

**Great Lakes Council, BSA  
Council Advancement Committee  
Advancement Committee Policies and Procedures**

**Eagle Scout Rank Application Verification Process**

When the applicant has completed his project and had his Scoutmaster conference, both sides of the Eagle Scout Rank Application may be brought in, faxed, mailed, or scanned and emailed to the council service center. Please ensure that the candidate has filled in all pertinent information (including his *full* legal name, including full middle name – not initial). In addition, the candidate must have obtained *all* required signatures on the back of the application up to the BSA Certification signature line. If the application is brought in, a copy will be made and the original will be returned to the bearer.

Regardless of the method used to deliver the application, contact information for the unit representative receiving verification confirmation must be completed:

Contact Name \_\_\_\_\_ Unit \_\_\_\_\_ District \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
Email \_\_\_\_\_ Telephone \_\_\_\_\_  
Chartered Organization \_\_\_\_\_ **Eagle Scout Applicant** \_\_\_\_\_

In addition, please provide the name and address of the unit leader to ensure a prompt return of the Eagle Scout credentials after the board of review:

Unit Leader Name \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

The application may be processed through either of the council service centers. **Once the process has started at a service center, all subsequent paperwork must be submitted through that same service center.** It is recommended, however, that submission be done as indicated below. **Please allow one business week for processing.**

For verification of an Eagle Scout Rank Application in the **Chippewa, North Star, Pontiac-Manito, and Ottawa** districts, submit to:

**Waterford Scout Center – Eagle Processing (Sue Dill)  
1100 County Center Drive West, Waterford, MI 48328  
Fax: (248) 338-0039 • [susan.dill@scouting.org](mailto:susan.dill@scouting.org)**

For verification of an Eagle Scout Rank Application in the **Mahican, Renaissance, Sunrise, and Sunset** districts, submit to:

**Dauch Scout Center – Eagle Processing (Debra Edwards)  
1776 West Warren Avenue, Detroit, MI 48208  
Fax: (313) 897-1970 • [debra.edwards@scouting.org](mailto:debra.edwards@scouting.org)**

After receipt of the application by the service center, the contact person will be notified if any additional information is needed. Upon successful review by the service center, the contact person will be notified that the Eagle Scout Rank Application has been verified and will return it to that individual based on the agreed upon method.