

Documents Required for Issuance of ID Cards

Note: Two forms of a 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 Passports, 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 original translation to English from Military One Source. (1-800-342-9647)

Initial Enrollment: The Sponsor must be present or 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 Valid picture ID.

Newborns: State issued birth certificates or Certificate of Live Birth, Social Security Card, Court Order establishing paternity, or Voluntary Paternity of Acknowledgement for child's birth place (if not married to mother for male Soldiers).

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, birth certificate, and social security card.

Adopted Children: Required documents include Original Adoption Decree with Sponsor's Name, Original NEW Birth Certificate with name change and Social Security Card (NO LAMINATION)

Disabled American Veteran/Spouses 100%: VA Letter stating 100% disability rating and qualified to receive commissary and exchange privileges, DD Form 214, two Valid forms of Identification, social security card, birth certificate. If married, Spouse will need to bring the two Valid forms of Identification as well as the Marriage Certificate social security card, and birth certificate.

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 Doctor's statement, social security card, and Valid form of picture ID.

Renewals

Sponsor must be present or DD Form 1172-2 signed by the Sponsor and the ID Card issuing facility, the DD Form 1172-2 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 photo ID). If turning 65 years of age, a Medicare card is required.

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

College Student Requirements (Ages 21-22): Memo from Registrar must contain Students name, current term dates, expected graduation date annotated as follows: (mm/dd/yyyy) ex: 10/16/2014, and that the Student is enrolled as a full-time student leading to an Associate's Degree or Higher. Must provide two Valid forms of identification and one being a Valid picture ID. Sponsor must provide over 50% support.

College Students During Summer Break: Students who were enrolled as a full time for the semester immediately before the break (spring term) may be eligible for ID card during the break if they are accepted/enrolled after the break (fall term). Need spring verification & fall pre-registration. Must provide two Valid forms of identification and one being a Valid picture ID. Sponsor must provide over 50% support.

TRICARE Young Adult (Ages 21-26, NOT FULL TIME STUDENTS): Must register with TRICARE under the TRICARE Young Adult Program and two forms of Valid Identification with one being a Valid picture ID.

Retiree (Regular Active Duty): Two forms of ID (including old ID card), DD Form 214, Member 4 Copy, and Retirement Orders.

Reserve Retiree with 20 Years of Service: Along with two forms of identification, 20 year retirement letter.

Reserve Retiree (60 Years of Age): Two forms of ID (including old ID card); and retirement orders show retirement beginning on 60th birthday, and retirement letter.

Parent/Parent-in-law: Approved dependency recertification and two forms of identification.

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 you record has processed in DEERS). Unless you are a NAF employee or an employee that doesn't have access to a computer, a military email address is required for issuance of CAC.

Contractors: Contractors information to receive a CAC is entered into DEERS through Trusted Associate Sponsorship System (TASS). 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.

Lost/Stolen/Misplaced ID Card: Family Member Cards - Must provide a Police Report or Military Police Report, and two Valid forms of Identification with one being a Valid picture ID.

Soldiers – Must provide a Police Report or Military Police Report, two Valid forms of Identification with one being a Valid picture ID, and Soldiers (E6 and below) will need counseling statement from an E7 or above.

Civilians/Contractors – Must provide a Police Report or Military Police Report, two Valid forms of Identification with one being a Valid picture ID, and a Memorandum from Supervisor that the card needs to be replaced due to loss.

Secondary Dependency/Packets: Approval letter from DFAS(must be renewed every 4 years or if Sponsor's current ETS changes), birth certificate of secondary dependent birth certificate of Sponsor or Spouse related to secondary Dependent, Government issued Photo ID, and Social Security Card or Letter from Social Security Administration. <http://www.dfas.mil/>. 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.