

CVMA® APPLICATION PACKET CHECKLISTS

FULL MEMBER APPLICANTS

- CVMA Form 100 - Application
- CVMA Form 101 - Patch Agreement
- DD-214/215 or Active Duty Online Service Record

SUPPORTER MEMBER APPLICANTS

- CVMA Form 100 - Application
- CVMA Form 101 - Patch Agreement
- DD-214/215 or Active Duty Online Service Record

AUXILIARY MEMBER APPLICANTS

- CVMA Form 100 - Application
- CVMA Form 101 - Patch Agreement
- Complete And Signed Official Marriage License/Certificate

FM or SUP APPLICANTS Without Honorable Discharge

- CVMA Form 100 - Application
- CVMA Form 101 - Patch Agreement
- DD-214/215
- CVMA Form 103 – General Discharge Addendum

LIFE MEMBERSHIP APPLICATIONS

- CVMA Form 102 – Life Membership Application
- CVMA Form 101 - Patch Agreement (Original or Recreated)
- Optional: Life Membership Application Tool

**All of the documents listed above can be found in the online repository.
Download from there often to ensure you are using the current form versions.**

CVMA Form 100 - Membership Application

FULL / SUPPORTER MEMBERS

- Correct Version (Matches Repository Version)
- Form is legible and not blurry
- Entire form is visible and not cutoff on top or sides

Personal Information

- Chapter assignment present and matches closest Chapter in State of physical residence
- Name
- Address of physical residence
 - No post office boxes
- City / State / Zip code
- Email address (or Online application note if member does not have an email address.)

Service Information

- IRS Wartime qualifier (NDSM and/or AFEM)
 - AFEM = Armed Forces Expedition Medal
 - Not Global War on Terrorism Expeditionary Medal (GWOT-EM)
 - Not Air Force Expeditionary Service Ribbon (AFESR)
- Military Branch
- Combat Area (FM Only)
- Combat Deployment Dates (FM Only)

Documents Verification

- Each box checked
 - If State does not require insurance, leave unchecked and make online application note
- CEB officer only complete signature block (Legible name and title)

Dues & Legal Agreements

- Applicant initials and signatures handwritten in ink (also stated on the form)
- Two (2) signatures and dates

SUPPORTER MEMBERS ONLY

- Sponsor member number
- Sponsor MUST:
 - Be in good standing
 - Have been in the CVMA for at least one (1) full year

AUXILIARY MEMBERS

- Correct Version (Matches Repository Version)
- Form is legible and not blurry
- Entire form is visible and not cutoff on top or sides

Personal Information

- Chapter Assignment Present and Matches State of Residence
- Sponsor Member Number
 - Sponsor MUST BE FM/SUP SPOUSE
- Name
- Address of physical residence (No post office boxes)
- City / State / Zip code
- Email address (Must be unique. Cannot use sponsor's email address.)

Documents Verification

- If AUX member rides a motorcycle, it's appropriate to verify this information. (Doesn't affect membership though)

Dues & Legal Agreements

- Applicant initials and signatures handwritten in ink (also stated on the form)
- Two (2) signatures and dates

CVMA Form 101 – Patch Agreement

- Name
- Number (After member number is assigned or present if a current member)
- Check patch type for member class
- Applicant/Member initials and signatures handwritten in ink
- Usage fee amount present
 - **Back Patch usage fee ONLY**
 - Do Not Include National/Chapter dues or other Chapter patch costs
- Applicant/Member and Chapter officer signature and Dates
- Form is legible and not blurry
- Entire form is visible and not cutoff on top or sides

DD-214/215 or Active Duty Service Record

Veteran DD-214 (and DD-215 if required)

- Name
 - Must match name on application documents
 - If not, submit linking document (marriage cert, divorce decree, etc.)
- Official copy – not “Working Copy”
- Completely visible **long form** DD-214
 - Service-2
 - Veterans Administration-3 (Honorable discharge only)
 - Member-4
 - Department of Labor-5 (Honorable discharge only)
 - State Director of Veterans Affairs-6 (Honorable discharge only)
 - Service-7
 - Service-8
- Must also provide most recent DD-214 if applicant has multiple DD-214s

Active Duty Personnel – Online Military Service Record

- NAVPERS, SURF, or appropriate record for branch of service
- Recent (within 30 days)
- Full page print
- Must show:
 - Current active duty status
 - Deployments and/or awards and decorations page

CVMA Form 103 – General Discharge Addendum

- Form is legible and not blurry
- Entire form is visible and not cutoff on top or sides
- Used for Felony explanations, General Under Honorable Conditions Discharge explanations, or other reasons the CEB/SR/NBOD deem appropriate to explain application issues.

- Name
- Chapter Number of Assignment
- Brief Overview of Events that led to General Discharge/Felony
 - Clearly typed or handwritten
 - Indication that applicant is accountable and is taking responsibility
 - Applicant statement must relate to the discharge reason and authority regulation as stated on the DD-214
- All CEB members** must indicate YES or NO and print/sign name and date (FM CPRO only)
- SR must endorse and date

CVMA Form 102 – Life Membership Application

- Member number
- Sponsor member number (SUP and AUX applications only)
- Name
- Home address
- City / State / Zip code
- Phone number
- Email address

Sanctioned Events

- Each event matches criteria listed on form and in the National Bylaws
- Only one (1) sanctioned event/date per line
- At least one listed event must be a National Meeting
 - Can use multiple National Meetings on separate lines if within three years
- Member applicant initials and signatures handwritten in ink
- Form is legible and not blurry
- Entire form is visible and not cutoff on top or sides

Patch Agreement (PA)

- Can be original member PA or a “recreated” PA
- Usage fee amount must be present and represent the usage fee originally paid by the member for the back patch