

## HOW CAWG CAP MEMBERS REGISTER AS A DISASTER SERVICES WORKER (DSW) VOLUNTEER

1. **Fill out the DSW Volunteer registration form.**
  - a. **ONLY** use the version of the form located at: [CAWG DSW Information Page](#)
    - i. This version of the form has been modified specifically for CAP.
    - ii. The form is located at the bottom of this page under "Article Attachments."
    - iii. **VERIFY** the date in the lower left corner of the form is "**8.2016**".
  - b. **DO NOT** attach a photo – this is not needed.
  - c. **DO NOT** put anything in the box to the right of the photo box.
  - d. **DO NOT** put your social security number anywhere on the form.
  - e. **ONLY** complete the fields highlighted in grey underneath the photo box
  - f. In the COMMENTS section enter your **CAP ID#, Unit Charter** and **Group Affiliation**.
  - g. **MINORS:** the **PARENT/LEGAL GUARDIAN CONSENT** section MUST be completed and signed by parent or legal guardian.
  - h. **LOYALTY OATH OR AFFIRMATION:** 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.
    - i. **ONLY** notaries and judicial officers (Ca. Code of Civ. Proc. §2093, Ca. Gov. Code §8205) are permitted to administer the oath for CAP members.
    - ii. 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.
2. **Mail the original form and any attachment to:**
  - a. Governor's Office of Emergency Services Law Enforcement Branch Attn: Corinne Barbee  
3650 Schriever Avenue, Mather, CA 95655
  - b. Keep a copy of the form.
3. **Once Cal OES approves the registration form:**
  - a. They will maintain the original form and e-mail a copy to the CAWG DSW Administrator.
4. **When the CAWG DSW Administrator receives the approved copy from Cal OES:**
  - a. They will add your name to the CAWG DSW database, add it to the electronic file of approved DSW forms and add your ID# to the PRMA database.
  - b. E-mail you a copy.
5. **As soon as you receive your approved copy:**
  - a. Upload a copy of your approved form to Operations Qualifications by logging into eServices and:
    - i. Select "Operations Qualifications".
    - ii. Select "101 Card" then "View/Upload Documents"
    - iii. From the Emergency Services tab, select "Other" from the "What would you like to Upload" tab.

- iv. Select your approved DSW form file from the location where it was saved on your computer then select "Upload ES Files" to upload your DSW form.
  - b. It is **YOUR** responsibility to maintain your own file copy of the approved form.
  - c. You can check your DSW status by going to the Pacific Region Mobile Assistant (PRMA) at: [PRMA \(pcrcap.org\)](http://pcrcap.org), select "CA" and then select "Member Info" where it will show your DSW status.
- 6. **If you would like more information on the State Disaster Servicers Worker Volunteer program, please go to:** [Administrative Services Disaster Service Worker Volunteer Program \(ca.gov\)](http://ca.gov)