D.O. Security Application Process

NOTE: *All D.O. security packages are to be submitted online; **paper documents are no longer accepted**.*

Procedures for submitting a D.O. Security Package:

1. Determine if you need a D.O. security clearance by contacting your region's OTO (Operation Training Officer). You will need a D.O. clearance if you have a Fingerprint Qualification, Pilot Qualification, Air Crew Qualification or EXCOM.

2. Call Frank Magrans or Jorge L. Leal at 216.902.6077 or 6078 before proceeding.

3. Once you contact the D9 Auxiliary Staff, you will then be invited to start your application process. Without this invitation you will not be able to submit a D.O. package.

4. An email will be sent to you advising you to fill out your application and start the application process online. You will have 10 working days to start and complete the application.

5. The eQIP Website is: http://www.opm.gov/e-qip/

6. Logon to the website and fill out the form. If you have trouble logging into the system, please refer to the "eQIP troubleshooting" guide for more information (http://cgweb.seccen.uscg.mil/eqip/eqip.html) or contact D9 Auxiliary Staff.

7. When you complete the form, print the complete document and all signature pages and then release the form back to any D9 Auxiliary Staff member for further review/release. Ensure original copies are all signed in "Blue Ink" and retain a copy for your records.

8. Send all original documents for further processing back to the Ninth District Auxiliary Office at the following address: Commander (dpa), 9th Coast Guard District, 1240 East 9th St, Cleveland, OH 44199-2060

9. NOTE: Two Fingerprint Cards (FD-258), two signature pages (all signature pages must be in signed in "Blue Ink" and must match the submitted request on eQIP) and Credit Release Form (DHS-11000-9) are required documents for completing DO Application.

Forms

- Disclosure and Authorization pertaining to consumer reports - DHS form 11000-9 (10-03)