

The Fort Leavenworth ID Card section is located at 861 McClellan Ave, (bldg. # 193) Adjutant General's Office, Fort Leavenworth, KS. Our hours are 0730-1630 Mon, Tues, Thurs, Fri. 1200-1630 on Wednesday. Last CAC is issued at 1600, walk-ins for all type ID Cards are encouraged to be here by no later than 1530. We highly encourage appointments to minimize your wait. For an appointment please call 913-684-2175 or 913-684-2636 or visit our online appointment scheduler at: <https://rapids-appointments.dmdc.osd.mil/>

All Documentation Must be Original and Unexpired

- *** DOCUMENTATION REQUIRED FOR INITIAL DEERS ENROLLMENT AND ID CARDS **Initial Issue (See last page for description of acceptable forms)**
 - Active Duty (Army/Army Reserve/Army National Guard)
 - Needs to be entered into DEERS by Component
 - AKO account needs to be established before issuance of CAC
 - 2 Unexpired forms of ID with at least one showing DOB one Must be Photo ID
 - Spouse
 - Sponsor needed or Valid Power of Attorney
 - Marriage Certificate (Original) Marriage License is NOT acceptable
 - SSN Card
 - Divorce Decree from previous Marriage if applicable
 - 2 Unexpired forms of ID, one Must be Photo ID
 - Original or Certified Copy Birth Certificate
 - Child
 - Sponsor needed or Valid Power of Attorney
 - Birth Certificate (Original) or Hospital Birth Confirmation Letter
 - SS Card (when received from SSA for infants)
 - For children 16 years of age and older a photo ID is required for initial enrollment and ID Card issuance.
 - Stepchildren
 - Sponsor needed or Valid Power of Attorney
 - Marriage Certificate (Original) Marriage License is NOT acceptable
 - Birth Certificate (Original)
 - SS Card
 - For children 16 years of age and older a photo ID is required for initial enrollment and ID Card issuance.
 - Illegitimate Children
 - Male Sponsor:
 - Sponsor needed or Valid Power of Attorney
 - Court Order that establishes paternity
 - Childs Birth Certificate (Original)
 - SS Card
 - Or-

- Approved dependency
 - Residency determination
 - Childs Birth Certificate (Original)
 - SS Card
 - Or-
 - DNA Test Signed by a Judge
 - Childs Birth Certificate (Original)
 - SS Card
 - For children 16 years of age and older, a photo ID is required for initial enrollment and ID card issuance.
 - Female Sponsor:
 - Birth Certificate (Original)
 - SS Card
 - For children 16 years of age and older, a photo ID is required for initial enrollment and ID card issuance.
- **Ward**
 - Sponsor Needed or Valid Power of Attorney
 - Court Order of Legal Custody for 12 consecutive months
 - Birth Certificate (Original)
 - SS Card
 - Or-
 - Approved Dependency for Ward
 - Birth Certificate (Original)
 - SS Card
 - For children 16 years of age and older a photo ID is required for initial enrollment and ID Card issuance.
- **DAV**
 - Sponsor
 - Letter from VA stating 100% disabled, Service Connected
 - Letter authorizing PX, Commissary Privileges
 - DD Form 214
 - SS Card
 - 2 Unexpired forms of ID with at least one showing DOB. One must be Photo ID
 - Spouse
 - Sponsor needed or Valid Power of Attorney
 - Marriage Certificate (Original)
 - SS Card
 - 2 Unexpired forms of ID with at least one showing DOB. One Must be Photo ID
- **Un-Remarried Former Spouse (URFS)**
 - Marriage Certificate (Original)
 - Divorce Decree (Original)
 - Statement of Service

- 2 Unexpired forms of ID with at least one showing DOB. One must be Photo ID
 - Or-
 - Marriage Certificate (Original)
 - DD 214
 - Divorce Decree (Original)
 - 2 Unexpired forms of ID with at least one showing DOB. One must be Photo ID
- **Non-Appropriated Fund Employees**
 - Completed DD Form 1172-2 signed by NAF
 - SS Card
 - 2 Unexpired forms of ID with at least one showing DOB. One must be Photo ID
 - (DA Civilians) - AKO account needs to be established before issuance of CAC
- **Civil Service Employees**
 - Verified by Civil Service Feed
 - Verified by DEERS/RAPIDS
 - 2 Unexpired forms of ID with at least one showing DOB. One must be Photo ID
 - DOD - e-mail account established with a .MIL domain
 - (DA Civilians) - AKO account needs to be established before issuance of CAC
- **Contract Employees**
 - Verified by Government Trusted Agents (TA)
 - Verified by DEERS/RAPIDS
 - 2 Unexpired forms of ID with at least one showing DOB. One must be Photo ID
 - (DA Contractors) - AKO account needs to be established before issuance of CAC
 - (DOD Contractor)- E-mail account established with a .MIL domain
- **ID Tags**
 - ID tags can be done on a walk-in basis by the Soldier or units can complete the 4187 and request group tags. 24 hours wait time for ID Tags. Non-deploying Soldiers must bring in their blank ID Tags.
- **DOCUMENTATION REQUIRED**
- **Replacement for Active Duty / Retiree / Renewal / Expired ID Cards**
- **CAC replacement: Must be within 30 days of expiration (See exception below *)**
- **All other Military ID's within 90 days of expiration (See Exception below**)**

