

# Georgia Section - ARES Identification Card Requirements for New or Renewal

Revised: 23Jan16

## Training Requirements

NIMS ICS Training: <http://training.fema.gov/is/nims.aspx>

- **IS-100:** Introduction to Incident Command System, ICS-100
- **IS-200:** ICS for Single Resources and Initial Action Incidents
- **IS-700:** National Incident Management System (NIMS) An Introduction
- **IS-800:** National Response Framework, An Introduction

One of the following -

ARRL Training: <http://www.arrl.org/online-course-catalog>

- **EC-001:** Introduction to Emergency Communication (EC-001)

**OR**

Gwinnett County ARES: <http://www.gwinnettares.org/training.htm>

- **Gwinnett ARES Basic Skills Online Test**

## Clear Background Check (no criminal history)

One of the following:

- County, State, or other Government agency background check documentation dated within the last 5 years
- Valid Firearms or Weapons Carry Permit
- Valid Red Cross ID Card
- Signed letter from your employer stating that they are in possession of a “**clear background check dated [enter date]**” - Note: The date of the background check must fall within the last 5 years

Note: If you are unable to obtain a background check through your local EMA Director, law enforcement, or probate court you may contact the Section ID Coordinator for assistance.

## Photo

The ideal photo ....

- Should be taken using a high resolution camera
- Must be lighted from the front against a plain neutral background (gray or beige) preferably using soft natural room light
- Should have both the head and shoulders in the photo. There should be about 6” of space above the head
- No hats, headgear, or sunglasses
- Don't worry about cropping or resizing the photo, we'll take care of it at the printing station

- When using a cell or smart phone camera send the photo using its original size as some mobile devices will default to a much smaller size which reduces the clarity (resolution).

### What to Send

- **Email or letter:** from one of the following affirming that you meet their minimum requirements for call-up or deployment:
  - Emergency Coordinator
  - District Emergency Coordinator
  - Section Emergency Coordinator
  - Section Manager
  - Emergency Management Agency Director
- **Your Name:** as it should appear on the badge – the default will be as listed in the FCC Database
- **Training:** Scanned or photo copies of your training certificates or confirmation e-mail
- **Background Check:** Scanned or photo copy of the document confirming a clear background check
- **Photo:** JPG format
- **Payment:** Hold off sending the payment until requested by the Section ID Coordinator. Once a minimum order is ready for printing the ID Coordinator will let you know when and where to send a check or money order payable to “**Georgia ARES Section**”

New, Lost Replacement, Call Change, Renewal	\$15
Additional ID cards ordered at the same time as one of the above	\$10

### How to Send

- **Preferred Method:** Send scanned copies of all supporting documentation and the photo via e-mail to the Section ID Coordinator
- **Alternative:** Hard Copies may be mailed or shipped to the Section ID Coordinator’s address

### Expiration Date

- The expiration date of the ID Card will be the same as your FCC License

### Lead Time

- In order to keep printing costs to a minimum the Section ID Coordinator requires a minimum of 5 requests for printing so please be patient

### Section ID Coordinator

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