

U.S. COAST GUARD AUXILIARY

EIGHTH COASTAL REGION

NEW MEMBER APPLICATION CHECKLIST (Rev. Dec. 2024) – Attach this page to the Application Package

PROSPECT MEMBER NAME : _____ Date ____/____/____

FLOTILLA CONTACT NAME : _____ FLOTILLA CONTACT EMAIL: _____

FLOTILLA NUMBER 081 - _____ - _____

New Enrollment Application ANSC 7001 (10-24) -- ALL PAGES TO BE PRINTED SINGLE SIDE.

- Download the new version (Rev 1F from Forms Warehouse) then open the downloaded form to complete, save and print. Do not complete from the website.
- Follow the Instructions on a separate PDF (Rev 1G from Forms Warehouse).
- Don't forget Flotilla # or Detachment number on top right corner.
- Indicate NMN if no middle name.
- All ZIP Codes must be "+4". (Check <https://tools.usps.com/go/ZipLookupAction!input.action>)
- Birth year is 4 digits.
- Emergency contact must be for **SOMEONE NOT LIVING WITH YOU** if possible (the prospective member).
- If the Prospective member checks "YES" to Military Service, then follow the instructions.
- If the Prospective member checks "YES" to prior Auxiliary membership, then complete the table with all details.
- Please note that the Applicant **MUST** complete Section II if answered "YES" and acknowledge with initials.
- Consent to the Auxiliary Association is now part of Section IV and must be signed and dated.
- Applicant must sign Section VII in the presence of the FC, VFC, IPFC or FSO-HR. It is an OATH!
- IMPORTANT CHANGE:** To verify Citizenship only by an Auxiliarist certified as Fingerprint Technician (even though fingerprints are no longer required), Citizenship Verifier or a Law Enforcement Officer.
- Verify the Social Security Card, but **DO NOT ATTACH** a copy.
- Driver's License is now required (Real ID after May 2025)
- Section V must be signed and dated by the CV, FT or LE.
- Pages 5 and 6 (Section VI, VII and VIII) must be completed and signed.
- Complete the New Member Exam. It is required.
- Include a copy of the citizenship document which was verified in Section IX of the Application (Birth Certificate, Naturalization Certificate or Passport.).
- If a Boating Safety course has been completed, include a copy of the certificate and check the box in Section VI.
- Do not** include FEMA course certificates. They go to the DSO-MT after the member number is issued by DIRAUX.
- Review all pages before submitting.
- Every flotilla needs an appointed HR officer.

NOTE: It is recommended that the application be completed on-line, printed then signed. Fingerprint cards are no longer required. Photos, ID card applications are **NOT** to be submitted with the Enrollment Application, they will be required after the member has been issued a Member ID Number to issue the ID Card.

Please do not email applications and documents **UNLESS** you have the capability of scanning and encrypting the file with a Password. You need Adobe Pro or other similar software that allows encryption. You will then send one email with the scanned documents and another email with the password to open the document. Do not send the password in the same email.

Email to: rafael.r.shabetai@uscg.mil with copy to D08-DG-DIRAUXNOLA@uscg.mil

Submit all application packages to:

Rafael R. Shabetai, DSO-HR – D8CR
US Coast Guard – DIRAUX - Room 1331
500 Poydras St.
New Orleans, LA 70130-3319

DO NOT PIECEMEAL

Priority Mail is not required but recommended. First Class mail is OK. Auxiliary supplied postage is authorized.

APPLICANTS SHOULD SEND ALL DOCUMENTS to their LOCAL FSO-HR for review. THEY WILL INTURN forward to the DSO-HR.