



MILITARY ORDER OF THE PURPLE HEART AUXILIARY

MEMBER TRANSFER REQUEST FORM

Name _____ Member # _____

Date of Birth _____

E-Mail _____ Phone # _____

I request transfer;

From Unit _____ Located in State of _____

From At-Large: DML _____ NML _____ Located in State of _____

To Unit _____ Located in State of _____

Transfer to At-Large _____ Reason for Transfer _____

(At-Large members are assigned to their resident state as a DML (Department Member At-Large). If resident state does not have a Department, you will be assigned to NML (National Member At-Large). Please see item 6 below.

Member Requesting Transfer Date

Accepting Unit President Accepting Unit Secretary Unit # Date

PLEASE USE BLACK INK TO COMPLETE ALL FORMS

- 1) This form **MUST** be completed by the member requesting the transfer.
- 2) Send to the accepting Unit for Unit President and Unit Secretary signatures.
- 3) **Accepting Unit Secretary:** Forward a copy to the *National Membership Officer, the transferring Unit Secretary and retain a copy for your Unit records. This form may also be e-mailed. Accepting Unit, please send a *Welcome Letter* to your new member.
- 4) **Transferring Unit:** Once you have received a copy of the Member Transfer Request Form, please manually make the appropriate correction to your Unit roster.
- 5) It is the responsibility of **both** Units to follow-up with a request of new rosters to confirm the transfer has been completed by National Membership Officer.
- 6) As a member, if you are requesting transfer **TO** "At-Large" status, send this form directly to *National Membership Officer, give a copy to your Unit and retain a copy for your records.

*National Membership Officer contact info can be found in the Purple Heart Magazine.