

The Embassy of the Holy Ecclesia V1.0



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Ecclesia Embassy Database Entry PDF Documents:

This document lists the database entry PDF forms needed for Ecclesia House Testament Record acceptance along with further description of what other PDF information that can be supplied with database entry PDF forms. The Support Offerings (costs) of the database entries are \$10 for a record creation and then \$10 per document uploaded into the database registry (Much like the old Book & Page but electronic). The Support Offering costs are listed after each PDF form to give indication of the costs associated with the database record and file submissions. Note: All electronic scans should be done with a minimum of 600dpi.

Documents Required for Membership Acceptance:

There are several document or database records that you will have to record before your House is considered a valid Ecclesia Member. The PDF forms are further defined and described in detail in this document. The documents and records to qualify a valid Membership are as follows:

1. 01_InitialEcclesiaRecord.pdf:

This form is the initial Ecclesia House Testament Record application database entry PDF form. This PDF form is used only once to establish an Ecclesia House Testament Record along with the information of the overseer/main contact man or woman of the House (House Member Information Record). There will be an Ecclesia Record ID (Ecclesia House Testament Record number) (up to 5 digits) assigned along with the overseer/main contact House Member ID (14 digit number). These numbers will be needed to continue entry of any further data into the the database. \$10 for the Ecclesia House Testament Record and \$10 for the House Member Information record = \$20 total.

2. 03_AuthenticationPaper.pdf:

This form is needed to record the authentication of the overseer and the "03_AffidavitOfOwnership.pdf" is to record the ownership affidavit which is not required but is highly recommend for House security. \$10 for creation of the database record and \$10 for document uploaded into the database registry (Much like the old Book & Page but is electronic) = \$20 total.

3. 03_BaptismPaper.pdf:

This form is used to record the Immersion Baptism of the overseer. \$10 creation of the database record and \$10 for document uploaded into the database registry (Much like the old Book & Page but is electronic) = \$20 total.

4. 03_FGTeinPaper.pdf:

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This form is used to record the Ecclesia House Organization (for the whole House and not for each of the families) Foreign Grantor Trust EIN which is used as a blockade against Babylon (only one per Ecclesia House Testament Record). \$10 for creation of the database record and \$10 for document uploaded into the database registry (Much like the old Book & Page but is electronic) = \$20 total. It may take a long time to get the EIN and to get a response to your rebuttal letter, so you can temporarily record the SS4 to show the EIN is in progress.

5. 03_HouseStructurePaper.pdf:

This form is used to record and show that the Ecclesia House Organization has a House governance in place. \$10 for creation of the database record and \$10 for document uploaded into the database registry (Much like the old Book & Page but is electronic) = \$20 total.

6. 03_MinistryEINPaper.pdf:

This form is used to record the main Ministry EIN that is listed for the Ecclesia House Testament Record. This is the Ministry that will be used in commerce. \$10 for creation of the database record and \$10 for document uploaded into the database registry (Much like the old Book & Page but is electronic) = \$20 total. It may take a long time to get the EIN and to get a response to your rebuttal letter, so you can temporarily record the SS4 to show the EIN is in progress.

7. 03_MinistryStructurePaper.pdf:

This form is used to record and show that a Ministry governance is in place for the Ministry recorded in the Ecclesia House Testament Record. \$10 for database record creation and \$10 for document uploaded into the database registry (Much like the old Book & Page but is electronic) = \$20 total.

Documents Used to Enter Data into the Ecclesia Database:

The documents that are used to enter data into the Ecclesia database are defined and described as the following:

Note: as of November 11, 2023 the Ecclesia Embassy and database is currently not ready to accept and process automobiles and land recordings.

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1. 01_InitialEcclesiaRecord.pdf:

This Form is used as the initial Ecclesia House Testament Record application database entry. \$10 for the Ecclesia House Testament Record and \$10 for the House Member Information Record of the overseer = \$20 total.

- (a) This PDF form is used to establish your initial Ecclesia House Testament Record. This form is used only once for each Ecclesia House (not families) to establish an Ecclesia House Testament Record for your House organization (tribe). You will be assigned an Ecclesia Record ID (this Ecclesia House Testament Record number is private and only for Embassy and House use and is up to 5 digits in length). This document is also used to assign a House Member (House Member Information Record) that will be the overseer or called the main contact to your House. The main contact individual (overseer) will also be assigned a House Membership ID (which is separate from the Ecclesia Record ID) which is used for general purposes of Member ID cards, Member Passports, Embassy complaint forms, etc (public use for identification purposes and is a 14 digit number).
- (b) This PDF form should only be used ONCE as to establish your Ecclesia House Testament Record.

