

CAWG CAP DISASTER SERVICES (DSW) WORKER REGISTRATION

Frequently Asked Questions

The following information is current as of 20 April 2022. Since Cal OES is the Registering Agency (and not CAP), the current procedure is based upon an agreement between Cal OES and CAWG.

Please also note that many CAWG CAP members may work in local and State government, or be a volunteer with another professional volunteer group, where the DSW registration process is different or may have different requirements. Please remember that CAP registration is based upon the agreement between Cal OES and CAWG and may not follow the same procedure or have the same requirements as other organizations.

Q – WHO MAY ADMINISTER THE LOYALTY OATH TO CAP MEMBERS?

A – Our agreement with Cal OES requires that CAP “volunteers must take and subscribe to the oath before an officer with oath administration authority.” Self-certification is **NOT** allowed. **ONLY** notaries and judicial officers (Ca. Code of Civ. Proc. §2093, Ca. Gov. Code §8205) are permitted to administer the oath for CAP members. After administering the oath, the notary or judicial officer **MUST** sign the form as the authorized official and **MUST** affix their official stamp on the form (or attached to the original form due to limited space). This is key so the approving authority at Cal OES knows the oath has been properly administered.

Q – IF I CHOOSE TO HAVE A NOTARY ADMINISTER THE LOYALTY OATH, DO I HAVE TO PAY TO HAVE MY FORM NOTARIZED?

A – The short answer is no. Although Government Code Section 8211 says, in part, a notary may charge up to \$15.00 for “*administering an oath or affirmation to one person and executing the jurat, including the seal*”, Government Code Section 3104 says, in part, “*The oath or affirmation of any disaster service worker may be taken before his appointing power or before any person authorized in writing by his appointing power. No fee shall be charged by any person before whom the oath or affirmation is taken and subscribed*”.

Some notaries may not be familiar with this section, which means you will need to bring it to their attention if they are not. It is suggested unless you are willing to just pay the fee they are asking, that you inquire (before any agreement or action) if they will provide their notary service free. Even though the ‘letter of this law’ is they cannot charge a fee, they are also not obligated to provide you their service. Although not convenient, it is much better to walk away without the service and leave the notary with a positive opinion of you and CAP, rather than argue with them over the issue.

Suggestion – **Many banks and credit unions will provide free notary services to members. Also, there are notaries who are CAP members and are willing to provide their service to fellow CAP members. A list of CAP members who are also Notaries and have volunteered their services to other CAP members can be found at the [CAWG DSW Information Page](#)**

Q – CAN THE OATH BE ADMINISTERED REMOTELY (ONLINE, BY TELEPHONE OR VIDEO CONFERENCING)?

A – No, Cal OES requires the DSW volunteer be present (in person before the person administering the oath) for the oath administration.

Q – DOES THE NOTARY OR JUDICIAL OFFICER HAVE TO PLACE HIS NOTARY STAMP ON THE FACE OF THE DSW REGISTRATION FORM?

A – Yes. Notaries and Judicial Officers have an official stamp, and this must appear on the registration form or on an attached **CALIFORNIA JURAT WITH AFFIANT STATEMENT** or **CALIFORNIA ACKNOWLEDGMENT** form, which will contain signatures and their official stamp. The key is there must be an official stamp visible so the approving authority at Cal OES knows the loyalty oath has been properly administered.

Q – HOW LONG DOES IT TAKE FOR ME TO BE APPROVED ONCE I SUBMIT MY DSW FORM TO CAL OES?

A – That can vary depending upon how long it takes for your original form to be received by Cal OES and what their workload is. It could be as little as a few weeks or as much as a month or longer.

Q – WHAT HAPPENS ONCE MY DSW FORM IS APPROVED BY Cal OES?

A – After Cal OES approves your DSW registration they maintain the original form. They then e-mail a copy of the form to the CAWG DSW Administrator. Your name is then added to the CAWG DSW database, and an electronic copy of your form is maintained in a secure location on OneDrive.

Q – HOW CAN I (OR MY SUPERVISOR OR AN INCIDENT COMMANDER) TELL IF I AM DSW APPROVED?

A – Once you receive the approved copy from the CAWG DSW Administrator, you can check your DSW status in the Pacific Region Mobile Assistant (PRMA at <https://mobile-tools.prcap.org/>) by clicking on the "MY INFO" button. Your supervisor or an IC can also check by selecting the "MEMBER INFO" button. A facsimile of your ES 101 card will appear and your DSW status is prominently displayed (either Yes or No). Also, unit commanders are provided an electronic list of CAP DSW registrants on the first day of each month.

Q – DO I EVER HAVE TO RENEW MY DSW REGISTRATION?

A – **No, once you are registered there is no requirement to renew as long as you are a member of CAP** in CAWG. It is however, suggested that you renew if you ever have a legal name change (marriage, etc.).

Q – IF I AM A DSW WITH ANOTHER AGENCY OR ORGANIZATION DO I STILL HAVE TO REGISTER THROUGH Cal OES FOR CAP?

A – Yes. Your DSW coverage is exclusive to the agency for which you are registered. In this case, in order to be covered while on a CAP mission for Cal OES you must be registered through Cal OES for CAWG.

Q – WHY DOESN'T THE DSW STATUS SHOW ON MY 101 CARD IN eSERVICES?

A – The DSW registration requirement for participation in Cal OES missions is unique to California and is not a National program or requirement.

Q – CAN MINORS REGISTER AS DISASTER SERVICE WORKER VOLUNTEERS?

A – Yes. A minor may become a DSW volunteer by completing and submitting the required registration form, which includes being administered the loyalty oath. The minor must take the loyalty oath, *not the parent or legal guardian*. The parent or legal guardian **must** provide written consent for participation by signing in the appropriate location on the registration form.