MARINE TATOO SCREENING FORM AND STATEMENT OF UNDERSTANDING

PRIVACY ACT STATEMENT

AUTHORITY: 5 U.S.C. § 301, Departmental Regulations; 10 U.S.C. 2107 (Financial Assistance Program); E.O. 9397 (SSN), and System of Records Notices (SORNs) N01130-1 and N01080-3.

PURPOSE(S): To manage and contribute to the recruitment of qualified men and women for officer programs and the regular and reserve components of the Navy. To ensure quality military recruitment and to maintain records pertaining to the applicant's personal profile for purposes of evaluation for fitness for commissioned service. The information you provide will be used to determine whether you qualify, and should be nominated for, an NROTC Scholarship. If you are nominated, the information will be used to enroll you into NROTC and will be used by the Navy in its management of the NROTC program.

ROUTINE USE(S): Information provided on the application will be used to screen and select individuals to receive scholarships, maintain data on the scholarship program, compare scholarship applicants from previous or subsequent years, and provide academic data and contact information to Navy activities and admissions officials at colleges and universities for recruitment purposes. Other uses may include providing the information to officials and employees of: the Department of Transportation; other agencies of the Executive Branch upon request in relation to the management of quality of military recruitment; the Department of Veterans Affairs and Selective Service Administration in relation to enlistment or reenlistment eligibility; Federal, state or local agencies that maintain civil, criminal and other relevant information pertaining to the letting of contracts; in response to an inquiry from a congressional office of record for an individual; to the Office of Personnel Management (OPM) to carry out legally authorized government-wide personnel management functions and studies; and to the General Services Administration (GSA) for the purposes of records management under the authority of 44 USC § 2904 & 2906. Information provided in this application is protected by the Privacy Act and will not be released outside of the Department of Defense without your permission, unless it comes with an exception to the Act, or one of the routine uses in 32 C.F.R. § 701.112, https://www.navy.mil/privacy.asp, and the routine uses set forth here. If you are nominated for an NROTC Scholarship, the information will be released to the top five schools you indicated on your application. Your information and notification of status may also be provided to your high school so they may assist with the final stages of the process.

DISCLOSURE: Voluntary - However, failure to do so may result in our inability to process your application for the NROTC program. Note that the Social Security number (SSN) is required at the time of application to ensure proper identification of the applicant. There are times applicants have the same names, therefore the collection of SSN is required to ensure proper identification.

More information on the SORNS can be found at the following link(s): http://dpclo.defense.gov/Privacy/SORNsIndex/DODComponentArticleView/tabid/7489/Article/6411/n01131-1.aspx, http://dpclo.defense.gov/Privacy/SORNsIndex/DODComponentArticleView/tabid/7489/Article/6410/n01080-3.aspx.

NAME (Last, First, MI)	LAST 4 SSN	DATE

PART I. PURPOSE.

The purpose of this form is to ensure that you tell us the full extent of your tattoos, brands, and/or body ornamentation. Refusal to complete the form will result in termination of your enlistment processing. ‡

	YES	NO*
1. Does the applicant currently have, or ever had any tattoos, brands, body markings, or body ornamentation, or has the applicant ever had a tattoo, brand or body ornamentation removed, concealed, covered or altered?	☐	☐

**NOTE: If the answer to question 1 is NO, go to the Part II Certification block of this form. Questions 2-8 are not required.*

If the answer to question 1 is YES, go to question 2. The MEPS Liaison may endorse the TSF as the reviewing officer when the applicant has NO tattoos or body markings.

	YES	NO*
2. Does applicant have body markings of any type that are exposed or partially exposed above the standard, well-fitted PT shirt collar or below the wrist bone?	☐	☐

**NOTE: If the answer to question 2 is NO, go to questions 4-7. If the answer to question 2 is YES, complete questions 3-7.*

3. Are any of the tattoos, brands or markings:	YES	NO
• On head or neck (above collarbone in front, above seventh [C7] cervical [last] vertebrae in back), or otherwise visible in open collar, short-sleeve khaki shirt with white undershirt or inside the mouth?	☐	☐
• On hands or fingers (with exception of a single band tattoo more than 3/8 of an inch in width on one finger of each hand)?	☐	☐
4. Do any of the tattoos, markings, etc., depict nudity; are they racist, eccentric, offensive in nature; express an association with conduct or substances prohibited by the Marine Corps Drug policy, or the UCMJ (to include tattoos associated with illegal drugs, drug usage, or drug paraphernalia)?	YES ☐	NO ☐
5. Do any of the tattoo(s), brand(s), or body ornamentation(s) represent membership in a gang or extremist group; advocate for racial, ethnic, or religious discrimination; are obscene; are prejudicial to good order and discipline/morale; or of a nature to discredit to the Marine Corps?	YES ☐	NO ☐
6. Are any of the tattoos a result of a specific activity (i.e., activity for membership initiation, or as the result of any violation of law(s))?	YES ☐	NO ☐
7. Are there any body marking(s), ornamentation(s), or mutilation(s) (i.e., tongue splitting, etc.), ornamental body piercing(s), holes in ear lobes (large enough for light to pass through opening), or ornamental implantations (silicone implants on face, horns on the forehead, etc.)?	YES ☐	NO ☐

NOTE: Remind applicants or officer candidates that all body piercings must be removed prior to shipment to

Recruit Training depots or Officer Candidate School.

