

**COAST GUARD AUXILIARY  
APPLICANT APPLICATION GUIDANCE  
Office of the Director of Auxiliary  
408 Atlantic Ave  
Boston, MA 02110; (617) 223-8223  
01 June 2010**

**Prospective members applying for Operational Support (OS):**

- \_\_\_ a. **FD-258** Fingerprint Cards w/original signatures. **TWO original cards.**
- \_\_\_ b. **ANSC-7001 (1-08)** pg. 1 of the Enrollment Application
- \_\_\_ c. **ANSC-7001 (1-08)** pg. 2 of the Enrollment Application
- \_\_\_ d. **ANSC-7001 (1-08)** pg. 3 of the Enrollment Application– *Verification of U.S. Citizenship & Prior/Current Clearance Details* completed and signed by Authorized Representative (Fingerprint Tech or PSI Coordinator). Include **a copy of the birth certificate and naturalization documents** (see note 7 below)
- \_\_\_ e. **ANSC-7001 (1-08)** pg 4 of the Enrollment Application: *OFI Form 86C Special Agreement Check (SAC)*
- \_\_\_ f. **ANSC-7001 (1-08)** pg 5 of the Enrollment Application: *Standard Form 85(E) Authorization for Release of Information.*

**Prospective or Existing members applying for Direct Operations (DO):**

- \_\_\_ a. **FD-258** Fingerprint Cards w/original signatures. **THREE original cards.**
- \_\_\_ b. **ANSC-7001 (1-08)** pgs. **1,2,3 only.**
- \_\_\_ c. **DHS Form 11000-9, Fair Credit Reporting Act Release, with original Signature.** DHS 11000-9 is available at:  
<http://www.uscg.mil/auxiliary/administration/security/dhs11000-9.pdf>
- \_\_\_ d. **SF 86 Questionnaire for National Security Positions** completely filled out  
With pgs. 9 & 10, **two copies, each with original signature.** **NOTE: Effective June 2010 Electronic Questionnaires for Investigations Processing (EQIP) must be used to produce SF86 forms. Go to: <http://opm.gov/e-qip>.**

**Important Notes:**

1. Complete submission requirements can be found in Appendix K of COMDTINST M16790.1F Auxiliary Manual.
2. Form **ANSC 7001 (1-08)** Enrollment Application is available in its entirety complete with instructions at the Auxiliary National Website under *Members Deck* → *Forms*. Submit with original signatures.
4. It is recommended that existing members with OS who desire DO submit new **FD-258** Fingerprint Cards as the currency of existing cards on file may not be guaranteed.
5. **Prospective members with felony convictions should provide records and a letter of explanation regarding the felony(s) with application. (Ref. Auxiliary Manual, Ch 3, A.4.c.1.)**
6. For prospective members with a prior or current clearance issued within last 10 years, provide a copy of the source document.
7. Do not attach copies of **naturalization documentation** if originals state that copies should not be made. The Security Center can get hold of such documentation by their own means.
8. **Please be sure to review complete packages and ensure all signatures are captured. Incomplete packages will be returned resulting in processing delays.**
9. Please only send single-sided applications and paperwork to the Director's Office.
10. Make sure you include the **New Member Exam** score sheet or Director's Office cannot process the application.
11. If available, make sure you include a copy of the **Boating Safety Course Certificate**. Without this, member is entered as "Initially Qualified" vs. "Basically Qualified".
12. Contact the Director's Office if you need clarification.