

# FIRST DISTRICT NORTHERN REGION

## U.S.Coast Guard Auxiliary

### Identification Card Renewal Process

Please note that the renewal process for the U.S. Coast Guard Auxiliary Identification Card has changed:

Members are required to have a digital photo taken of them. The photo must be taken with the member wearing the light blue uniform shirt (Trops) and the member must be standing in front of a solid RED background. **VIRTUAL BACKGROUNDS ARE NOT ACCEPTABLE** The photo must be saved in **JPEG** (Not .png) format and emailed to the Director's Office in Boston per the directions below.

Include the following Information in the Email:

- Name (First, MI, Last)
- Weight
- Height
- Hair Color
- Eye Color
- Blood Type (if known)

Attach the JPEG photo to the email.

Send the Email with the attached JPEG to Charles B. Grossimon, First Coast Guard District at:

**charles.b.grossimon@uscg.mil**

**DO NOT SEND ANY PERSONALLY IDENTIFIABLE INFORMATION (PII)  
VIA EMAIL**

**NOTE: To get your ID Card Renewed, you MUST be current in all Core Training Requirements.**

Photo Requirements:

1. Member wearing Tropical Blue shirt.
2. Hair longer than collar length must be pinned or tied back. No hair on shoulders.
3. Red actual background (No virtual backgrounds).
4. Flat lighting is best.
5. Do not use portrait mode if possible. Photos need lateral space for editing.
6. Photo must be in Jpeg format. ID System will not accept .png.