2. 02_AddHouseMembers.pdf:

This form is used for the purpose of entering additional House Members in your House database records . It is used to add the initial information for additional House Members. \$10 for House Member Information record = \$10 total.

- (a) The House Member Information PDF form submitted should have all the information filled in. Make sure the “Ecclesia Record ID” is filled in. You would have received the assigned ID when you received your database report upon completion and submission of the “ *01_InitialEcclesiaRecord.pdf* ” form.

3. 02.5_ModifyHouseMembers.pdf:

This form is used for the purpose of correcting or changing House Members information once established in the database. \$10 for Member Info record = \$10 total.

- (a) Make sure the “Ecclesia Record ID” is filled in. You would have received the assigned ID when you received your database report upon completion and submission of the “ *01_InitialEcclesiaRecord.pdf* ” form.
- (b) When the PDF form “ *02.5_ModifyHouseMembers.pdf* ” is used to update a House Member’s information, you should fill in all the needed fields including the “House Member ID” field. The House Member ID would have been received in the report returned upon the initial use of the “ *02_AddHouseMembers.pdf* ” form to establish the House Member.

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4. 03_FGTeinPaper.pd:

This form is used to record the Foreign Grantor Trust EIN for your Ecclesia House Organization (not families). \$10 for creation of database record and \$10 for document uploaded into the database registry (Much like the old Book & Page but is electronic) = \$20 total.

- (a) This document record should include the initial SS4 used to get your EIN (if you have a copy and is highly recommended), the received EIN document from the IRS, your rebuttal letter, and any response you may have received from the rebuttal letter. These documents must all be put together into a single PDF file and submitted as a separate file along with the corresponding completed "03_FGTeinPaper.pd" form.

5. 03_HouseStructurePaper.pdf:

This form is used to record the House Governance for your House. \$10 for creation of the database record and \$10 for document uploaded into the database registry (Much like the old Book & Page but is electronic) = \$20 total.

- (b) Your basic House governance structure along with the officers must be made into a PDF file and submitted as a separate file along with the corresponding completed "03_HouseStructurePaper.pdf" form.

6. 03_MinistryEINPaper.pdf:

This form is used to record the Ministry EIN for the main Ministry for your House. \$10 for creation of the database record and \$10 for document uploaded into the database registry (Much like the old Book & Page but is electronic) = \$20 total.

- (c) This should include the initial SS4 used to get your EIN (if you have a copy and is highly recommended), the received EIN document from the IRS, your rebuttal letter, and any response you may have received from the rebuttal letter. These documents must all be put together into a single PDF file and submitted as a separate file along with the corresponding completed "03_MinistryEINPaper.pdf" form.

7. 03_MinistryStructurePaper.pdf:

This form is used to record the Ministry Governance for your House. \$10 for creation of the database record and \$10 for document uploaded into the database registry (Much like the old Book & Page but is electronic) = \$20 total.

- (d) Your basic Ministry governance structure along with the officers must be made into a PDF file and submitted as a separate file along with the corresponding completed "03_MinistryStructurePaper.pdf" form.

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8. 03_AuthenticationPaper.pdf:

This form is used to record the authentication for each of your House Members. \$10 for creation of the database record and \$10 for document uploaded into the database registry (Much like the old Book & Page but is electronic) = \$20 total.

- (e) This PDF file should be an electronic scan of the authentication document and placed into a single PDF file and submitted as a separate file along with the corresponding completed “ *03_AuthenticationPaper.pdf* ” form. Remember, DO NOT separate and remove the brass rivet to scan your authentication document which would nullify and destroy the authentication document. The counter deed and affidavit of ownership need to be recorded separately.

9. 03_AffidavitOfOwnership.pdf:

This form is used to record the Counter Deed and Affidavit of Birth Record Ownership or your House Members. \$10 for creation of the database record and \$10 for document uploaded into the database registry (Much like the old Book & Page but is electronic) = \$20 total.

