

# DEERS REQUIREMENTS

Updated April 5, 2022

## SECTION I – GENERAL INFORMATION

- All services at the IDCC require two (2) valid/unexpired forms of identification (whether stated or not). See DoD List of Acceptable Identity Documents. The primary id must contain a photo.
  
- All services require appointments except:
  - lost/stolen, expired or expiring with no appointment available prior to expiration date;
  - deploying with no appointment available prior to deployment date with proper deployment letter;
  - CAC stopped working completely after being verified by Enterprise help desk bring ticket reference;
  - can't reset pin at CPR station because fingerprint can't be read (JRRRC personnel will advise); or
  - anything deemed necessary by management
  
- All identity documentation (whether stated or not) must be in original form.
  - Certified true copies issued by the state or entity are also acceptable. 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 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.

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- Official marriage certificates are those that are filed and issued by the state and have a file number, not the ones 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.
- Even though the DoD list states an expired CAC/id card can be used as a secondary form of identification, the system has not been updated to accept it. Therefore make sure you have two additional identifications, one which has a photo.
- 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 government email. To change your email address, you can log on to <https://www.dmdc.osd.mil/milconnect> from a CAC-enabled computer.
- Family members require at all times...
  - The sponsors' presence, or
  - 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 prepared and signed at a DEERS office by sponsor and verifying official, or
  - an original/valid Power of Attorney (POA) including DEERS/medical and
  - other documents listed Section 2
- Whenever possible, utilize ID Card Office Online at <https://www.dmdc.osd.mil/milconnect> to complete the tasks traditionally done in person at an ID card office.
- - CAC-enabled computer required
  - Register through DS-Logon if retired

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## SECTION 2 – WHAT YOU NEED FOR...

**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 “NO EXCEPTIONS”!!!

### **REENLISTMENTS/EXTENSIONS**

- All Must be fed through the authoritative service feed

### **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. Must be and show in DEERS/Rapids “NO EXCEPTIONS”!!!

### **APPELLANT LEAVE**

- Original orders stating placing you on Appellant Leave

### **CONFISCATED CARD**

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- PMO All Gates and Verifying Officials working in DEERS can Confiscate Any type ID Card
- Receipt from responsible party (MRO)

## NEW ENROLLMENTS

**ALL ENROLLMENTS REQUIRE ORIGINAL, STATE-CERTIFIED DOCUMENTS OR CERTIFIED TRUE COPIES. NO PHOTOCOPIES, LAMINATED, FAXES, EMAILS, SCANNED OR ELECTRONICALLY PRODUCED DOCUMENTS UNLESS APPROVED BY THE DEPARTMENT OF DEFENSE.**

## NEW SPOUSES

- Unexpired State or Government Picture ID, Marriage certificate, birth certificate, and Social Security Card
- Divorce decree with Judge's signature and file number (if applicable from both parties)
- DD 214 (if applicable)
- Death certificate (if applicable)
- Foreign documents must have English translation from a certified translator  
Note: Source One only acceptable translation.
- If enrolled previously under a parent as a dependent bring their DoDID# 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.

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## STEPCHILDREN

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

## NEWBORNS

- 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.
- 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 under “Illegitimate.”

## ILLEGITIMATE

- 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 SSN card
- ID card will be for medical ONLY
- 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
- Must be approved by Your Service Project Office and Approval letter must be present

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## **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
- SSN card, if available

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

### **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
- Must be approved by Your Service Project Office and Approval letter must be present

### **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 for guidance
- Must be approved by Your Service Project Office and Approval letter must be present

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## **FORMER SPOUSES (submitted through parent service)**

- Must submit your own application for Former
- Must not be remarried
- Marriage certificate and divorce decree
- Statement of Service or a complete set of DD-214
- Must be approved by Your Service Project Office and Approval letter must be present

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

- A letter from school registrar certifying full-time course of study leading to an associate's 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**

- Must have letter from DAV stating 100 percent and commissary/exchange privileges (**not decision letter**)
- DD 214 to prove an Honorable Discharge.

**Note: Under Honorable Conditions disqualify 100% veterans from receiving this ID Card**

- Birth certificate and SSN card
- Marriage certificate (if applicable)
- Divorce decrees (if applicable)

Note: documents listed are needed for all eligible dependents

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

- Must have Medicare Part A and B and should be generated in DEERS by SSA
- If not, must bring Medicare card to DEERS on or after the 25<sup>th</sup> of the month. (Always bring in your Medicare Card)

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- All that reach the age of 65 will receive an Indefinite Card. However, dependents should wait until their actual 65<sup>th</sup> birthday or after in order to receive the actual Indefinite Card