

REQUIRED DOCUMENTATION (Must be Original or Certified Copies)
(03/16/2016)

For an appointment, please call

(913) 684 - 4452 / 4453 / 4496 or visit the online scheduler at:

<https://rapids-appointments.dmdc.osd.mil/>

***** If using an expired form of id, the expired form CAN ONLY be a DoD ID card (ie...CAC, dependent id, retired id) the other form of id must be federal or state issued photo id that is unexpired (a dependent under 16 w/out additional photo id may use a social security card or birth certificate) *****

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
 - 2 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 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 or Voluntary Order of Paternity (VAP) signed by both parents.
 - 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
 - Approved Dependency for Ward (excludes Army)
 - 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.
- **Secondary Dependency**
 - Sponsor Needed or Valid Power of Attorney
 - Approved dependency letter from DFAS (must be renewed at end of termination to continue benefits)
 - Birth Certificate (Original)
 - SS Card
 - And-
 - Birth Certificate of Sponsor or Spouse (**For Dependent Parent or in law**)
 - Photo ID (Federal or State issued)
- **DAV**
 - Sponsor
 - Letter from VA stating 100% disabled, Service Connected
or
 - Letter authorizing PX, Commissary Privileges
and
 - DD Form 214
 - SS Card
 - 2 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 forms of ID with at least one showing DOB. One Must be Photo ID

- **Un-Remarried Former Spouse (URFS)**

All Determination for a former spouse will be sent to the Servicing Project Office for further review. (ID CARDS WON'T BE ISSUED UNTIL APPROVED BY THE SERVICE PROJECT OFFICE OF A URFS OR NEW DIVORCED SPOUSE 20-20-20/20-20-15)

- Marriage Certificate (Original)
- Divorce Decree (Original)
- Statement of Service (if sponsor is Active Duty) DD 214 (if sponsor is retired)
- Statement from former spouse stating non-remarriage and that the former spouse is not receiving employee sponsored health coverage (1172-2 may be printed by VO with remarks and initialed by former spouse if applicable).
- 2 forms of ID with at least one showing DOB. One must be Photo ID

- **Non-Appropriated Fund Employees**

- DD Form 3434 and previously entered into DEERS by NAF
- SS Card
- 2 forms of ID with at least one showing DOB. One must be Photo ID

- **Civil Service Employees**

- Verified by Civil Service Feed and SF 50
- Verified by DEERS/RAPIDS
- 2 forms of ID with at least one showing DOB. One must be Photo ID

- **Contract Employees**

- Verified by Government Trusted Agents (TA) TASS
- Verified by DEERS/RAPIDS
- 2 forms of ID with at least one showing DOB. One must be Photo ID

- **ID Tags**

- ID tags can be done on a walk-in basis by the Soldier with a completed 4187 for changes to id tags or lost id tags or units may 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 CAC & FT. LEAVENWORTH FORM, 413-R-E, PRINTED OFFLINE, OR OBTAINED AT THE AG OFFICE IS REQUIRED FOR ALL LOST ID/CAC CARDS

- **Active Duty (CAC)**

- 2 forms of ID with at least one showing DOB. One must be Photo ID ***Exception: CAC** previous CAC can be expired for CAC
- (Army)AKO account needs to be established before issuance of CAC

- **Active Duty to Retiree**
 - Retirement Orders or DD 214
 - 2 forms of ID with at least one showing DOB. One must be Photo ID.
- **Retiree**
 - 2 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 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 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 forms of ID with at least one showing DOB. One must be Photo ID
- **Un-Married Widows (URW)**
 - ID Card
 - Death Certificate
 - 2 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 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 or Valid Power of Attorney
 - 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 forms of ID with at least one showing DOB. One must be Photo ID

***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 or certified copies***

- U.S. Passport or a U.S. Passport Card
- Permanent Resident Card or an Alien Registration Receipt Card (Form I-551)
- Foreign passport
- An Employment Authorization Document that contains a photograph (Form I-766)
- Driver's license or an ID card issued by a state or possession of the United States provided it contains a photograph
- U.S. Military ID card
- U.S. Military dependent's ID card
- PIV Card
- U.S. Social Security Card issued by the Social Security Administration
- An original or certified copy of a birth certificate issued by a state, county, municipal authority, possession, or outlying possession of the United States bearing an official seal
- An ID card issued by a federal, state, or local government agency or entity, provided it contains a photograph
- Voter's registration card
- U.S. Coast Guard Merchant Mariner Card
- Certificate of U.S. Citizenship (Form N-560 or N-561)
- Certificate of Naturalization (Form N-550 or N-570)
- U.S. Citizen ID Card (Form I-197)
- An Identification Card for Use of Resident Citizen in the United States (Form I-179)
- Certification of Birth Abroad or Certification of Report of Birth issued by the Department of State (Form FS-545 or Form DS-1350)
- Temporary Resident Card (Form I-688)
- An Employment Authorization Card (Form I-688A)
- Reentry Permit (Form I-327)
- Refugee Travel Document (Form I-571)
- An Employment authorization document issued by Department of Homeland Security (DHS)
- An Employment Authorization Document issued by DHS with photograph (Form I-688B)
- A driver's license issued by a Canadian government entity
- A Native American tribal document

Foreign Affiliates 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.