

With respect to criminal history, Page 2 of the enrollment application states what criminal history documents are required to be submitted with the application. Under no circumstances will an enrollment application be denied based on criminal history. **A criminal conviction does not automatically disqualify one from enrollment. That decision rests with the U.S. Coast Guard's Director of Auxiliary.**

This is the procedure to follow if an applicant has a criminal past:

- Past criminal history
 - All felony convictions and all major misdemeanor convictions must be disclosed at the time of enrollment. This includes military courts-martial.
 - Submit official court documents detailing Initial charges and final disposition for each arrest, charges and/or indictments.
 - Submit a letter or memo addressed to the Commander, 7th Coast Guard District (dpa), for each arrest case with the following information:
 - Date and time of arrest
 - City and state of arrest
 - Arresting agency
 - Initial charges and degree (Indicate whether or not the initial charge was a felony or misdemeanor)
 - Details of each incident leading up the arrest, including mitigating circumstances or supporting details post arrest, including final charges and disposition.
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- Pending criminal court action or judicial procedure
 - Follow the procedure listed on page 2 of the enrollment application.

Non-criminal traffic infractions are not included in criminal history. Although the enrollment application instructions state that this information is mandatory for "convictions," if an applicant has issues in their past, such as arrests with no convictions, it may be wise to disclose them with a letter of explanation attached to the application. The Security Center (SECCEN) and/or the Director will ultimately require an explanation. Failure to disclose this information at the time of enrollment will only delay the processing. Intentionally failing to disclose required criminal history information will be grounds for disenrollment.

Applicants, other than putting a check mark on "convictions" on Page 2, Section VII of the enrollment application, are not required to disclose criminal history specifics to flotilla personnel if they choose not to. This information can be placed in a sealed envelope attached to the enrollment application for submission to the division security officer (DDSL). The DDSL's (Director's Division Security Liaison) are the only Auxiliary personnel in District 7 authorized to review this information. Each DDSL has on file a Non-Disclosure Agreement with the director's office. The DDSL is required to review this information to ascertain if all the required criminal court documents are attached to the enrollment application.