



## **MEMBERSHIP APPLICATION PROCEDURE & CHECK LIST**

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 checklist will help you get your members their cards in a timely manner and 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 by all adults listed on the application. 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 a 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 unless there is a club change), 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 NOT 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 the National Office receives them.)**

**Only club checks will be accepted, payable to: QMA**

**Mail to: QMA National Office, KAECO, Inc., P.O. Box 150150, Tulsa, OK 74115-0150**



## APPLICATION COVER SHEET

Must be included with all applications

Date: \_\_\_\_\_

### Checklist:

- Membership applications completed and signed
- Authorized witness or Notary Public signature
- Adult Waivers signed and witnessed
- Minor Waivers signed and witnessed
- QMA embossed stamp
- Birth certificates if applicable
- Photos if applicable

Club Name \_\_\_\_\_

Contact Name & phone number \_\_\_\_\_

# Of Applications in this packet \_\_\_\_\_

Regular Member Applications \_\_\_\_\_ X \$75.00 = \_\_\_\_\_

Alternate Handler Applications \_\_\_\_\_ X \$25.00= \_\_\_\_\_

Total \$ \_\_\_\_\_

Make Checks Payable to QMA  
Please mail to  
QMA National Office, KAECO, Inc.  
P.O. Box 150150, Tulsa, OK 74115-0150

February 2011/ckc