

DEPARTMENT OF HOMELAND SECURITY  
 UNITED STATES COAST GUARD  
**SEX OFFENDER POLICY ACKNOWLEDGEMENT AND DISCLOSURE**

**Purpose:** Applicants applying for U.S. Coast Guard (USCG) controlled housing will use this form to validate if they or a person within their household are required to register as a sex offender.

**Policy:** Except where prohibited by law or otherwise waived by appropriate authority, no person required to register as a sex offender per the National Guidelines for Sex Offender Registration and Notification Act (SORNA), or per the state laws in which a unit is located, may occupy or be assigned to Coast Guard controlled housing.

**Acknowledgement and Disclosure**

**Initials**

I understand I may lose the privilege of residing in Coast Guard controlled housing if I or any person residing in my Coast Guard controlled housing is found to be a sex offender after taking occupancy. If eviction occurs I may be responsible for any relocation expenses.

I have carefully read and understand the above policy. I understand that applicants requesting assignment to Coast Guard controlled housing are required to sign this acknowledgement and disclosure form.

Please select one.

I certify that I will not have a convicted sex offender within my household who will reside in Coast Guard controlled housing.

I certify that I will have a convicted sex offender within my household who will reside in Coast Guard controlled housing.

I hereby certify that, to the best of my information and belief, all of the information provided by me is true, correct, complete, and made in good faith. I understand that false or fraudulent information provided herein may be grounds for criminal and/or administrative proceedings, to include (if civilian) adverse action, up to and including removal, and (if military) disciplinary action under the Uniform Code of Military Justice. I further understand that I have a continuing obligation to inform the Local Housing Officer within three business days should I or anyone residing within my household be convicted of a sexual offense in the future.

EMPLID	Applicant's Name: Last	First Name:	4. Middle Name	Applicant's Command:
Applicant's Signature:			Date:	Housing Location:

**Exception to Policy Waiver Procedures:** Applicants denied assignment may request an exception to policy from the Area Housing Authority (AHA). All waiver request must be routed through the Commanding Officer or Officer-in-Charge with cognizance of the requested housing location and should include the information below:

- Sex offender's name and relationship to applicant.
- Nature and circumstances of the offense(s).
- Exact criminal statute or law under which the person was convicted.
- State or jurisdiction where the offense occurred and was adjudicated.
- Elapsed time since the offense was committed.
- Offender's current age and age at the time offense was committed.
- Age of victim at the time the offense was committed.
- Evidence that tends to demonstrate offender's rehabilitation, exemplary conduct, or other commitment to obeying the law.
- Whether the conviction requiring registration has been reversed, vacated, set aside or if the registrant has been granted unconditional pardon of innocence for the offense requiring registration.
- Any conditions of parole/probation or monitoring.
- Any additional information which an applicant wishes to submit for consideration.
- Any additional information requested by the waiver/appeal authority.

**PRIVACY ACT STATEMENT**

Pursuant to 5 U.S.C. §552a(e)(3), this Privacy Act Statement serves to inform you of why DHS is requesting the information on this form.

**Authority:** 14 U.S.C § 505; 42 U.S.C. §§ 16901-16962; and Sexual Assault Prevention and Response (SAPR) Program, COMDTINST M17454.10 (series)

**Purpose:** Applicants applying for U.S. Coast Guard (USCG) controlled housing will use this form to validate if they or a person within their household are required to register as a sex offender.

**Routine Uses:** Authorized USCG officials will use this information to determine an applicant's eligibility to reside in USCG controlled housing. Any external disclosures of information within this record will be made in accordance with DHS/USCG/PIA-028, Defense Sexual Assault Incident Database (DSAID) (December 19, 2019) and DHS/USCG-020, Department of Homeland Security Internal Affairs, 79 Federal Register 23361 (August 28, 2014).

**CONSEQUENCES OF FAILURE TO PROVIDE INFORMATION:** Providing this information is voluntary. However, failure to furnish this information may delay your request for assignment to USCG controlled housing.