



Wisconsin and the Upper Peninsula of Michigan Area (WIUPMI)

WISCONSIN AL-ANON/ALATEEN, INC.

For families & friends of alcoholics

WIUPMI AMIAS and Alateen Group Registration/Updates Process

1. Contact the District Representative (DR) or Area Alateen Process Person (AAPP):
areaalateenprocess@area61afg.org to let them know of your desire to become an Al-Anon Member Involved in Alateen Service (AMIAS) and complete necessary forms.
 - NOTE: The AMIAS application packet is available on the WIUPMI web site www.area61afg.org Select<Area Business> <General Documents-Forms> scroll to Alateen. Or, the AAPP can snail mail the application forms upon request.
 - Remember to have your DR review and sign your application before mailing it to the AAPP. If your District does not have a DR, contact your WIUPMI Area Alateen Coordinator or the Area Alateen Process Person (AAPP).
 - “AMIAS may be certified by more than one Area; however, they must first be certified by the Area in which they reside.” WSO Al-Anon/ Alateen Service Manual
2. Make an appointment with a local law enforcement agency to have your fingerprints taken. They will have the fingerprint cards. Applicant pays for fingerprinting so keep your receipt in case the fingerprinting needs to be repeated. Mail all completed forms and fingerprint card to the AAPP. Email the AAPP to request the mailing address.
3. Pass the background check. Note: WIUPMI pays for the background check.
4. After the background check has been passed, the AAPP will submit the applicant as *Pending* in the World Service Office (WSO) AMIAS Records Data Base.
5. WSO will assign an ID number, then the AAPP will notify the AMIAS applicant and their DR of the registration. NOTE: Having a WSO ID# is not an indication of a certified AMIAS. An ID number can be assigned by WSO for other reasons such as being a DR or having an Area service position.
6. Complete the Alateen Registration/Group Record Change Form (GR3) to update the AMIAS and/or Current Mailing Address (CMA) if you are now the group’s regular AMIAS. Send it to the AAPP areaalateenprocess@area61afg.org for processing.

NOTE: At the beginning of each year, WSO sends every Group CMA a form to update and verify the group’s information. Upon receipt, complete the WSO form and use the enclosed envelope addressed to the AAPP for mailing.

7. Complete the required annual AMIAS recertification form upon receipt from the WIUPMI AAPP. WSO requires that Area records are kept current through this process.
IT IS IMPORTANT TO notify the AAPP whenever there are changes to your name, mailing address, e-mail address or phone number.

NOTE: Groups that fail to comply with WSO and WIUPMI Guidelines will not be registered with WSO and will not be listed in schedules, on answering services or on the WIUPMI Web Site.