

**Georgia State ARES Identification  
Expanded Overview and Steps to Take  
February 2014**

**Training Requirements** (02/01/2014):

**NIMS ICS Training:**

IS-100 series  
IS-200 series  
IS-700 series  
IS-800 series

<http://www.fema.gov/emergency/nims/NIMSTrainingCourses.shtm>

**ARRL Training:**

EC-001 –Introduction to Emergency Communications  
<http://www.arrl.org/online-course-catalog>

OR

Gwinnett County ARES –Basic Emergency  
Communications

<http://www.gwinnettares.org/training.htm>

**Background Check:**

Red Cross (identification or formal document)

Firearms Carry Permit (within last five years)

Background check conducted by Wayne County EMA

County, State, or other Government agency background check documentation\*

Letter or statement from private or public employer involving work with children, social work, or elderly\*

Letter or statement from employer (within last five years) demonstrating completion of background check\*

**Submitting Training and Background Documentation to the Section:**

Individuals submit their education and background documentation to the designated Section personnel for review and verification. An EC may submit a formal signed letterhead document that indicates that s/he and/or any listed ARES members have met the above education requirements.

Background check documentation must be provided. When validating a group of ARES members, a signed letterhead document from the County EMA is the most common method otherwise individual documents need to be provided. Individuals must provide a copy of completed background check documentation. Typically a scanned copy of the carry permit, Red Cross document, or formal and evident background-check document(s) are acceptable. Where document quality is a problem or additional verification is necessary, the Section ID Coordinator may request additional information.

The Section ID coordinator(s) will review documentation and then arrange to have the identification badge generated and mailed to the recipient.

**Costs and Payment:**

For the identification badge: \$15. This compensates for the cost of the special materials used to create the badge. The Georgia ARES Section reimburses the agency allowing the use of its equipment and materials.

For the background check: \$10. This is a background check provided through the Wayne County EMA Office if you do not have current background check documentation. If you choose this method to acquire a background check, you will need to fill out a special form, have it signed in the presence of a notary public, and snail-mail the form to the Section ID Coordinator (A copy is not acceptable – it must be the original signed form). The ID Coordinator will arrange to have the Wayne County EMA conduct the background check.

When paying, make the check payable to the Georgia ARES Section.

**What to Send:**

To have your identification card(s) generated, send the Section ID Coordinator the following:

- Education documentation / certificates (or signed letter head document from County EC attesting to education completion)
- Background check document(s) (or signed letter head document from County EMA Director attesting to clear check)
- Photograph(s) in jpeg format (current; close up from shoulder to top of head; no hat; against a neutral colored background)
- First name, last name, call sign, county (exactly as it needs to appear on the identification)
- U.S. Postal mailing address
- Payment for the number of identification badges to be generated

Please snail-mail formal documents signed by the EC or County EMA office to the Section ID Coordinator. It is acceptable to E-mail copies of the other documents. Background checks *for individuals* can be E-mailed but may require additional verification depending on the quality of the document and type of document received. Training certificates need to show the name of the individual.

Photographs should be E-mailed in jpeg file format. Please keep the resolution at 1024 X 768 pixels or less. Generally jpeg file sizes 700mb and under are adequate. If you are able to, format the photograph to form a 2 inch by 2 inch photograph (passport size standard) but we are usually able to crop photographs to the correct size. Be sure the photograph is recent. Old photographs, photographs where the subject is wearing a hat, and photographs taken with the improper background must be re-taken.

**Contact for Information, Questions, and Discussion:**

Section ID Coordinators:

- David Benoist, AG4ZR, [ag4zr@arrl.net](mailto:ag4zr@arrl.net)
- Lowry Rouse, KM4Z, [km4z@arrl.net](mailto:km4z@arrl.net)

Contact these personnel for the postal mailing address (snail-mail) to send required or requested documents.