Location(s) of applicant's current, removed, concealed, covered, or altered tattoos, brands, markings, or ornamentation and applicant's statements will be documented in Part V of this Screening Form. Removed, concealed, covered or altered tattoos must be annotated as such (i.e. removed), with full description of the original marking.

PART II. CERTIFICATION

I have completely disclosed the full extent of my tattoos, brands or body ornamentation to include those removed or altered.

Printed Name of Applicant or Candidate	Signature of Applicant or Candidate	Date
Printed Name of Recruiting Rep	Signature of Recruiting Rep	Date

PART III. RECERTIFICATION (ONLY IF MARKED "NO" TO QUESTION 1)

Have there been any changes to Part I of this Tattoo Screening Form after the date of signing Part II?	YES	NO
	☐	☐

I certify the information previously given on the Tattoo Screening Form remains the same. If any change is indicated, parts IV through VI will be completed and forwarded to the Commanding Officer or appropriate authority prior to shipment to recruit training or request for appointment.

Printed Name of Applicant or Candidate	Signature of Applicant or Candidate	Date
Printed Name of MEPS, LCNO or Reviewing Officer	Signature/Rank/Billet of MEPS, LCNO or Reviewing Officer	Date

PART IV. REVIEW

a. To be completed for all enlisted applicants:

If applicant responded "yes" to questions 1 and/or 2, their tattoo(s)/marking(s), or history thereof must be reviewed by a commissioned officer to determine eligibility.

- If the applicant responded "YES" to questions 3 through 7, the applicant is ineligible (with exception of a single band tattoo more than 3/8 of an inch in width on one finger of each hand) for enlistment without a Region CG level adjudication.
- Digital photos are required for all reviews.
- Under no circumstances will any applicant be photographed in less clothing than the standard warm weather physical training uniform.

- Only the visible portion of tattoos outside of regulation are to be photographed for consideration.*
- Applicants may hand draw pictures of tattoos not visible indicating content and location.

Commissioned Officer's Reviewing Comments:

☐ RS Review ☐ Region Adjudication required ☐ RA Review required (PSR)

Printed Name of Commissioned Officer	Signature/Rank/Billet of Commissioned Officer	Date

b. To be filled out for all Officer candidates:

If applicant responded "yes" to questions 1 and/or 2, their tattoo(s)/marking(s), or history thereof must be reviewed by a commissioned officer to determine eligibility

- If the applicant responded "YES" to questions 3 through 7, the applicant is ineligible (with exception of a single band tattoo more than 3/8 of an inch in width on one finger of each hand) for enlistment without a Region CG level adjudication.
- Digital photos are required for all reviews.
- Under no circumstances will any applicant be photographed in less clothing than the standard warm weather physical training uniform.
- Only the visible portion of tattoos outside of regulation are to be photographed for consideration.*

Crosscheck drawings with DD Form 2808 Medical Examination, Block 37 documents for consistency.

ALL QUESTIONABLE BODY MARKINGS IN REGARDS TO CONTENT, OR LOCATION WILL BE FORWARDED TO THE APPROPRIATE AUTHORITY FOR APPROVAL/REVIEW. CHECK APPROPRIATE REVIEW AUTHORITY:

* Per MARADMIN 323/21

Recruiting Station: Review tattoos/markings of applicants applying for PLC, OCC, and Four Year NROTC Scholarship programs.

Marine Corps Recruiting Command: Review tattoos/marking of applicants applying for all other commissioning and Warrant Officer programs.

Printed Name of Reviewing Officer	Signature/Rank/Billet of Reviewing Officer	Date

PART V. DOCUMENTATION

The section below will document any tattoo identified with a "YES" in section I. Insert photos by clicking in the square provided and selecting the appropriate photo. If additional space is needed use the addendum to this form.

