

## D7 Auxiliary ID Card Request Procedures

### Description:

All members in BQ or AUXOP (AX) status are authorized to hold an ID card.

### Prerequisites:

- BQ/AX status (*All AUXCT and BQC II completed and current*).  
*Note: BQC II is required for all members enrolled after February 1, 2018.*
- Member in good standing (*up to date on dues payment and AUXCT cycle current*).  
*Note: AUXCT must not be within 6 months of expiration. The date of the training which is expiring first will be used for this determination.*

### Initial ID Card Request:

- Only the FC shall request an ID card for any member who meets all prerequisites. The VFC may submit requests when the FC is unavailable to do so in a timely manner.
- The ID card will have an expiration date of five years from the last cycle of AUXCT completion.

### Replacement ID Card Request:

- The Auxiliarist attains the title of Commodore or becomes AUXOP Qualified.
- The Auxiliarist changes their name. The member shall initiate changes in AUXDATA 2. AFTER those updates are recorded in AUXDATA 2, FC (or VFC) shall submit an ID card request via the D7 Help Desk (<https://helpdesk.uscga-district-7.org/>).
- The Auxiliarist's physical appearance changes significantly and/or permanently.
- The Auxiliarist's current ID card is expiring in 6 months, expired, damaged, lost, or stolen.

### Request for ID Cards must include the following:

- **Photo:** A **new** photo is required each time an ID card is requested. The ID photo shall be a digital image which captures the member's head and shoulders in front of a red background. Proper uniform is required (*i.e., Tropical Blue, Service Dress Blue Bravo, Operational Dress Uniform, or Auxiliary Blazer outfit*).
- **Digital Image:** ID photo shall be uploaded to the [D7 Help Desk](#) with these criteria ...
  - ❖ PHOTO FILE NAME: First Name Last Name EMPLID (*example: John Doe 0123456*)
  - ❖ FILE TYPE: JPEG (.jpg) *\*No greater than 20MB in size\**
- **Member Information:** Please include the following in the help desk ticket ...
  - ❖ MEMBER NAME: (*as shown in AUXDATA 2*)
  - ❖ EMPLID:
  - ❖ REASON FOR REQUEST: (*initial/expired/damaged, etc.*)
  - ❖ DATE OF BIRTH:
  - ❖ BLOOD TYPE:
  - ❖ WEIGHT:
  - ❖ HEIGHT:
  - ❖ HAIR COLOR:
  - ❖ EYE COLOR: