

Baltimore Area Council  
Eagle Application Processing

Due to the Baltimore Area Council Service Center being closed for operations, applications to be Verified may be submitted to the Council one of two ways. Applications may be mailed to BAC for processing, or they may be emailed for processing. At this time, we recommend that applications be submitted via email, to ensure timely processing. We are not able to provide a timeline for processing those submitted via the U.S. Postal Service.

If sent via USPS, the application must be sent via registered mail, addressed to:

Baltimore Area Council  
701 Wyman Park  
Baltimore, MD 21211  
Attn: Denise Shoemaker

Applications submitted via **email** are to adhere to the following process:

- An email is to be sent by the Scout, parents, or unit leadership; to ensure youth protection guidelines are followed, if the sender is the Scout, they **MUST** include their parent and unit leadership on the cc line of the email.
- The email must be sent to: Denise Shoemaker ([Denise.Shoemaker@scouting.org](mailto:Denise.Shoemaker@scouting.org))
- The email subject must include: Eagle Scout Application
- The email must include the following attachments
  - Scanned copy of the completed and signed application
  - Copy of supporting documentation
    - advancement report or
    - copies of rank pages/blue cards

Verified applications will be sent to district advancement chair as normal

Instead of postcard, an email be sent by Council to the Scout using the email address on the application.

**Following the Eagle Board of Review**

- The following items are to be submitted to Council
  - Eagle Rank Application with the board date, signed by the board chair and council/district representative
  - BAC Eagle Scout Form
- The subject of the email must include: EBOR Eagle Scout Application
- Email to Denise Shoemaker ([Denise.Shoemaker@scouting.org](mailto:Denise.Shoemaker@scouting.org))