

# DEERS REQUIREMENTS Updated January 29, 2025

## SECTION I – GENERAL INFORMATION

- All services at the IDCC require two (2) valid/unexpired forms of identification. See DoD List of Acceptable Identity Documents. The primary id must contain a photo. Current military CAC or USID may not be used as form of ID.
- All services require appointments except:
  - lost/stolen, expired or expiring with no appointment available prior to expiration date ID card replacements;
  - deploying with no appointment available prior to deployment date (with proper deployment letter stating estimated departure and return date);
  - CAC stopped working completely after being verified by Enterprise help desk (bring ticket reference #);
  - can't reset pin at CAC pin reset station because fingerprint can't be read; or
  - any case deemed necessary by IDCC supervisor.
- All identity documentation must be in original form.
  - Certified true copies issued by the state or entity are also acceptable for social security card, birth certificate and marriage certificate only. Photocopies, faxes, emails, pictures, laminated or documents produced via "cell phones" are **NOT** allowed. Documents produced via electronic media to include divorce decrees are **NOT** approved for use by the Department of Defense.
  - Original form means we can touch, feel and see wet signatures, seals and watermarks. Refer to the list of acceptable documents for identity and eligibility purposes. Contact your local DEERS/RAPIDS office if you have questions.
  - Official marriage certificates are those that are filed and issued by the state and have a file number, not the ceremonial copy signed by the Pastor/Minister.
  - DoD policy requires unexpired driver's license only to be used as a valid form of identification regardless of state laws. Extensions on expired driver's license are for driving privileges only and not to be accepted for identification purposes.

- For new email updates, must have a printout from the Global Address List in Outlook or a letter from your S6, G6 or your IT department with your correct and full government email.
- Sponsor is required to be present for all DEERS/ID Card interactions. If sponsor is unavailable, the following is required for service:
  - An updated DD Form 1172-2 completed through ID Card Office online that has actual printed information on it. If prints out blank it CANNOT be used, OR
  - The original DD Form 1172-2 prepared and signed at a DEERS office and scanned into RAPIDS by sponsor and verifying official, OR
  - An original/valid Power of Attorney (POA) including DEERS/medical authorization AND
  - Proper identification documents as otherwise required in Section 2 of this document.
- Whenever possible, utilize ID Card Office Online at <https://idco.dmdc.osd.mil/idco/> to complete the tasks traditionally done in person at an ID card office.
  - CAC-enabled computer or DS logon is required to access the site.

## **SECTION 2 – Required Documents for DEERS/ID Card Enrollment/Issuance**

### **ALL SERVICES LISTED BELOW REQUIRE 2 VALID FORMS OF IDENTIFICATION (one must contain a photo)**

#### **PROMOTIONS**

All promotions must be updated through the authoritative source service feed and show in DEERS/RAPIDS.

#### **REENLISTMENTS/EXTENSIONS**

All reenlistments/extensions must be fed through the authoritative service feed and show in DEERS/RAPIDS.

#### **LOST/STOLEN**

Completed and signed Report of Lost or Stolen ID or a Police Report.

### **RESERVIST/IRR REPORTING ON ACTIVE DUTY**

Must be entered and updated through reserve administrative authoritative service feed and show in DEERS/Rapids.

### **APPELLATE LEAVE**

Original orders stating date you are placed on Appellate Leave.

### **CONFISCATED CARD**

PMO will issue a Minor Offense Report (MOR).

### **NEW ENROLLMENTS**

**ALL ENROLLMENTS REQUIRE ORIGINAL, STATE-CERTIFIED DOCUMENTS OR CERTIFIED TRUE COPIES. NO PHOTOCOPIES, LAMINATED DOCUMENTS, FAXES, EMAILS, OR SCANNED OR ELECTRONICALLY PRODUCED DOCUMENTS. CERTIFIED TRUE COPIES OF PHOTO ID NOT ACCEPTED.**

### **NEW SPOUSES**

- Unexpired State or Government issued Photo ID, marriage certificate, birth certificate, and social security card.
- Divorce decree(s) with Judge's signature, state seal, and file number (if applicable) (from both parties).
- DD 214 (if applicable).
- Death certificate (if applicable).
- Foreign documents must have English translation from a GLS certified translator. Note: Military One Source will translate documents for free.
- If enrolled previously under a parent, bring that parent's DoD ID# or Benefits #.

