

**APPLICATION PROCESS  
FOR SENIOR MEMBERSHIP IN THE CIVIL AIR PATROL  
LONG ISLAND SENIOR SQUADRON NY-207**

Dear Prospective Member:

Thank you for your interest in the Civil Air Patrol.

The best way to find out about the Civil Air Patrol (CAP) and the Long Island Senior Squadron (LISS) is to ask questions so we get to know each other.

After attending three (3) squadron meetings, you are eligible to apply for CAP membership by completing and submitting two (2) of each of the following:

1. CAP Application for Membership forms (CAP Form 12)  
[See Internet download instructions, below.]
2. FBI fingerprint cards (FD-258) [Two (2) cards are issued at a squadron meeting]

An interview by the Membership Committee is also required. Candidates will receive an overview of what will be covered during an interview.

**1.0. Filling out the Application for Membership (CAP Form 12)**

Member application, CAP Form 12, may be obtained online at

<https://www.gocivilairpatrol.com/members/publications/forms/>

1.1. Download the form by clicking on either the Microsoft Word or the PDF icon at the end of the line reading "F12 Feb 14 Application for Senior Membership in Civil Air Patrol." (Reference Number: R39-2)

(The forms are computer fillable. Although they may be may be printed and filled in by hand, it is preferred that a computer is used to fill in information.)

1.2. On the 1st page, in the field for "**CHARTER NUMBER**" on the first line fill in "**NY-207**".

1.3 On page 2, top, for "Charter, Unit Name and Address" fill in: **NY-207 Long Island Senior Squadron 133 North Coleman Road, Centereach, NY 11720**

1.4 On page 2 top, in "Type or Print Full Name" fill in "**Lt. Col. Darren J. Cioffi**"

1.5. Complete all appropriate remaining information *except* **DO NOT SIGN OR DATE ANY SIGNATURE FIELD**. Signatures must be witnessed when the forms are submitted.

1.6. When returning the forms, bring in the documentation [passport, driver's license, social security card, etc.] that you checked off in the section "Background Information." The reviewing commander will sign an acknowledgement of examining those documents.

**2.0 Filling out the FBI Fingerprint Cards (FD-258)**

Prospective candidates are issued two (2) fingerprint cards at a squadron meeting.

2.1. Instructions for filling out the FD-258 Fingerprint Card can be found at <http://www.state.gov/documents/organization/103665.pdf>. Your signing and dating the fingerprint card **MUST** be done in **the presence of the person taking fingerprints. HAVE THEM SIGN AND DATE EACH CARD BEFORE YOU LEAVE.**

2.2. In the card's upper left section labeled "Employer and Address," fill in the "Charter Number" with the characters "N Y 2 0 7."

2.3. Fingerprinting may be done at police stations or by some private businesses. For a small fee, many police agencies will do fingerprinting - and even waive the fee if they know that the application is for your **volunteering** to serve in a US Air Force auxiliary unit. (They may not know that the Civil Air Patrol is an official part of the Total Force of the United States of America and, included in its work, CAP members participate in supporting search, rescue, and emergency services for state and federal agencies as well as for the the Air Force. For example, hurricane relief, arial damage assessment, location of downed aircraft, etc.) Some private commercial businesses which do fingerprinting can be found online at websites such as <http://newyorkfingerprints.com/?ibp-adgroup=ppc> or locally at PrintScan in Hicksville at 958 South Broadway 1-516-726-1350. They also list locations in Kings Park and Riverhead.

**3. Return of forms and Interview**

Return the completed forms along with a check for \$60 made out to "National Headquarters Civil Air Patrol".

Forms and checks are submitted after Membership Committee interview.

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