



## Member Locator Form Instructions

1. Open the Excel spreadsheet form and save it on your computer.
2. Enter your last name, first name, telephone number, email address, mission name, start and end date of your mission in the format indicated – YYYY/MM, and mission president's name. (You only need to list your personal information once. This same form will be used later to compile information to be sent to the stakes and wards.)
3. Enter the convert's last name, mother's maiden name, first and middle names, birth date in the format indicated – YYYY/MM/DD, district or stake name, baptism date in the format indicated – YYYY/MM/DD, and city.
4. Save the updates on your computer.
5. Email the form to Juan Muñoz at [munozjr@ldschurch.org](mailto:munozjr@ldschurch.org). Please enter "Member Locator Form" in the Subject line of your email.

Once Brother Muñoz receives your Member Locator Form he will forward the request on to the corresponding bishop for them to make contact with your converts. From that point the bishop will notify Brother Muñoz and he or the member will be able to make contact with you.

We are grateful to the Chile Area Office for making this procedure available to us. It is a valuable resource that we hope you will use to locate your converts, make contact with them and renew your friendship from the time you spent on your mission in Chile.

If you have any questions about this procedure, please contact us at [sivasparachile2011@yahoo.com](mailto:sivasparachile2011@yahoo.com). Thank you.