



Documents Required for Issuance of ID Cards

Note: Two forms of current valid identification are required, i.e. state/federal picture ID, driver's license (unexpired), and all required documents must be originals, court certified copies or certified true copies. Other forms of identification include US passport, birth certificate, social security card, alien registration card, voter's registration card, current school ID with photo, unexpired military family member ID card, unexpired foreign passport, etc.

Note: All foreign documents must be the original translation to English from Army One Source. (1-800-342-9647).

Initial Enrollment: The sponsor must be present or applicant must have an original, unexpired General/Special Power of Attorney. Required documents include marriage certificate, social security card, birth certificate and all applicable divorce decrees, along with a picture ID.

Newborns: Required documents include birth certificate or live/confirmation of birth and social security card (if received). Note: **Single father-** birth certificate showing your name and Voluntary Acknowledgement of paternity from the state where the child and mother reside or court order establishing paternity or an approved dependency packet for the child/children born out of wedlock from DFAS. (Dependency packets are available at the ID Card Section).

Stepchildren: Required documents include marriage certificate, birth certificate, and social security card.

Ward and Foster Children: Required documents include court documentation stating sponsor has legal and physical custody for twelve or more months or permanent, birth certificate and social security card.

100% Disable American Veteran (DAV): Required documents include authorization letter from Department of Veterans Affairs stating entitlements as 100% disabled, DD Form 214, social security card and documents listed above as applicable.

Parents, Parent-in-law: Approved dependency determination, parent birth certificate, sponsor or spouse birth certificate, social security card, and state/federal government issued photo ID (unexpired).

Incapacitated Children over the age of 21: Approved dependency determination, birth certificate, medical sufficiency statement and social security card.



Documents Required for Issuance of ID Cards

Renewals: Sponsor must be present or DD Form 1172 signed by the sponsor and the ID Card issuing facility, the DD Form 1172 may be faxed by the originating ID Card facility to 912-767-8674 or an original General/Special Power of Attorney may be presented by the spouse.

Sponsor or Spouse: Two forms of current valid identification (one being an unexpired state/federal issued photo ID). If turning 65 years of age, a Medicare card is required.

Children (10yr to 20 yrs): One form of identification is required. (Birth certificate, social security card, school ID etc.).

Children (21 yrs to 23 yrs): Along with two forms of identification, a letter from the school registrar's office stating that the individual is a full time student as of their 21st birthday seeking an associate's degree or higher from an accredited institution of higher learning and his/her expected graduation date. This letter must be original or faxed directly to our office. **If update to full-time student record is not completed within 30 days after the 21st birthday, then the entitlements are effective the date the sponsor arrives at the ID card facility to input the child as a full-time student NOT the date the child enrolled in college.**

Active Duty Retiree: Along with two forms of identification, a copy of DD Form 214 and retirement orders.

Reserve Retiree with 20 years of service: Along with two forms of identification, 20 year retirement letter.

Reserve Retiree at age 60 years of age: Along with two forms of identification, retirement letter at age 60.

Parent/Parent-in-law: Approved dependency recertification, two forms of identification and sponsor/spouse and parent birth certificates. **Must be renewed every four years.**

Incapacitated Children over the age of 21: Approved dependency recertification and two forms of identification. **Must be renewed every four years.**

Civilian Employees: Be aware that it may take up to 72 hours or longer to process in DEERS after receipt of your SF 50. (Having the SF 50 does not mean that your record has processed in DEERS). DD Form 1172-2 is required for all Non-Appropriated Fund Employees when not placed in DEERS by the non-appropriated fund activity. Common Access Cards (CAC) may be renewed within 90 days of expiration. Two forms of identification are required.



Documents Required for Issuance of ID Cards

Contractors: Contractor's information to receive a CAC is entered into DEERS through Contractor Verification System (CVS). Please contact your Trusted Agent (TA) to ensure the information is updated in DEERS. Common Access Cards (CAC) may be renewed within 90 days of expiration. Two forms of identification are required.

Lost/Stolen/Misplaced ID Card: Required documents include MP/local police report and two forms of identification, one being an unexpired picture ID issued by state/federal government. If unable to produce two forms of identification, you must have at least one form of identification pending that there is a picture of the ID card recipient in the system. Sponsor must be present or a valid original power of attorney or DD Form 1172 signed by sponsor and the ID card issuing facility. The DD Form 1172 may be faxed by the originating ID card facility to 912-767-8674.

Dependency Packet: Child/Children born out of wedlock to a male sponsor, incapacitated children over the age of 21 and Parent or parent-in-law packets can be obtained at the Installation ID Card Section, building 253 Room 1103.