

## Brief Instructions on OCDS Forms.

All original forms are sent to:

OCDS Central Office  
Carmelite House of Prayer  
P. O. Box 347  
Oakville, CA 94562

Please print or type.

**Form A** – To be filled out by candidate wishing to be admitted, signed by council member upon council approval (usually signed by president or formation director) and it also should be signed by the Spiritual Assistant (priest). Make copies for your records.

**Form B** – To report all ceremonies, signed by Spiritual Assistant or priest delegated to perform ceremonies.

**Form C** – To report to Central Office any change in address, name, etc.

**Form D** – To report the death of a member.

**Form G** – Request for a Three-Member Community Council.

**Transfer Form** – To report transfers from one community to another.

**Appointment of Spiritual Assistant Form** – To appoint a new Spiritual Assistant.

Original copy stays in Central Office and a copy sent to community/group and the designated Spiritual Assistant.

**Delegation of Faculties Form** – To request a priest other than the appointed Spiritual Assistant to perform ceremonies, signed by the Provincial Delegate.

**Vows Form** – After the approval of Council, and after the year of discernment, the vows form is filled out and signed by the president/group leader then submitted to the Provincial Delegate to sign.

**Record Form** – A form used to research records.

**Ceremony for the Installation of Officers** – According to our Provincial Statutes Sec. XXVI, #5 *“It is recommended that the Installation Ceremony of the new officers take place at the next meeting. The Spiritual Assistant, or, in his absence, the President, presides.”*

**Roster** – According to our Provincial Statutes Sec. XV, #1d *“An updated copy of the membership roster, to include contact information, titles of devotion, and the date of the most recent ceremony, must be submitted to the Central Office annually or immediately after the ceremony.”*

**Elected Council** – After elections fill out this form and send it into the Central Office.

**Group/Study Group Officers** – Fill out this form and send it into the Central Office as required.