

Correcting Membership Records

1. Identify Errors

- Give members Individual Ordinance Summaries to review, usually at tithing settlement.
- Members point out errors on the Individual Ordinance Summaries.
- Complete the Membership Audit in MLS.
- Look at the Membership Audit Report from the previous year.
- Print the Membership Record Validation Report.



2. Verify Information

- Members show the bishop ordinance certificates or legal documents.
- Witnesses write a signed letter giving the name of the ordinance, the ordinance date, the person who performed the ordinance, and other relevant information.
- If the ordinance cannot be verified, the ordinance must be performed again to be valid.



3. Request Ratification

- If an ordinance was received out of sequence or before the proper age, the stake may request ratification from the First Presidency.
- To have an ordinance ratified, the stake president (or the bishop under his direction) sends a letter to the Office of the First Presidency.
- If the First Presidency ratifies the ordinance, it is considered valid.



4. Make Corrections

- The clerk assigned to membership records should correct errors on membership records in MLS as soon as possible.
- Examples of corrections that require verification (see step 2):
 - Adding or changing ordinance information
 - Adding or changing birth date
 - Changing a member's legal name
- Examples of corrections that do not require verification:
 - Changing an address or telephone number
 - Correcting a misspelling.

