

APPENDIX A: SAMPLE GUEST CLEARANCE LETTER

From: Auxiliarist Wishing to Have Guest
To: Coast Guard Station or Group _____

Subject: Request for non-Auxiliarists on board while on patrol

1. Request permission to have the following guests on board while on patrol (enter date here). Vessel will be operating under patrol order number xxx.
 - A. John Q. Public
 - B. may also be by title such as "Channel Three news reporter."

Signed

Auxiliarist Wishing to Have Guest

Approval endorsement:

The above authorization request is approved/denied. Guest must be listed on completed patrol orders prior to returning to the order issuing authority.

(the reviewing officer will put his/her name here)