

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 forms repository.
Download from there often to ensure you are using the current form versions.

<https://www.combatvet.us/repository/dashboard.php?category=Forms>

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

- 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)

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
 - Not have sponsored another SUP member in last 12 months
 - 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 or Online application note if member does not have an 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 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 be most recent DD-214 if applicant has multiple

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

- Name
- Chapter Number of Assignment
- Brief Overview of Events that led to General Discharge
 - 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
- 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