



# COAST GUARD AUXILIARY ID CARD INITIAL ISSUE and REPLACEMENT PROCEDURES

## INITIAL ID CARDS

Auxiliarists in Approval Pending (AP) status are not authorized an Auxiliary ID card. However, when an Auxiliarist in AP status receives a Favorable PSI determination from the Security Center and successfully completes and documents all Auxiliary Mandated Training (AUXMT), the Director of Auxiliary (DIRAUX) Office will automatically issue an initial ID card using the information provided on the Member's application. A photo meeting the below criteria should have been sent to DIRAUX as part of the Member's application. If it was not received, DIRAUX will request this from the Flotilla Commander before making an initial ID card for the Member. This initial ID card is sent to the Flotilla Commander to be presented with the New Member certificate. The ID card will have an expiration date of five years from the last day of the month in which the ID card is issued.

## REPLACEMENT ID CARDS

*Two things are needed for DIRAUX to reissue you an ID card:*

1. **Photo:** A new photo is required each time an ID card is produced. The ID photo should be a head and shoulders digital image with a red background. Proper uniforms are required (i.e., Tropical Blue, Service Dress Blue Bravo, Working Blue, Operational Dress Uniform, or Auxiliary Blazer outfit). *NO HATS* please. The photo must be emailed to the email address below.
  2. **Request for Replacement Auxiliary ID Card Form:** The form must be used to request a replacement ID card. It can be found on the District 14 Auxiliary website at: [smb-d14honolulu-pj-dpa-aux.uscg.mil](mailto:smb-d14honolulu-pj-dpa-aux.uscg.mil) It is important to complete the form in its entirety. Beginning 1 January 2016, Auxiliarists must verify on the form that they have successfully completed AUXMT and that their completion is reflected in AUXDATA. The form must be emailed, faxed, or mailed to the Director of Auxiliary Office using the contact information below.
- \* DIRAUX staff members are available at Sand Island and the Federal Building several times a week to take photos and create ID cards on-the-spot. Please call or email prior to visiting to schedule an appointment.

*Other reasons a replacement ID Card is needed and how to get one:*

1. **The Auxiliarist attains the title of Commodore or becomes AUXOP Qualified (AX):** The ID card will be automatically re-issued, however the Member may need to supply

current information and a photo using the *Request for Replacement Auxiliary ID Card* form again if more than a year has passed since the last ID card was issued. The Member will receive an email from DIRAUX requesting this information if it is needed.

2. **The Auxiliarist's 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 and submit a new photo.
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 and submit a new photo. If the ID card was stolen, the Member may also be required to submit additional information for security purposes.

***Processing Time:***

As long as both parts of the ID card request are received (photo and form), DIRAUX will process the request within 2 weeks. They will then contact the Member and the Flotilla Commander to let them know how the card will be delivered (usually directly to the Flotilla Commander) and when to expect its arrival. Please follow up with your Flotilla Commander or the DIRAUX Office if you have not received a reply regarding your request within 2 weeks of submission.

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

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