*Eighth District Western Rivers Region*

*Human Resources (HR)* **Member Name:**

*New Member Enrollment Package*

For new members, complete the following: **DATE Packet Completed: DATE Mailed:**

###  Step 1

* Complete the **new member course** and **exam** (on-line course and exam available, see below).
	+ "Open-book" examination.

### Refer to the [New Member Student Study Guide,](http://hdept.cgaux.org/pdf/New%20Member%20Packet/NewMemberStudentStudy.pdf) [the Auxiliary Manual (COMDTINST M16790.Series)](http://www.uscg.mil/auxiliary/publications/auxman.pdf) and/or the [New Member Reference Guide.](http://hdept.cgaux.org/pdf/New%20Member%20Packet/New%20Member%20Reference%20Guide.pdf)

* + Examination has a three (3) hour time limit.

See your FSO-HR for details on completing the course and exam **on-line** at [**http://wow.uscgaux.info/content.php?unit=T-DEPT&category=custom**.](http://wow.uscgaux.info/content.php?unit=T-DEPT&category=custom)

###  Step 2

* Complete **one (1)** [**ANCS 7001 Enrollment Application (current version dated 5-15).**](http://forms.cgaux.org/archive/a7001.pdf)
	+ Use of the online form is strongly encouraged to reduce the number of potential errors.
	+ Any copies must have original signatures. Do not sign any applications until you have met with your prospective flotilla commander.
	+ All signatures must be in **BLUE** ink.

## Include **one (1) copy** of Proof of Citizenship (either Birth Certificate or Passport).

* **One** copy of a Safe Boating Course Certificate
* **One** copy of the DD214 if the applicant served in the Armed Forces
* Complete the District 8wr, **ID Request form**
* ID Photo in **topical blue** uniform shirt with **Red** background.

###  Step 3

* Fill out the [**Consent to Membership form**](http://forms.cgaux.org/archive/cgaai-10.pdf) from the Coast Guard Auxiliary Association, Inc.

 **Step 4**

* Provide a check for Annual Dues.