- (f) These documents need to be put together into a single PDF file and submitted as a separate file along with the corresponding completed “ *03_AffidavitOfOwnership.pdf* ” form.

10. 03_BaptismPaper.pdf:

This form is used to record the Immersion Baptism declaration of your House Members. \$10 for creation of the database record and \$10 for document uploaded into the database registry (Much like the old Book & Page but is electronic) = \$20 total.

- (g) Your Immersion Baptism Record must be made into a PDF file and submitted as a separate file along with the corresponding completed “ *03_BaptismPaper.pdf* ” form.

11. 03_BirthRecordPaper.pdf:

This form is used to record the birth records of your House Members. \$10 for creation of the database record and \$10 for document uploaded into the database registry (Much like the old Book & Page but is electronic) = \$20 total.

- (a) Your Birth Record must be made into a PDF file and submitted as a separate file along with the corresponding completed “ *03_BirthPaper.pdf* ” form.

12. 03_HouseGeneralContractPaper.pdf:

This form is used to record any general contract records of your House Members. \$10 for creation of the database record and \$10 for document uploaded into the database registry (Much like the old Book & Page but is electronic) = \$20 total.

- (a) Your House General Contract Record must be made into a PDF file and submitted as a separate file along with the corresponding completed “ *03_HouseGeneralContractPaper.pdf* ” form.

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13. 03_MarriagePaper.pdf:

This form is used to record the Marriage covenant records of your House Members. \$10 for creation of the database record and \$10 for document uploaded into the database registry (Much like the old Book & Page but is electronic) = \$20 total.

- (a) Your Marriage Covenant Record must be made into a PDF file and submitted as a separate file along with the corresponding completed " *03_MarriagePaper.pdf* " form.

14. 03_US_PassportPaper.pdf:

This form is used to record US Passport records of your House Members. \$10 for creation of the database record and \$10 for document uploaded into the database registry (Much like the old Book & Page but is electronic) = \$20 total.

- (a) Your US Passport Record must be made into a PDF file and submitted as a separate file along with the corresponding completed " *03_US_PassportPaper.pdf* " form.

15. 03_MiscPaper.pdf:

This form is used to record any miscellaneous records of your House Members. \$10 for creation of the database record and \$10 for document uploaded into the database registry (Much like the old Book & Page but is electronic) = \$20 total.

- (a) Your Miscellaneous Record must be made into a PDF file and submitted as a separate file along with the corresponding completed " *03_MiscPaper.pdf* " form.

16. 04_HouseMemberAutos.pdf:

This form is used to record the automobiles and other mechanical means of travel. \$10 for Member Auto record and \$10 for each document uploaded into the database registry (Much like the old Book & Page but is electronic). The uploaded documents are the " *House automobile registration* " and the " *Abstract for the Auto* " PDF files for a cost of \$30 for the automobile record. The automobile plates will be made and sent to the House Member at a cost of \$60 for non-expiration plates. The PassCard that will be needed for travel will be issued and sent to the House Member that will operate the automobile at the cost of \$30. The total cost for the first automobile services is \$120 and \$90 for each additional automobiles. Other House Members will need a PassCard to travel in the automobiles which would be \$30 per House Member.

- (a) The process we suggest you use to bring your automobile into the private is as follows:
 - i. NOTE: you cannot bring your automobile into the private if you still have a loan or owe any monies on your automobile. You must settle all these contracts on the automobile before you can claim private ownership.
 - ii. If you can get a copy of your Manufacturing Statement of Origin (MSO), we suggest you obtain a copy. This can be done by contacting the original car dealership or the DVM of the state that the dealership is in to inquire if they can

