



FLOTILLA 16-01 New Member Application Checklist District 5 Northern Region - Gull Island, Pt. Pleasant, NJ

If you wish to proceed with your application to join the Auxiliary, please follow these steps. Be assured that we take the necessary precautions to safeguard your information and you should not give any forms with personal information to any other person except the fingerprint technician who has a confidentially agreement with the Coast Guard. If you need assistance, please use the contact information provided at the bottom of this form.

STEP 1:

- Read the Auxiliary New Member Course Booklet (file called: "newmemberstudy_COMPDTPUB_P16794 40B 02-21-09" on disk) or ask for one.
- Take the New Member TEST ONLINE (or from the book). The link is: <http://classroom.cgaux.org/moodle/> or you can request to take the New Member Exam in written form by contacting the HR or FP person using the information provided at the bottom of this form.
- PRINT OUT THE SCORE PAGE AND INCLUDE IT WITH YOUR PACKAGE. If it does not have your name on it, please sign and date it.

STEP 2:

- Read through the Enrollment Application and fill it out on line if possible, the form is interactive. The last 2 pages are instructions and help. Be sure to read them. Go to: <http://forms.cgaux.org/forms1.php>
- Print out all pages and save them in your package WITHOUT signing them. Be sure to print out each page individually, **no double sided pages will be accepted.** DO NOT SIGN ANYTHING! Your signature must be witnessed by the processor. You can also fill out the application in PEN. There are some pages that you may not need or be required to fill out.

STEP 3:

- Copy a form of PROOF OF CITIZENSHIP, most likely your birth certificate or a recent passport. Bring BOTH original and copy to your fingerprint session.

STEP 4:

- Call to arrange completion of your application. Make sure to bring all your documents. You will be fingerprinted and photographed which will be included in the package sent to Sector Delaware Bay for processing.

If you have any problems please email me at holger@alarmland.com or you can call me at **732-451-4020 x205**. EMAIL is the best way!

Holger Skurbe, FS-HR
Fingerprint Technician

Our Flotilla website has links to most places you need to go: <http://a0531601.uscgaux.info>

In order to help future members, please make notes where necessary and let us know how we can make this process easier, faster or more accurate by giving us comments in any way or if you find links that are not accurate.

Updated 2017/Sept