

Longhorn Council Eagle Certification Process

(performed by Council Service Center Representative)

1. The Eagle Scout candidate or his representative should call to schedule an appointment. Thirty minutes are allowed for each appointment. Appointments are not required, but helpful. Individuals without an appointment who mail or hand carry an Eagle Scout Rank Application to the council office will be certified on a first come, first served basis. Eagle Scout Rank Applications may be left for processing to be picked up at a later date if contact information is provided should questions arise.
2. Only the 2010 version of the Eagle Scout Rank Application will be accepted. Along with the original application completely filled out to the BSA Local Council Certification section, the scout should bring:
 - a. His blue cards or individual history report from his unit (signed by 3 members of the unit committee, this will be used only if needed),
 - b. A copy of the final page from his Eagle Scout Leadership Service Project Workbook with appropriate signatures in place (do not bring original),
 - c. His statement of life's ambitions (requirement #6)
3. Verify the Scout is registered in ScoutNET with the unit listed on his Eagle Scout Rank Application and write his Personal ID number and the District number on the application.
4. Be sure the Eagle Scout candidates address and phone number on the application match our records in ScoutNET. If not, check with the scout to verify which information is correct.
5. Verify the spelling of the Eagle Scout candidates name as it should appear on the Eagle Scout Certificate is legible and listed in ScoutNET.
6. Verify that Requirement #2, References; is complete. All references with the exception of employer must be listed.
7. Verify that four Eagle required merit badges were earned prior to the Scout earning his Star rank, and three additional Eagle required merit badges were earned before his Life rank. Verify that all merit badges listed are reflected in ScoutNET.

8. Requirement #4: The Leadership position must be held in the type unit the scout is registered with for a minimum of 6 months after earning Life Rank. The current date should be input if the ending date is left open, or a future date is listed.
9. Requirement #5: Obtain a copy of the final signature page from the Eagle Scout Leadership Service Project Workbook that has all signatures dated prior to the scouts 18th birthday.
10. After verifying the above information and starting the Eagle Processing procedure in ScoutNET, be sure to sign and date the original application. Keep a copy for council records along with a copy of the signature page from the Eagle Scout Leadership Service Project Workbook. Log the information in the Eagle Log book and return the originals to the Scout.
11. The scout is now ready to schedule his Board of Review with his District Advancement Chairman.
12. After the Board of Review, the Eagle Rank Application should be returned to the Council office. Verify all Board of Review signatures are in place and dated. Copy the back page of the application and attach to the copies made when the application was certified.
13. The application is then forwarded to the Scout Executive for signature.
14. Once the Scout Executive signature is obtained, the certification process in ScoutNET is completed by the Council Advancement Registrar at the Hurst Service Center. Within 2-3 weeks the Eagle Scout Credentials are mailed by the National Office to the Council Service Center in Hurst and the unit leader is notified the credentials are ready to be picked up.
15. The unit leader or a representative with the notification letter may pick up and sign for the Eagle Scout credentials. Have the individual picking up the packet verify the spelling of the Eagle Scout's name. Corrections can only be made within the first ninety days of the Board of Review date. After that the unit must pay to have the credentials reissued.