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- supply a copy of the MSO. If you are purchasing a new automobile, then request and demand the MSO. Remember this can only be done if you have authenticated your birth record.
- iii. Make a good electronic scanned copy of your “ *Certificate of Title* ” (both front and back) before you do anything. Then depending on your state, you can fill out the tear-off tag at the bottom to fill out that you are selling the automobile but put the word “ *Gift* ” for the price and “ *Gift* ” for the buyer. Proceed to fill out the information on the back of the certificate for the odometer reading etc. but again only fill out that you are the seller and for the buyer put “ *Gift* ” and the price put “ *Gift* ”. Make another good electronic scan of both sides of the certificate for your records.
 - iv. Next write a cover letter along with either the certificate tear-off or the certificate (depending on your state), telling the DMV to please process the seller notice on the sent documents and to unregister the automobile. Send the documents in with a return signature of delivery.
 - v. Keep checking to see if your automobile becomes unregistered (usually the state has a web site to check your VIN for registration status). Once your automobile is unregistered and you have received your signature card back, then you can proceed with the next step.
 - vi. Next you need to send your old license plates back to the DMV of your state with a very simple cover letter stating that these plates are being returned because they are the property of the state and that you no longer need them since your automobile will be registered into a “ *different jurisdiction* ”.
 - vii. Now you can complete a “transfer of property” document to transfer (title, interest, and use) of the automobile from your legal-fiction (straw-man in all caps) to your House. This document needs to be notarized since it is the transfer from the Babylonian fiction to the real man or God’s real realm.
 - viii. Next you can complete another “transfer of property” document to transfer “interest and use” to your Ministry but with a cancel clause where the House can terminate the contract at any time. Once the transfer is complete then the House holds “ *title and interest* ” and the Ministry holds just “ *interest and use* ” for operations in commerce. This document does not have to be notarized since it is held in private.
 - ix. Next create a registration document (Embassy custom style) to carry in your automobile that will show registration in your Ministry with the permission of your House.
 - x. All these documents will have a sample of the Ecclesia Embassy custom so that you can be in agreement to the customs of the Ecclesia Embassy for commonality as a testament of the Holy Ecclesia and the Holy Nation of God.
- (b) Recording a copy of a House automobile registration in the Ecclesia database you will use the “ *04_HouseMemberAutos.pdf* ”. The standard fields should be

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completed. The information that need to be supplied in separate PDF files are as follows:

- i. The “ *Registration File Name* ” field will hold the PDF file name that you will submit with the “ *04_HouseMemberAuto.pdf* ” form. The information that will be included is a PDF file of an electronic scan of your private Ministry automobile registration document that you will carry in your automobile.
- ii. The “ *Abstract File Name* ” field will hold the PDF file name that you will submit with the “ *04_HouseMemberAuto.pdf* ” form. The information that will be included in this PDF are the following documents that are an electronic scan and then placed into a single PDF file. The following are the items to be scanned and made into the PDF file and in the order listed.
 - A. The “ *Transfer of Property* ” of the automobile from the House to the Ministry.
 - B. The “ *Transfer of Property* ” of the automobile from the Legal-fiction to your House.
 - C. The last state “ *Certificate of Title* ” both front and back.
 - D. The “ *Manufacturing Statement of Origin* ” (MSO) (if you can get a copy).
 - E. A list of all previous owners of the automobile (if you can get this information).
- iii. Once these documents are submitted into the Ecclesia database you will be asked what House Member number will be used and what last two digits/letters you want on your automobile plates. The automobile plates will then be created and sent to you. If you do not have a PassCard ID, one will be created and sent to you. The appropriate Support Offering Costs will be added to your latest pending Support Offering schedule.

17. 05_HouseMemberLand.pdf:

This form is used to record the land owned by House Members. \$10 for Member Land record and \$10 for each document uploaded into the database registry (Much like the old Book & Page but is electronic). The uploaded documents are the “ *Land Description* ”, “ *Land Registration* ”, and the “ *Land Abstract* ” PDF files. The total cost of the land record is \$40.

- (a) The process we suggest you use to bring your land into the private is as follows:
 - i. NOTE: you cannot bring your land into the private if you still have a loan or owe any monies on your land. You must settle all these contracts on the land before you can claim private ownership.
 - ii. You will need to obtain a certified copy of the “ *Land Patent* ” or sometimes call the “ *Land Letter Patent* ” or “ *Land Certificate* ”. This can be done by contacting the county and see if they have it on record and if not you can obtain it by contacting the “Bureau of Land Management” (BLM). If your land is part of the original 13 states you will have to try to find the original grant from the original owner. This would have to be done at the county or possible the state archives.

