

# What Do I Need to Bring to My Appointment?

**\*\* If this is your First CAC/ID card, please ensure you have arrangements to access the installation.**

**\*\* Any documents must be Original/Certified. Photocopies are NOT acceptable.**

## **Lost/Stolen OR Confiscated ID card**

- Two forms of ID (One unexpired Photo ID)
- Memorandum from VCC stating the lost/stolen ID card was reported

## **Contractors for ID/CAC Card**

- Ensure your Trusted Agent (TA) has you in the CVS system.
- Two forms of ID (One must be a state/government issued photo ID. If going overseas, please ensure you have your current (within 30 days) LOA)

## **Military Retirees**

- Two Forms of ID (One must be a state/government issued photo ID)
- If Medicare eligible: Medicare Card along with the two forms of ID (should already be updated in DEERs)

## **Turning 65 – Tricare for Life:**

- Two forms of ID (One must be a state/government issued photo ID)
- 100% Disabled Veteran Eligibility Requirements: Letter from Department of Veteran Affairs showing member as an honorably discharged veteran rated as service connected 100% disabled, authorizing commissary & exchange privileges
- \*\*VA Letter will be a single letter from the Department of Veterans Affairs addressed to the member. Letter will have a BLACK BORDER BOX with text stating to certify member is 100% disabled veteran.\*\* For all Military Retiree renewals and replacements, please follow the on-line Renewal/Replacement instructions.

## **Civilian Retirees**

- SF Form 50 (Task manager must submit to DMDC prior to appointment)
- Two forms of ID (One must be a state/government issued photo ID)

## **Civilian Employees**

- Two forms of ID (One must be a state/government issued photo ID)

## **Civilian Employees (Overseas Position)**

- DD Form 2365
- SF Form 50 annotating that person is assigned to an Overseas Emergency Essential Position
- Two forms of ID (One must be a state/government issued photo ID)

## **Dependent ID**

- Signed 1172-2 or the sponsor must be present or POA
- Two forms of ID (One must be a state/government issued photo ID)
- Newly Widowed/DAV/Initial Enrollment/ID for age 21 does not fall under the ID card renewal process. Member must visit the MPS for service.

## **Update Marriage in DEERS – Enrollment of Spouse**

- Sponsor must be present or new spouse has a valid POA
- Original/Certified copy of marriage certificate that reflects the file number
- One form of ID (Birth Certificate (original/certified true copy), Social Security, etc.)

## **Update Marriage in DEERS for Dual Mil-to-Mil**

- Original/Certified Marriage Certificate
- One form of ID (Social Security Card, State/Government issued photo ID, etc.)

**\*\* Both military members must be present \*\***

## **Foreign National Spouse**

- Original Marriage Certificate
  - Two forms of ID (Photo ID and birth certificate is required)
  - Social Security Card (if applicable)
- \*\* Documents must be translated into English \*\***

## **Name Change for Spouse**

- According to Defense Human Resource Activity (DHRA), the name may only be changed if the spouse provides at least one identity source document listed on the OMB I-9 form such as a Social Security Card or valid Driver's License reflecting the name change/legal documentation of name change.

### **Divorce (Sponsor can update only)**

- Original State Filed Divorce Decree OR Certified State Filed Copy
- State Filed Decree that reflects the State File number

### **Adding Newborn/Children/Stepchild to DEERS**

- Birth Certificate (once received)
- Certificate of Live Birth authenticated by the attending physician
- Social Security Card
- If a stepchild is being added, the marriage certificate is also needed

### **Children Born Out Of Wedlock**

#### **Female Sponsors**

- Child's Birth Certificate and SSN

#### **Male sponsors**

- Court order establishing paternity OR State Voluntary Acknowledgement of Paternity Form
- Child's Birth Certificate and SSN
- Legal documents showing paternity was judicially determined

### **Adoption of Children Pre-Adopted State**

- Placement Letter for Adoption from the court in process
- Birth Certificate
- Social Security Card

### **Final Adoption**

- Court Order
- Birth Certificate
- Social Security Card

### **Enrolling Dependent Ward (must have guardianship of child for 1 year or more)**

- Initial ID cards will need to be completed at the Sponsor's ID card office
- Secondary Dependency approval from DFAS (completed online at DFAS.mil) DFAS will mail a Letter of Approval to the sponsor
- Dependent Military ID card
- One other valid form of identification as defined by the Department of Homeland Security. Must start a dependency determination on the incapacitated child/ward. (only if child has disabilities)

- Court document placing child in member's household for at least 12 months
- Child's Birth certificate and social security card

\*\* All documents must be translated into English and certified \*\*

Once received, sponsor will need to provide DFAS Letter of Approval, Court Document placing the child in member's household, Birth Certificate, and Social Security Card

### **Name Change for Children**

- Provide official Original/Certified legal documentation (Court Order or Birth Certificate)

### **Full Time College Students**

- Letter on letterhead from the school registrar's office stating Full Time Status and Anticipated Graduation Date in an Accredited College in pursuit of an Associate Degree or higher **OR** a printout from the National Student Clearing House containing the same information.
- Two forms of ID (government issued)

### **Parent/Parent In-law Enrollment**

- DD Form 137-3 and submission of form and all documentation to the DFAS (DFAS will mail back the Letter of Approval to the sponsor)
- DFAS Letter of Approval
- Sponsor Birth Certificate
- Parent Birth Certificate
- Parent's Photo ID
- Social Security Card.

For renewal of any sort, you will need to re-accomplish the DFAS application process, obtain another Letter of Approval in order to be issued a new Dependent ID card. (Applications can be picked up online on DFAS)

### **Designated Agent Letters**

- Authorized patron's ID card
- Letter from attending physician
- Copy of current Family Care Plan (Active Duty only)
- Two forms of ID (Driver's License or a state/government issued photo ID)