



Candidacy Transfer Request

Letter requesting the transfer of Candidacy and consent for the release of confidential files.

Contact Information for the District Superintendent of the District where Candidacy is currently held:

District Superintendent: _____ District: _____
Conference: _____
Mailing Address: _____
Telephone: _____ Email: _____

Candidate's Contact Information:

Full Name: _____ Birthday: _____
Mailing Address: _____
Telephone: _____ Email: _____

I request that my Candidacy be transferred to the _____ District of the South Carolina Conference of the United Methodist Church.

I also request and consent to the release of my files to the Office of Clergy Services of the South Carolina Conference of the United Methodist Church. Please insure that any letters of recommendation, credit report, background check, statement of call, psychological and medical assessments being included. Please send a complete copy (electronic or paper) to:

Coordinator of Clergy Services Office
(clergyservices@umcsc.org)
4908 Colonial Drive, Suite 122, Columbia, SC 29203
Office: (803) 786-9486 Fax: (803) 735-8777.

I, the undersigned, understand that I may revoke this consent at any time except to the extent that action has been taken in reliance upon it. This consent will expire sixty (60) days your receipt of it unless another date is specified.

I understand that the information requested may be disclosed from records whose confidentiality is otherwise protected by federal as well as state law. Any of the above requested information may include results of alcohol/drug (substance) abuse and/or diagnosis and treatment of psychological disorders, as well as HIV status.

Signature of Candidate: _____

Date: _____

Signature of Witness: _____

Date: _____

Signature of the District Superintendent of the where you wish to transfer your candidacy:

The signature of the DS of the receiving District indicates the awareness, approval and willingness to receive said candidacy in the named District.

Please send this letter to the District where your candidacy is currently held. Copies should also be sent to the Coordinator of Clergy Services Office (clergyservices@umcsc.org).