

DEERS QUESTIONS

➤ **HOURS**

Monday – Thursday from 7:30 to 11:30 then 12:30 to 2:00

Friday from 7:30 to 11:30

Monday and Tuesday is Bldg 800

Wednesday and Thursday is Bldg 901

Fridays alternate

➤ **Numbers**

107th Office- 716-236-2435

107th Fax- 716-236-3330

914th Office- 716-236-2197

**** ANY QUESTIONS OR DOUBTS CALL ****

➤ **SPONSOR MUST BE PRESENT FOR ANY DEPENDENTS TO RECEIVE AN ID CARD UNLESS THEY HAVE A SIGN DD FORM 1172 FROM THE SPONSOR!**

➤ **Children are not eligible for an ID card until 10 years old unless the Sponsor is a single parent or military married to military.**

➤ **Sponsor wants to bring in Spouse to get and ID Card.**

Marriage License

Spouses Birth Certificate

Spouses SSN Card

Spouses Drivers License

➤ **Adding a Dependent (Child) to DEERS**

They will need;

Childs Birth Certificate

Childs SSN Card

*Stepchildren will need Marriage Certificate

➤ **Sponsor Removing a Spouse (Divorce)**

They will need to bring in;

Divorce Decreed from the Court

➤ **Dependent (Child) ID card renewal**

All they need is their Sponsor there and their old ID card

**!!If Sponsor is unable to be present they will need Power of Attorney or signed DD Form 1172.

➤ **Dependent (Child) ID card renewal over 21**

They must get a letter from their college Registration Office stating that the following;

Enrollment date, stating they are enrolled in a course of study leading to an associate's degree or higher. As well as Month/Day/Year that they are expected to graduate and have the Registration Office sign that letter.

Once they have this letter they need to bring that in with their Old ID card and Drivers License.

➤ **Sponsor Passes Away** (Usually will be the Spouse calling)

They will need to bring in;

Death Certificate
Spouse's ID card
Drivers License
SSN Card
Marriage License
Spouse's Birth Certificate

➤ **Updating Orders in DEERS**

If member calls wanting to update their Orders in DEERS, you can have them Fax their Orders in and we can update them.

➤ **Disabled American Veteran (DAV)**

***Member must be 100% disabled or 70% with 100% un-employability to be entitled to an ID card, if they are less or don't fall under those two things member is NOT entitled to an ID card!**

The will need to bring in;

Commissary Letter (which the member can get from the VA by calling 1-800-827-100)

DD 214

Drivers License

SSN Card

If they are looking to get their Spouse an ID card too they also need to bring;

Marriage License

Spouses Birth Certificate

Spouses Drivers License

Spouses SSN Card

➤ **Adding an Adopted Child**

They will need to bring in;

Adoption Paperwork

Childs Birth Certificate

Childs SSN Card

➤ **Adding a Ward (Legal Custody/NOT adopting)**

They will need to bring in;

Court Order giving the Sponsor Legal Custody (MUST be longer than 12 months)

Childs Birth Certificate

Childs SSN Card

➤ **Retirement Age 60**

They will need to bring in;

Retirement Order (Stating on the retired list)

DD Form 214

Old ID card

Drivers License

➤ **The following Documentation is required to accomplish the following actions:**

Promotion- Promotion Order

Reenlistment- DD Form 4 Enlistment Paperwork or Extension Paperwork

Retirement- Retirement Order/DD 214 (Call 1-800-525-0102 if you need to request a copy)

Death- Death Certificate