

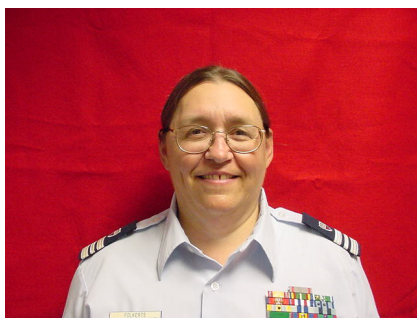
U.S. Coast Guard Auxiliary ID Cards

A new Member will be issued an official Coast Guard Auxiliary ID card when they have achieved BQ status. Members needing a replacement ID due to expiration, loss or damage must be current with their 7 Core Training courses and submit a replacement request form to the DIRAUX office via their FC or FSO-HR.

When taking a photo for a Member's Coast Guard Auxiliary ID card, please follow these simple instructions:

1. Each Flotilla has been provided with the tools to take ID photos:
 - a. Any camera or a member's phone camera will work for capturing the member's photo.
 - b. Each ID photo must have a red background. Your Flotilla has also been provided with a red felt backdrop to be used when taking the ID photos. Locate it and make sure it is also available for the new Member sessions.
2. The photo should be a head and shoulders jpg image. *Proper uniforms are encouraged, but not required. NO HATS please. Make sure there is sufficient red background so the photo can be cropped to a square format by the Director of Auxiliary Office.* It's a good idea to **send at least TWO photos** so the best one can be chosen for use. Check that the photo is not blurry.
3. Submit photos to the Director of Auxiliary Office via email: Christina.J.Newell@uscg.mil
 - a. Do not send photos on a CD. All photos should be sent by email to the email above.
 - b. Make sure the photos are labeled with the member's name (i.e. Folkerts, Noreen K.).

Original jpg photo emailed to Director of Auxiliary with sufficient red background.



Folkerts, Noreen K.jpg

The Director's Office will crop the photo square and rename the photo with the Member EMPLID. The photo will be loaded into DIRAUX Automation for use on the official U.S. Coast Guard Auxiliary ID card.



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The new plastic U.S. Coast Guard Auxiliary ID card will be produced and sent by certified mail to the Member. The cards have a 5-year expiration date (from the date of issue) and when a new card is received, the previous card should be destroyed.