A LOST ID REPORT FROM PMO IS REQUIRED FOR ALL LOST ID/CAC CARDS

- **Active Duty (CAC)**

- 2 Unexpired forms of ID with at least one showing DOB. One must be Photo ID
 - (Army)AKO account needs to be established before issuance of CAC
- **Active Duty to Retiree**
 - Retirement Orders or DD 214
 - 2 unexpired forms of ID with at least one showing DOB. One must be Photo ID.
- **Retiree**
 - 2 Unexpired forms of ID with at least one showing DOB. One must be Photo ID
- **Reserve Retiree (Gray Area) at the age of 60**
 - Enrollment in DEERS
 - Notice of Eligibility for Retired Pay at the age of 60
 - 2 Unexpired forms of ID with at least one showing DOB
 - Or-
 - Enrollment in DEERS
 - Retired Pay order showing they are Retired with Pay on the 60th birthday or later
 - 2 Unexpired forms of ID with at least one showing DOB. One must be Photo ID
- **Spouse**
 - Sponsor needed
 - Or -
 - DD Form 1172 signed by a Verifying Official of an ID Facility and Sponsor
 - 2 Unexpired forms of ID with at least one showing DOB. One must be Photo ID
- **Un-Married Widows (URW)**
 - ID Card
 - Death Certificate
 - 2 Unexpired forms of ID with at least one showing DOB. One must be Photo ID
- **Child/Ward**
 - Sponsor needed
 - Or -
 - DD Form 1172 signed by a Verifying Official of an ID Facility and Sponsor
 - **ID Cards needed for children at the age of 10, unless Sponsor is Divorced, deployed or Dual Military, children will receive ID Cards before the age of 10
 - 2 Unexpired forms of ID with at least one showing DOB.
 - For children 16 years of age and older a photo ID is required for initial enrollment and ID Card issuance.

- - **Full time Students (Age 21-23)**
 - Sponsor needed
 - Sponsor providing over 50% Support of Child
 - Letter from the School Registrars Office, certifying child is enrolled in a full-time course of study, with tentative date of graduation
 - 2 Unexpired forms of ID with at least one showing DOB. One must be Photo ID
- **Un-Remarried Former Spouse (URFS)**
 - 2 Unexpired forms of ID with at least one showing DOB. One must be Photo ID
 - Spouse has not remarried
 - *CAC's can be replaced prior to 30 day expiration window under the following circumstances:

Rank Change/Defective Chip/Name Change (Documentation verifying Proof of changes must be presented at time of issuance)

** All other Military ID Cards can be replaced prior to the 90 day window under the following circumstances:

Sponsor Rank Change/Damaged card/Name Change (Documentation verifying Proof of changes must be presented at time of issuance)

- ***** Authorized forms of Identification: *ALL Must be original and unexpired***
 - Federal issued ID
 - INS Form 1-688
 - INS Form 1-688A
 - INS Form 1-688B
 - INS Form 1-151 or 1-551
 - DoD Military Family Member ID
 - Sponsor DoD ID Card
 - U.S. Coast Guard, Merchant Marine Card
 - Photo ID Card issued by Federal, State, or Government
 - U.S. Passport
 - Driver License
 - Foreign National ID with Picture
 - Foreign Passport
 - Employment Authorization
 - INS Form 1-179
 - INS Form 1-197
 - INS Form 1-327
 - INS Form 1-688
 - INS Form 1-688A
 - INS Form 1-688B

- INS Form 1-151 or 1-551
- Social Security Card
- Form FS 545 OR DS 1350
- Voters Registration Card
- Birth Certificate
- Canadian Driver License
- Native American Tribal Document
- School ID with Photo

THE BELOW APPLIES ONLY TO CHILDREN UNDER THE AGE OF 18 as secondary form of ID

- Day Care or Nursery School Record
- Clinic, Doctor, or Hospital Record
- School Record or Report Card

Officers from other nations must have a verified Official ITO, a verified and signed DD Form 1172-2 for self and a verified and signed DD Form 1172-2 for each dependent from their supporting office. All passports, birth certificates and marriage certificates must be present for review before issuance of ID Cards.