

## ADDRESS CHANGE FORM

TO: ALL LV MEMBER CLUB SECRETARIES  
FROM: DEBRA DEFRANK, SECRETARY, LV/DVG AMERICA

Anytime one of your club members moves, gets a new phone number, changes names, etc., you are requested to fill out this form (please make copies and keep a supply on hand) and **send it to your KG membership officer specifically designated to do this job**. The KG membership officer in turn will send it on to me, and I will correct my computer listing and notify Germany, the magazine editor and the LV Treasurer. Your cooperation will be appreciated. Thanks.

Note: A new line has been added to the form and is to be used ONLY for those whose membership status has changed from Full Member to Spouse Member (EP). If two full members marry, one of them should change his or her membership status to EP to prevent the LV from being charged full member dues from Germany.

CLUB NAME, LV/KG/CLUB NUMBERS: \_\_\_\_\_

EFFECTIVE DATE: \_\_\_\_\_

### OLD ADDRESS/PHONE/NAME

NAME & MEMBERSHIP NO.: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_

(Only to be filled in if applicable and there is a change in membership status.)

PRIOR MEMBERSHIP CLASSIFICATION STATUS: \_\_\_\_\_

### NEW ADDRESS/PHONE/NAME

NAME & MEMBERSHIP NO.: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_

(Only to be filled in if application and there is a change in membership status.)

NEW MEMBERSHIP CLASSIFICATION STATUS: \_\_\_\_\_

PLEASE TYPE THIS FORM. Please note that it is very important that this information is sent if a member marries and changes her name or returns to her maiden name after divorcing. Germany needs these changes so that scorebook applications, entry forms, etc., show membership information for that person under the correct name. Without the proper name on record, Germany may refuse to issue a scorebook or recognize a title. Also, without an address change, you will not receive your magazine, as the post office will not forward bulk mail. Please be sure the address is completely correct since bulk mail will only be delivered to a USPS certified address. Thank you for your cooperation.

Send this form to your KG membership officer for recording and passing on to the LV

An die DVG Geschäftsstelle: Bitte, korrigieren Sie Ihre Mitgliederliste mit der neuen Information. Danke schön.