



COAST GUARD AUXILIARY ID CARD INITIAL ISSUE and REPLACEMENT PROCEDURES

INITIAL ID CARDS

When an Auxiliarist in Approval Pending (AP) status receives a Favorable PSI determination, the Director of Auxiliary Office, using the information provided on the Member's application, issues an Auxiliary identification card. This initial card is sent to the Flotilla Commander to be presented with the New Member certificate. The ID card will have an expiration date of up to 3 years from the date of issue.

REPLACEMENT ID CARDS

An ID card will not be issued without current information. A new photo is also required each time the ID card is produced. Remember that the ID photo should be a head and shoulders jpg image with a red background. *Proper* uniforms are encouraged, but not necessary. ***NO HATS*** please.

The *Request for Replacement Auxiliary ID Card* form should be used to request a replacement ID card. It can be found on the District 14 Auxiliary website at: <http://wow.uscgaux.info/content.php?unit=140>. It is important to complete the form in its entirety. It may be emailed, faxed or mailed to the Director of Auxiliary Office, and the photo emailed, using the contact information below.

There are also other reasons for the Member to be issued a new ID card such as:

- 1) **The Auxiliarist attains the title of Commodore.** Depending on the length of time since the Member's last card was produced, it may be automatically re-issued, or the Member may need to again supply current information and a photo using the *Request for Replacement Auxiliary ID Card* form.
- 2) **The Auxiliarist changes names.** The Member should request the new ID card using the *Request for Replacement Auxiliary ID Card* form, indicating the reason for the name change. The Member should also submit the Change of Member Information form, ANSC 7028, to ensure all necessary updates are recorded in AUXDATA.
- 3) **The Auxiliarist's physical appearance changes significantly and permanently.** The Member should request the new ID card, using the *Request for Replacement Auxiliary ID Card* form.
- 4) **The Auxiliarist's current ID card is damaged, lost or stolen.** This may also include ink fading on the card. The Member should request the new ID card, using the *Request for Replacement Auxiliary ID Card* form.

If you have any questions regarding an ID card, first contact your Flotilla Commander and then if necessary, please contact:

Director of Auxiliary
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300 Ala Moana Blvd, Room 9-207
Honolulu, HI 96850

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