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- iii. You will need to obtain an abstract on your land. The abstract is a chain of title from the original land patent (or grant of ownership) up to your ownership. There are some states where the counties can print out an abstract for you and you can get it certified. Other wise you may have to research it yourself at the county. Some title insurance companies or land sales companies can do the research for you and obtain an abstract for a fee. The abstract is a necessity for proof of your ownership along with a certified copy of the land patent. If you are in one of the original 13 states, you may have difficulty finding all the owners back to the original grant. If this is true then try to at least go back 100+ years to have a chain of title that would preclude any type of claims that could be corroborated as true.
 - iv. Next you can create a “ *Land Property Transfer* ” contract between your legal-fiction and your House to transfer all “ *Title, Interest, and Use* ”. This document needs to be notarized. The Ecclesia Embassy will have a sample of a land property transfer contract as an Ecclesia custom form. This document needs to be taken to your secretary of state and have the transfer document published by apostille. A certified copy of this document will be used by you and the Ecclesia Embassy to instruct your county that your property has been removed from county control and administration.
 - v. Next you will create a “ *Land Property Transfer* ” contract between your House and your Ministry since your Ministry will use the property for Ministry work and House living domicile. This document will only transfer “ *Interest and Use* ” to the Ministry with a cancel provision to allow the “ *interest and use* ” to return back to the House if needed. This document does not have to be notarized since it is a private contract.
 - vi. Next send a request to the Ecclesia Embassy, along with a copy of the certified land transfer apostille document, so the Ecclesia Embassy can send instructions to the state county where the land is recorded. The Ecclesia Embassy will instruct the state county to remove the property from their roles of land administration presumptive contracts and presumptive contracted revenues (so-called taxation).
- (b) Recording a copy of a House land registration in the Ecclesia database you will use the “ *05_HouseMemberLand.pdf* ” form. The standard fields should be completed. The information that need to be supplied in separate PDF files are as follows:
- i. The “ *Land Description File Name* ” field will hold the PDF file name that you will submit with the “ *05_HouseMemberLand.pdf* ” form. The information that will be included in a single PDF file of an electronic scan the list of documents. First is your land certified survey description. This document maybe at your county or may be found on the BLM web site. Next the registered “ *Warranty Deed* ” at the county will also have a land description which you can also use along with the suggested additions to better describe your land. If you are not satisfied of proper land description, you may choose to have your land surveyed to get the

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- metes and bounds, GPS coordinates, or the Range/Section/Township coordinates of your land.
- ii. The “ *Registration File Name* ” field will hold the PDF file name that you will submit with the “ *05_HouseMemberLand.pdf* ” form. The information that will be included in a single PDF file of electronic scans of the following items and added to the PDF file in the order listed.
 - A. The “ *Transfer of Property* ” of the Land from the House to the Ministry.
 - B. The “ *Transfer of Property* ” of the land from the Legal-fiction to your House that you would have published by apostille.
 - C. The apostille land transfer document that was published at your state Secretary of State.
 - D. Certified copy of the last “ *Warranty Deed* ” for your land that is filed in the county.
 - E. The request to the Ecclesia Embassy to have the apostille land transfer document sent to the state county with instructions to remove the property from their roles of land administration presumptive contracts and presumptive contracted revenues (so-called taxation).
 - F. The Ecclesia Embassy instruction letter sent to your county for removal of the county administrative privileges and presumptive contracts.
 - iii. The “ *Abstract File Name* ” field will hold the PDF file name that you will submit with the “ *05_HouseMemberLand.pdf* ” form. The information that will be included in this single PDF are the following documents that are an electronic scans of the following items and added to the PDF file in the order listed.
 - A. The “ *Transfer of Property* ” of the Land from the House to the Ministry in a PDF file.
 - B. The “ *Transfer of Property* ” of the land from the Legal-fiction to your House.
 - C. Certified copy of the last “ *Warranty Deed* ” for your land that is filed in the county.
 - D. All the pages of your abstract for the land. If the abstract is too large to scan, then scan the first 2 pages and the last 2 pages and then supply a summary list of the pages in between. If possible, this abstract should go back to the original “ *Certificate* ”, “ *Land Patent* ”, or “ *Land Grant* ”. If your land is part of the original 13 states you should try to go back at least 100 years and if you can get a copy of the original grant or land contract to the first recorded owner it would be preferred. This is the chain of title that proves your ownership without any claims against the land.
 - E. The certified “ *Land Patent* ” document from the BLM or a copy of the original land grant if possible (again if not part of original 13 states).