



## MEMBERSHIP APPLICATION PROCEDURE

When turning in Membership Applications, please use this check list to make sure that all the proper information is included to process the applications. All applications that are not filled out correctly and/or do not have all the necessary documents attached, **WILL BE RETURNED!** This check list will help you get your members their cards in a timely manner and also help the QMA National Office to get them processed quickly.

- The **Application** must be complete and signed. The **Adult** annual membership release and waiver of liability must be complete and signed. The **Minor** annual membership release and waiver of liability must be complete and signed by all minors listed on the application (both drivers and non drivers). **The new applications and waivers must be signed in front of an authorized QMA witness (club president, secretary, or appointed designee) OR a notary public. All membership applications must be sealed with the QMA embossing seal.**
- Indicate which type of membership they are requesting: regular, alternate and whether it is New or Renewal. Also note if there is a change of address, additional drivers or additional club/club change.
- Include copies of the birth certificate(s) if applying as new member, adding a new driver or an alternate handler under the age of 21 on parents application.
- If a photo ID is needed (if the member already has a photo badge, no photo is needed), a 1x1 inch photo should be included and paper clipped to the application and with the name of the person written on the back of the photo. **COPIES OF PHOTO DRIVER'S LICENSES will NO LONGER be accepted. The photo MUST be the correct size or the entire application will be returned. NOTE: Anyone of the age 16 years and older are required to send in a 1x1 inch photo also.**
- Make sure that all Full Membership applications are together and Alternate Handler applications are together and so on. Please use the form enclosed submitting applications (make additional copies as necessary).
- Send all applications to the QMA National Office within 15 days of the date the application is signed by the Club Official verifying that all documentation has been included and fees have been paid. **(DO NOT sign the application unless you have all of the required documents. Return or refuse application to member until you have the required photo(s), birth certificate(s) (if new driver). This will help in expediting the process when they are received by the National Office.)**
- Checks are to be Club checks only and payable to: QMA. Mailing address: QMA National Office, KAECO, Inc., P.O. Box 150150, Tulsa, OK 74115-0150

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