TATTOO NUMBER ONE		TATTOO NUMBER TWO	
Size (in inches)		Size (in inches)	
Description		Description	
Location		Location	
Reason for review		Reason for review	

TATTOO NUMBER THREE		TATTOO NUMBER FOUR	
Size (in inches)		Size (in inches)	
Description		Description	
Location		Location	
Reason for review		Reason for review	

Personal Statement (for each tattoo identified above):

*NOTE: Each statement will identify the corresponding tattoo number and answer the following questions in the Applicant's own words:

- What does the tattoo look like (detailed description)?
- When, where, and why did you get this tattoo?
- What does this tattoo personally mean to you?

Personal Statement:

PART VI. CERTIFICATION

I certify that I have completely disclosed the full extent of my tattoos, brands, or body ornamentation to include those that have been removed or altered.

Printed Name of Applicant or Candidate	Signature of Applicant or Candidate	Date
Printed Name of Reviewing Rep or Officer	Signature Reviewing Rep or Officer r	Date

PART VII. RECERTIFICATION

Have there been any changes to Part I of this Tattoo Screening Form after the date of signing Part VI?	YES	NO
	☐	☐

I certify the information previously given on the Tattoo Screening Form remains the same. If any change is indicated, parts IV through VI will be completed and forwarded to the Commanding Officer or appropriate authority prior to shipment to Recruit Training or request for appointment.

Printed Name of Applicant or Candidate	Signature of Applicant or Candidate	Date
Printed Name of Reviewing Rep or Officer	Signature Reviewing Rep or Officer r	Date

ADDENDUM

TATTOO NUMBER ONE		TATTOO NUMBER TWO	
Size (in inches)		Size (in inches)	
Description		Description	
Location		Location	
Reason for review		Reason for review	

TATTOO NUMBER THREE		TATTOO NUMBER FOUR	
Size (in inches)		Size (in inches)	
Description		Description	
Location		Location	
Reason for review		Reason for review	

Personal Statement (for each tattoo identified above):

*NOTE: Each statement will identify the corresponding tattoo number and answer the following questions in the Applicant's own words:

- What does the tattoo look like (detailed description)?
- When, where, and why did you get this tattoo?
- What does this tattoo personally mean to you?

MARINE CORPS RECRUITING COMMAND STATEMENT OF UNDERSTANDING

MARINE CORPS UNIFORM REGULATIONS FOR STANDARDS OF PERSONAL APPEARANCE

POLICY

In accordance with Marine Corps Uniform Regulations (MARINE CORPS ORDER (MCO) 1020.34 series), Marines will present the best possible image at all times, and continue to set an example in military presence. Marine Corps Uniform Regulations strictly prohibit mutilation of the body, or any parts of the body in any manner, including; attaching, affixing or displaying objects, articles, jewelry, or ornamentation to, through, or under the skin, tongue, or any other body part. Tattoos on the head (including in or around the mouth), neck area, hands, fingers, and any tattoos on other parts of the body, that are prejudicial to good order and discipline, gang- or extremist group-related, or bring discredit to the Marine Corps are also prohibited.

UNDERSTANDING

- I understand that mutilation of the body or any body parts in any manner is prohibited and that attaching, affixing or displaying objects, articles, jewelry or ornamentation to, through, or under the skin, tongue, or any other body part is prohibited, with the exception of females wearing earrings consistent with the Marine Corps regulations.
- I understand that tattoos located anywhere on the body that are prejudicial to good order, and discipline, or are of a nature to bring discredit upon the Marine Corps, are prohibited (examples include, but are not limited to, tattoos that are drug-related, gang-related, extremist, obscene or indecent, sexist, or racist).
- I understand that tattoos on the head or neck, including in or around the mouth area, are prohibited and that tattoos on the chest or back must be covered by wearing a properly fitting crew-neck undershirt with no portion of the tattoo showing.
- I understand that tattoos on the hands, and fingers are prohibited, with the exception of a single band tattoo of no

more than 3/8 of an inch in width on one finger of each hand.

- I understand that any tattoo only visible with the use of ultra-violet light must still adhere to the same requirements, limitations, and prohibitions applicable to visible tattoos.
- I understand that I will be screened for tattoos, brands, and body ornamentations, and must complete the Marine Corps Tattoo Screening Form. I further understand I will be re-screened prior to shipping to recruit training or my request for appointment for any additional tattoos, brands, and body ornamentations received while in the Delayed Enlistment Program or Officer commissioning process.

Certification

I certify that I completely understand the Marine Corps policy on tattoos, brands, and ornamentations, and I have reviewed the tattoo policy of this statement of understanding.

Printed Name of Applicant or Candidate	Signature of Applicant or Candidate	Date
Printed Name of Certifying Officer/Recruiter	Signature of Certifying Officer/Recruiter	Date
Printed Name of MEPS LCNO (Non-prior service enlisted only)	Signature of MEPS LCNO (Non-prior service enlisted only)	Date

‡ The full Marine Corps Tattoo Policy can be found in MCBUL 1020.