

Unit Name	Region	Unit Name Code	Date (DD MMM YY)
-----------	--------	----------------	------------------

INSTRUCTIONS

1. INCOMPLETE FORMS WILL BE RETURNED TO THE UNIT UNPROCESSED.
2. Complete all spaces and check all appropriate boxes.
3. Attach all requests for waivers and submit through the chain of command.
4. Use as many forms as necessary, but total the funds due on each form separately.
5. Prior to mailing ensure the correct amount is enclosed for payment of fees, overpayments will not be refunded. Underpayments will be returned unprocessed, causing Instructors/Officers/Midshipmen to remain uninsured.
6. Adults will be not be enrolled until a criminal background check has been successfully completed by NHQ.
7. Midshipmen must be 18 years of age and a high school graduate. No exceptions.
8. Other than Warrant Officer, a request for a waiver must be submitted up the chain of command, for initial appointment to officer status. An age waiver is required for all adults over the age of 75. Indicate that your waiver is included by checking the appropriate box.
9. Refer to Chapter Two of the NSCC/NLCC Administrative Manual for further guidance on Officer/Instructor/Midshipmen enrollment criteria.
10. Please provide a separate check for Cadet Enrollments and Adult Enrollments.

ONE	1a. Last Name		1b. First Name		1c. Middle Name	
	1d. Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	1e. Date of Birth (DD MMM YY)		1f. Address (No Post Office Boxes)		
	1g. City		1h. State	1i. Zip Code + 4		1j. Home Phone
	1k. Social Security Number	1l. Enrollment Status (Check all that apply) <input type="checkbox"/> New Enrollment <input type="checkbox"/> Re-Enrollment <input type="checkbox"/> Unit Transfer <input type="checkbox"/> Change of Personal Information				1m. Type <input type="checkbox"/> Uniformed <input type="checkbox"/> Non-Uniformed
	1n. NHQ Use	1o. Enrollment Fee Types <input type="checkbox"/> OFF/INST/MIDN (Incl. Reservists) - \$15.00 <input type="checkbox"/> OFF/INST/MIDN on Active Duty - \$10.00 <input type="checkbox"/> Replacement ID - \$5.00				1p. Fees
	1q. Forms enclosed for Enrollment <input type="checkbox"/> Application with Full Length Photo (NSCADM 003) <input type="checkbox"/> Copy of Active/Reserve ID Card (front and back) <input type="checkbox"/> Reference Checks (NSCADM 005) <input type="checkbox"/> Record of Discharge (DD214) or Appropriate Discharge Certificate (for prior service) <input type="checkbox"/> Record of Medical History (NSCADM 020) <input type="checkbox"/> Request for Waiver – as appropriate (see instruction 8)					

TWO	2a. Last Name		2b. First Name		2c. Middle Name	
	2d. Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	2e. Date of Birth (DD MMM YY)		2f. Address (No Post Office Boxes)		
	2g. City		2h. State	2i. Zip Code + 4		2j. Home Phone
	2k. Social Security Number	2l. Enrollment Status (Check all that apply) <input type="checkbox"/> New Enrollment <input type="checkbox"/> Re-Enrollment <input type="checkbox"/> Unit Transfer <input type="checkbox"/> Change of Personal Information				2m. Type <input type="checkbox"/> Uniformed <input type="checkbox"/> Non-Uniformed
	2n. NHQ Use	2o. Enrollment Fee Types <input type="checkbox"/> OFF/INST/MIDN (Incl. Reservists) - \$15.00 <input type="checkbox"/> OFF/INST/MIDN on Active Duty - \$10.00 <input type="checkbox"/> Replacement ID - \$5.00				2p. Fees
	2q. Forms enclosed for Enrollment <input type="checkbox"/> Application with Full Length Photo (NSCADM 003) <input type="checkbox"/> Copy of Active/Reserve ID Card (front and back) <input type="checkbox"/> Reference Checks (NSCADM 005) <input type="checkbox"/> Record of Discharge (DD214) or Appropriate Discharge Certificate (for prior service) <input type="checkbox"/> Record of Medical History (NSCADM 020) <input type="checkbox"/> Request for Waiver – as appropriate (see instruction 8)					

THREE	3a. Last Name		3b. First Name		3c. Middle Name	
	3d. Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	3e. Date of Birth (DD MMM YY)		3f. Address (No Post Office Boxes)		
	3g. City		3h. State	3i. Zip Code + 4		3j. Home Phone
	3k. Social Security Number	3l. Enrollment Status (Check all that apply) <input type="checkbox"/> New Enrollment <input type="checkbox"/> Re-Enrollment <input type="checkbox"/> Unit Transfer <input type="checkbox"/> Change of Personal Information				3m. Type <input type="checkbox"/> Uniformed <input type="checkbox"/> Non-Uniformed
	3n. NHQ Use	3o. Enrollment Fee Types <input type="checkbox"/> OFF/INST/MIDN (Incl. Reservists) - \$15.00 <input type="checkbox"/> OFF/INST/MIDN on Active Duty - \$10.00 <input type="checkbox"/> Replacement ID - \$5.00				3p. Fees
	3q. Forms enclosed for Enrollment <input type="checkbox"/> Application with Full Length Photo (NSCADM 003) <input type="checkbox"/> Copy of Active/Reserve ID Card (front and back) <input type="checkbox"/> Reference Checks (NSCADM 005) <input type="checkbox"/> Record of Discharge (DD214) or Appropriate Discharge Certificate (for prior service) <input type="checkbox"/> Record of Medical History (NSCADM 020) <input type="checkbox"/> Request for Waiver – as appropriate (see instruction 8)					

