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Guarding the West Gate Procedures & Guidelines

Please do not contact the Grand Master, Deputy Grand Master's or Grand Secretary to obtain report results. Call, text or email the Tiler, Guarding the West Gate. The Grand Secretary does not have access to the report process or the completed reports.

Many of the Petitioners questions are answered in the GTWG Portal Instructions and the Website's Frequently Asked Questions section.

Who is Exempt? No Petitioner is exempt regardless of who they are all, Petitioners are treated the same, no exceptions.

Is a New York Mason in good standing required to have a GTWG Report to affiliate with a New York Lodge? No.

Does a Mason from another Grand Lodge Jurisdiction applying for affiliation or initiation and advancement required to obtain a GTWG Report? Yes.

If a Brother takes a Demit, he has one year to seek membership before he is required to obtain a GTWG Report.

If a Brother is dropped for NPD, he has one year to meet the requirements for reinstatement, after one year a GTWG Report is required.

GTWG Report is good for one year from the date of completion, except those reports requested during the pandemic which were extended to one year from the re-opening of lodges.

The Petitioner goes to the GTWG site and request his report. The Petitioner pays for his own report. The Petitioner reviews his report and voluntarily presents the report to the lodge.

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The GTWG report is not to be read in open lodge. The report is attached to the petition for the work of the Investigation Committee. Once the Investigation Committee's work is complete the report is returned to the petitioner. Keep in mind that currently, only 1 out of 68 Petitioners has a felony conviction.

The Lodge does not archive the GTWG report.

The Lodge Secretary is required to enter the GTWG number into the Members BIO DATA section of MORI.

GTWG does not conduct background checks on New York Brothers in good standing in the Craft. GTWG only conducts background checks on persons who voluntarily enter their personal data in the GTWG Portal.

GTWG does not run credit checks or financial reports on anyone in any form.

GTWG does not tell a lodge, a Master, an Investigation Committee that a petitioner cannot be initiated or advanced.

There are two situations that cause the process for the Background Check to be halted;

1. The petitioner is listed on any sex offender data base or convicted of sex related crime.
2. The Petitioner falsifies the petition in any form or manner or provides the GTWG portal with false information.

The Lodge Investigation Committee is responsible for determining if the Petitioner should be initiated by making the determination that the Petitioner is Favorable or Unfavorable.

GTWG does not obtain Military Records, Health Records or Financial Records in any form.

Petitioners must enter all the required information into the GTWG Portal in order to provide a fast and accurate report. Social Security number is required. Do not tell Petitioners to substitute information such as driver's license number for Social Security Number.

Encourage Petitioners to advise their spouse that they intend to join a Masonic Lodge and that they have requested a background check. So, when it shows up on their credit or debit card statement, the spouse does not call me wanting to know why their husband hired me to investigate the wife. This has occurred several times.

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GTGW does not archive Social Security numbers and never sees or possesses the Petitioners credit card info, payment is handled by Paypal Pro or Square.

Red Flag Report

A Red Flag Report is a report that contains Felony or Misdemeanor convictions of a serious nature.

GTWG will discuss the results of the background report with the Petitioner. The Petitioner is emailed twice and called twice, if the Petitioner does not respond the report is put on hold.

In the matter of a Red Flag report the Grand Secretary's Office will be notified of the Petitioner's name and the Lodge the Petitioner indicated he planned to petition, and the Master and Secretary of the Lodge will be notified of the red flag report.

The Grand Secretaries Office will not receive a copy of the Red Flag Report.