



MDRT®

MDRT Paper Application Request Procedure

November/December/January

1. New year membership processing begins November 1.
2. Company contact reviews current MDRT information at mdrt.org/companies.
3. Company contact requests new member ID numbers/applications for all agents without an MDRT ID number who **may** qualify (using the 80 percent threshold).
4. The [ID Request form](#) is located on the MDRT website.
5. MDRT receives the request form and produces the new ID numbers within five business days.
6. MDRT will return the form with the new ID numbers included, and will mail paper applications, if indicated on the request form.
7. Companies can also download applications at their location by going to <https://my.mdr.org/printapplication>. A company administrator can download applications for any agent affiliated with the company (login required).
8. Company contact/applicant completes application and gathers necessary documents.

February

1. Company contact/applicant mails completed application plus other necessary documents to MDRT by March 1.
 - Note: Additional fees apply to applications postmarked after March 1.

March

1. If approved, MDRT will send an approval email.
2. MDRT will also send an approval letter and certificate by mail to the company contact/applicant.
3. Once the application is approved and meeting registration opens, members may register for the MDRT Annual Meeting and/or MDRT Global Conference.
 - MDRT Annual Meeting and MDRT Global Conference registration opens in March.
 - To register, go to mdrt.org/meetings.

Application Denials

1. If MDRT encounters an issue with an application, a notification is sent to the company contact/individual.
2. MDRT allows applicants 21 days for a response.
3. If no response is received, the application will be denied.
 - Note: To reverse an application denial, applicants must submit the necessary documents or complete the correct payment.

For information on the Online Membership Application system, please visit:

<https://my.mdr.org/onlineapplicationprocess>

Questions? Contact MDRT at +1 (847) 692-6378 or memberrelations@mdrt.org.