ADULT LEADER ENROLLMENT

FOUR	4a. Last Name		4b. First Name		4c. Middle Name	
	4d. Sex <input type="checkbox"/> Male <input type="checkbox"/> Female		4e. Date of Birth (DD MMM YY)		4f. Address (No Post Office Boxes)	
	4g. City		4h. State		4i. Zip Code + 4	
	4j. Home Phone		4k. Social Security Number		4l. Enrollment Status (Check all that apply) <input type="checkbox"/> New Enrollment <input type="checkbox"/> Re-Enrollment <input type="checkbox"/> Unit Transfer <input type="checkbox"/> Change of Personal Information	
	4m. Type <input type="checkbox"/> Uniformed <input type="checkbox"/> Non-Uniformed		4n. NHQ Use		4o. Enrollment Fee Types <input type="checkbox"/> OFF/INST/MIDN (Incl. Reservists) - \$15.00 <input type="checkbox"/> OFF/INST/MIDN on Active Duty - \$10.00 <input type="checkbox"/> Replacement ID - \$5.00	
	4p. Fees		4q. Forms enclosed for Enrollment <input type="checkbox"/> Application with Full Length Photo (NSCADM 003) <input type="checkbox"/> Copy of Active/Reserve ID Card (front and back) <input type="checkbox"/> Reference Checks (NSCADM 005) <input type="checkbox"/> Record of Discharge (DD214) or Appropriate Discharge Certificate (for prior service) <input type="checkbox"/> Record of Medical History (NSCADM 020) <input type="checkbox"/> Request for Waiver – as appropriate (see instruction 8)			

FIVE	5a. Last Name		5b. First Name		5c. Middle Name	
	5d. Sex <input type="checkbox"/> Male <input type="checkbox"/> Female		5e. Date of Birth (DD MMM YY)		5f. Address (No Post Office Boxes)	
	5g. City		5h. State		5i. Zip Code + 4	
	5j. Home Phone		5k. Social Security Number		5l. Enrollment Status (Check all that apply) <input type="checkbox"/> New Enrollment <input type="checkbox"/> Re-Enrollment <input type="checkbox"/> Unit Transfer <input type="checkbox"/> Change of Personal Information	
	5m. Type <input type="checkbox"/> Uniformed <input type="checkbox"/> Non-Uniformed		5n. NHQ Use		5o. Enrollment Fee Types <input type="checkbox"/> OFF/INST/MIDN (Incl. Reservists) - \$15.00 <input type="checkbox"/> OFF/INST/MIDN on Active Duty - \$10.00 <input type="checkbox"/> Replacement ID - \$5.00	
	5p. Fees		5q. Forms enclosed for Enrollment <input type="checkbox"/> Application with Full Length Photo (NSCADM 003) <input type="checkbox"/> Copy of Active/Reserve ID Card (front and back) <input type="checkbox"/> Reference Checks (NSCADM 005) <input type="checkbox"/> Record of Discharge (DD214) or Appropriate Discharge Certificate (for prior service) <input type="checkbox"/> Record of Medical History (NSCADM 020) <input type="checkbox"/> Request for Waiver – as appropriate (see instruction 8)			

SIX	6a. Last Name		6b. First Name		6c. Middle Name	
	6d. Sex <input type="checkbox"/> Male <input type="checkbox"/> Female		6e. Date of Birth (DD MMM YY)		6f. Address (No Post Office Boxes)	
	6g. City		6h. State		6i. Zip Code + 4	
	6j. Home Phone		6k. Social Security Number		6l. Enrollment Status (Check all that apply) <input type="checkbox"/> New Enrollment <input type="checkbox"/> Re-Enrollment <input type="checkbox"/> Unit Transfer <input type="checkbox"/> Change of Personal Information	
	6m. Type <input type="checkbox"/> Uniformed <input type="checkbox"/> Non-Uniformed		6n. NHQ Use		6o. Enrollment Fee Types <input type="checkbox"/> OFF/INST/MIDN (Incl. Reservists) - \$15.00 <input type="checkbox"/> OFF/INST/MIDN on Active Duty - \$10.00 <input type="checkbox"/> Replacement ID - \$5.00	
	6p. Fees		6q. Forms enclosed for Enrollment <input type="checkbox"/> Application with Full Length Photo (NSCADM 003) <input type="checkbox"/> Copy of Active/Reserve ID Card (front and back) <input type="checkbox"/> Reference Checks (NSCADM 005) <input type="checkbox"/> Record of Discharge (DD214) or Appropriate Discharge Certificate (for prior service) <input type="checkbox"/> Record of Medical History (NSCADM 020) <input type="checkbox"/> Request for Waiver – as appropriate (see instruction 8)			

FEES DUE		QUANTITY	FEE	TOTAL
	Officer/Instructor/Midshipmen <u>NOT</u> on Active Duty (Includes Reservists)		\$ 15.00	
	Officer/Instructor/Midshipmen on Active Duty		\$ 10.00	
	NSCC Replacement ID Cards		\$ 5.00	
	Total Due			

Commanding Officer's Signature	Date (DD MMM YY)
--------------------------------	------------------

Notes, Comments, or Special Instructions