### **CHILDREN (more than 60 days old)**

- Birth certificate and SSN card.

The Hospital Proof of Birth Letter is NOT an acceptable document for enrolling a newborn in accordance with current enforceable ID card policy at any ID Card Center in accordance with 32 CFR Part 161 Subpart D § 161.23 (b)(3) Child, unmarried, under the age of 21.

## **STEPCHILDREN**

- Marriage certificate, Birth certificate and SSN card
- If Biological parent is a service member, their SSN or DoD number is required

## **NEWBORNS (less than 60 days old)**

- Birth certificate

The Hospital Proof of Birth Letter is NOT an acceptable document for enrolling a newborn in accordance with current enforceable ID card policy at any ID Card Center in accordance with 32 CFR Part 161 Subpart D § 161.23 (b)(3) Child, unmarried, under the age of 21.

- If both parents are Active-Duty military, a child is entitled to an id card
- If mother is active duty and a single parent, a child is entitled to an id card; a single father must follow requirements below.

## **CHILD BORN OUT OF WEDLOCK (MALE SPONSOR)**

- Affidavit of Paternity with both parents' signature and must be filed with state OR
- Court Order of Paternity with file stamp from court and judge's signature
- Birth certificate and Social Security card
- Male sponsors cannot authorize anyone to perform this enrollment on his behalf "NOT" even by Power of Attorney.

## **WARDS**

- Birth certificate and SSN card
- Court-ordered custody with sponsor for 12 consecutive months or more
- Approval letter from service project office.

## **PRE-ADOPTION**

- Document of placement agency recognized by Secretary of Defense or US territory licensed for adoption purposes.
- Child's birth certificate, placement agency letter, or a court order reflecting child's date of birth

## **ADOPTION**

- State-certified birth certificate.
- Original Final Adoption Decree.
- Social Security card.

## **INCAPACITATION CHILDREN OVER AGE 21 (Submitted through parent service project office)**

### **Initial enrollment:**

- Child must be unmarried and incapable of self-support or mental incapacity that existed prior to their 21<sup>st</sup> birthday
- Birth certificate
- Parent's marriage certificate
- A current physician's statement dated within 90 days of application
- Initiation of initial dependency determination application should be at least 90 days prior to current ID card expiration date
- Statement from SSA certifying non-eligibility to Medicare Part A
- Approval letter from service project office.

### **Renewal**

- Recertification required. Financial dependency determination is renewed at a minimum of every 4 years. Contact your parent service for further guidance at least 90 days prior to current ID card expiration date.
- Always communicate with service project office for guidance
- Approval letter from service project office must be present

## **FORMER SPOUSES (20/20/20 or 20/20/15)**

- Must not be remarried
- Marriage certificate and divorce decree
- Statement of Service or a complete set of DD-214
- Approval letter from service project office

## **FULL-TIME STUDENTS (age 21-23)**

- A letter from school registrar certifying full-time course of study leading to an associate degree or higher from an accredited school and the anticipated graduation date, or
- Verification of enrollment from the National Student Clearinghouse, and
- Sponsor must be providing over 50% of support

### **100% DISABLED AMERICAN VETERANS**

- Commissary Letter (**not decision or rating letter**)
- DD 214 to prove an Honorable Discharge.
- Birth certificate and Social Security card
- Marriage certificate (if applicable)
- Divorce decrees (if applicable)

Note: documents listed are needed for all eligible dependents

### **65 AND OLDER TRICARE FOR LIFE**

- Medicare Part A and B card.
- After your 65<sup>th</sup> birthday you will receive an Indefinite Card. Recommend you come in the day after your birthday.