



November 3, 2008

Dear Cadet Sponsor,

The Coast Guard Academy is committed to providing our prospective cadets the safest possible environment, whether on or off-campus. Therefore, the Coast Guard Academy has decided to institute criminal background screening on all our volunteers. All adults who volunteer to mentor, teach, coach or sponsor a cadet will be asked to provide certain personal information (name, date of birth, Social Security number) needed to conduct a background screening. In addition, all adults (defined as anyone over the age of 18) living in your home will also be asked to provide their personal information.

The Coast Guard Academy recently contracted with ChoicePoint, a well-respected information provider, to conduct background screenings of our volunteers. The Coast Guard Academy chose ChoicePoint because of their strict standards regarding the use and dissemination of personal information, and their commitment to protecting personal privacy while serving customer needs.

On our behalf, ChoicePoint will conduct a Social Security Number Validation and Verification check to confirm you hold a valid Social Security Number, and to provide an accurate name and address history. That history is critical to ChoicePoint's second step, a thorough criminal background screen involving a 50-state search of criminal records from multiple sources. Let me assure you the Coast Guard Academy is not interested in your credit history or any other data unrelated to a criminal history screen and ChoicePoint will not be searching that data.

The Coast Guard Academy will use the criminal background data it receives from ChoicePoint to make a decision to continue you as a cadet sponsor. Generally, an arrest or conviction of any adult in your home for a crime against a minor, a violent crime (including domestic assault or abuse), or a sex crime will be disqualifying, as will an arrest or conviction for driving under the influence (DUI) driving while intoxicated (DWI), or reckless driving within the last 5 years. This is not an exhaustive list and other arrests or convictions will be reviewed on a case-by-case basis.

It is, of course, a purely voluntary decision on your part whether to provide the required personal information to ChoicePoint. However, due to our commitment to provide the safest possible environment for our cadets, if you decide not to provide your information, you will be unable to continue as a cadet sponsor.

Accompanying this letter is a Volunteer Disclosure/Authorization form and a Request form. Please read these forms carefully. While completion of both forms is strictly voluntary, they

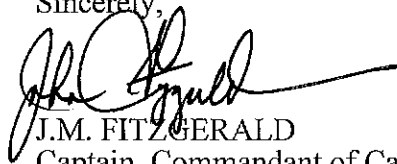
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must be completed and returned to ChoicePoint in order to initiate the background check. A separate Volunteer Disclosure /Authorization form and Request form must be completed for each

adult residing in your home. If you decide not to participate in the screening process, please notify Ms. Carey McNeil at (860) 444-8281 or [CareyAnne.L.McNeil@uscg.mil](mailto:CareyAnne.L.McNeil@uscg.mil) so that we can make other arrangements for your cadet.

If you have additional questions regarding ChoicePoint, I suggest you review their website at <http://www.choicepoint.com/index.html>. The Coast Guard Academy greatly appreciates your willingness to play such an important part in a cadets' life.

Sincerely,

A handwritten signature in black ink, appearing to read "John Fitzgerald", with a long horizontal flourish extending to the right.

J.M. FITZGERALD  
Captain, Commandant of Cadets  
United States Coast Guard Academy