| <input type="checkbox"/> \$15.00 NAME SEARCH
Based on NAME, DATE OF BIRTH,
AND SOCIAL SECURITY NUMBER.
Response will be returned with all open
records and records of conviction. | <input type="checkbox"/> \$20.00 FINGERPRINT SEARCH
<input type="checkbox"/> Open Records
<input type="checkbox"/> Open and Closed Records | <input type="checkbox"/> \$2.00 NOTARY LETTER |
|--|---|--|

Fee is payable either by check or money order (NO CASH) to "State of Missouri, Criminal Record System Fund."

Either the Date of Birth OR Social Security Number MUST be provided for processing.

For faster processing criminal.record checks are available online at: www.machs.mo.gov

Please forward the request and fee to:

**Missouri State Highway Patrol
Criminal Justice Information Services Division
Post Office Box 9500
Jefferson City, MO 65102**

MSHP / CENTRAL REPOSITORY RESPONSE

SEND REPLY TO (Print or type your mailing label below.)

Telephone (include area code) _____



Criminal Justice Information Services Division General Information

The Missouri Criminal Records Repository (MCRR) collects, maintains, and disseminates Criminal History Record Information (CHRI) as defined by Sections 43.500 and 589.400, RSMo. CHRI is information collected by criminal justice agencies on individuals and consists of arrests, prosecutions, final dispositions, correctional supervision, and releases. All felony and serious misdemeanor arrests (referred to as reportable arrests), including offender registration information as defined under Section 589.400, RSMo, and all alcohol and drug related traffic offenses are reportable to the MCRR.

Criminal background checks may be requested by means of:

- 1) A **Personal Identifier Search** (name-based) which searches information based on the name, date of birth, and social security number of an individual.
- 2) A **Fingerprint Based Search** which searches the state's criminal history files by conducting a fingerprint comparison of the applicants fingerprints with the criminal (arrest) fingerprints on file with the Central Repository. Fingerprint images are collected and submitted using the standard federal applicant fingerprint card (FD-258).

The Personal Identifier Search requires a payment of **\$15.00** per request. The background check results are considered a **"possible match"** and will include only open records. Any individual, business, or agency may request and receive open record information by means of a personal identifier search. **Open records include:**

- Records containing convictions, such as plead guilty to, or convicted of.
- Arrest information that is less than 30 days old from the date of arrest.
- Charges filed from the prosecutor, awaiting final disposition from the court.
- Records that contain a suspended imposition of sentence (SIS) during the probation period.

A Fingerprint Based Search requires a payment of **\$20.00** per request. The results of a fingerprint-based background check are considered a **"positive match"** and will provide either open records or closed (complete) records as requested by the applicant.

An applicant may choose to conduct a fingerprint based criminal record check containing open records thus limiting the dissemination of criminal history information to **only** open record information. The Criminal Justice Information Services (CJIS) Division will release fingerprint-based criminal history information containing only open record information to any individual, business, or agency when requested by the applicant.

An applicant may choose to conduct a fingerprint-based criminal record check for release of closed records thus allowing dissemination of all criminal history information on file with the Central Repository. Closed records will only be released with a record check submitted by means of a fingerprint comparison and will only be released directly to the applicant or to a qualified entity if authorized in accordance with Section 610.120 and Chapter 43, RSMo. **Closed records include:**

- All criminal history data, including all arrests (filed or not filed charges).
- Charges that have been nolle prossed, dismissed, or found not guilty in a court of law.
- Suspended Imposition of Sentence (SIS) after the probation period is complete.

Notary Letters are provided upon request and require an additional \$2.00 processing fee, per request. A notary letter may be requested with either a personal identifier search or a fingerprint search.

PENALTY — A person who knowingly violates any provision of Sections 43.532, 43.540, 610.100, 610.105, 610.106 or 610.120 RSMo is guilty of a class A misdemeanor.

FBI Record Requests

The FBI only has open files meaning that if someone has the authority to receive the records; they receive all that is on file.

Individuals that need a Federal or Federal Bureau of Investigation (FBI) background check, for personal reasons or for employment purposes for entities not authorized through Missouri State Statute or the Missouri VECHS program, can submit fingerprints with an \$18.00 fee directly to the FBI. For information on how to obtain a federal background check directly from the FBI, please refer to information regarding the FBI's Identity History Summary Check on the FBI's website at www.fbi.gov.