

DEERS REQUIREMENTS

Updated 16 Aug 2018

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;
 - CAC stopped working completely after being verified by help desk;
 - can't reset pin at CPR station because fingerprint can't be read; 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.
 - Official marriage certificates are those that are filed and issued by the state, not the ones signed by the 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

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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 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 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

SECTION 2 – WHAT YOU NEED FOR...

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

PROMOTIONS

- Must be updated through the authoritative source service feed (E5 and

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below normally takes about 10 working days) NO EXCEPTIONS!!!

REENLISTMENTS/EXTENSIONS

- Must be fed through the authoritative service feed
- Extensions are done on the effective date
 - If deploying, must present a signed letter verifying your deployment from your CO if updating more than 90 days of your expiration date; also must be leaving within a two (2) week period. If deployment date is more than 90 days out, your CAC will not be renewed with or without a letter.
 - Legal/med hold letters must include new EAS date that contains day, month and year

LOST/STOLEN

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

RESERVIST REPORTING ON ACTIVE DUTY

- Must be entered and updated through authoritative service feed

APPELLANT LEAVE

- Original orders or 10-day letter

CONFISCATED CARD

- Receipt from responsible party

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.

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NEW SPOUSES

- 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

CHILDREN (more than 90 days old)

- Birth certificate and SSN card

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
- Mother's verification of Facts from Naval Hospital (up 90 days)
- SSN card
- 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
- Males sponsors cannot authorize anyone to perform this enrollment on his behalf

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WARDS

- Birth certificate and SSN card
- Court-ordered custody with sponsor for 12 consecutive months or more
- Letter of approval from parent service

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 21st 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 parent 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.

FORMER SPOUSES (submitted through parent service)

- Must not be remarried
- Marriage certificate and divorce decree
- Statement of Service or a complete set of DD-214

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- Approval letter from parent service

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: **General or General 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 25th of the month