**REQUIRED DOCUMENTS MANDATORY FOR AN IDENTIFICATION CARD AND/OR COMMON ACCESS CARD**

### Initial CAC Issue:
- **Geneva Convention Identification Card (Military IDs)**
  - Entered into DEERS from military personnel
  - Two (2) Valid Forms of Identification
- **Civilian CAC**
  - Entered into DEERS through Civilian Personnel
  - Two (2) Valid Forms of Identification
- **Contractor’s CAC & Other Federal Affiliate CAC**
  - Entered into DEERS through the Contractor’s Verification System (CVS) [15mins – 48hrs.]
  - Two (2) Valid Forms of Identification

**NOTE:** Contact POC to ensure that information has been entered into the CVS.

### Initial Enrollment & Dependent ID Cards:
- **New Spouse**
  - Sponsor (Military Member or Retiree)
  - Marriage Certificate
  - Social Security Card
  - Sponsor’s Divorce Decree (If Applicable)
  - Two (2) Valid Forms of Identification
- **Newborns**
  - Sponsor (Military Member or Retiree)
  - Birth Certificate/Live Birth Documentation
  - Social Security Card (If Applicable)
  - Two (2) Valid Forms of Identification

**NOTE:** If the spouse is entering the child or children into the system, he/she will need to be in DEERS under the sponsor and have a general power of attorney.

- **Stepchildren**
  - Marriage Certificate
  - Birth Certificate
  - Social Security Card
  - Two (2) Valid Forms of Identification (21 yrs. & older)

**NOTE:** If the spouse is entering the child or children into the system, he/she will need to be in DEERS under the sponsor and have a general power of attorney.

- **Wards & Foster Children (ARMY ONLY)**
  - Court Documentation (Legal and Physical Custody)
  - Birth Certificate
  - Social Security Card
  - Two (2) Valid Forms of Identification (21 yrs. & older)

**NOTE:** If the spouse is entering the child or children into the system, he/she will need to be in DEERS under the sponsor and have a general power of attorney.

**Temporary custody needs to be at least for 1 year.**

### Renewal of Dependent ID Cards:
- **Children (10yrs. – 20yrs.)**
  - Sponsor (Military member or Retiree)
  - Official Travel Orders
  - Two (2) Valid Forms of Identification
  - DD Form 1172 Spouse with a General Power of Attorney

**NOTE:** The DD Form 1172 should be generated from a DEERS office (which can be faxed from ID office to ID office) or filled out, signed, dated and notarized by the sponsor.

- **Children (21yrs – 23yrs.)**
  - Sponsor (Military member or Retiree)
  - Official Travel Orders
  - Two (2) Valid Forms of Identification
  - DD Form 1172 OR Spouse with a General Power of Attorney
  - School Letter (The letter should state that the individual is a full time student and his/her expected graduation date.)

**NOTE:** The DD Form 1172 should be generated from a DEERS office (which can be faxed from ID office to ID office) or filled out, signed, dated and notarized by the sponsor.

### Replacement Identification Card:
- **Lost or Stolen cards**
  - Two (2) Valid Forms of Identification
- **Reenlistments or Promotions**
  - Current Orders
  - Two (2) Valid Forms of Identification

### Geneva Convention (GC):
- **Senior Executive Service (SES) member**
  - Official Travel Orders
  - Two (2) Valid Forms of Identification
- **Civilians**
  - Official Travel Orders
  - Two (2) Valid Forms of Identification
- **Contractors**
  - Entered into DEERS through CVS
  - LOA on Government Letterhead with travel dates
  - Two (2) Valid Forms of Identification

**NOTE:** Contractors are eligible for one of the following forms of CACs dependent on deployed status:
- GC CAC – LOA stating “Mission Essential”
- DoD IP CAC – LOA with travel dates of 365 days or more
- Other Federal Affiliates (Department of State (DOS) and Federal Bureau of Investigation (FBI))
  - Entered into DEERS through CVS
  - LOA on Government Letterhead with travel dates
  - Two (2) Valid Forms of Identification

### Renovation of CACs:
- **Geneva Convention Identification Card & Civilian CAC**
  - Update CAC 30 days prior to expiration
  - Two (2) Valid Forms of Identification
- **Contractor’s CAC & Other Federal Affiliate’s CAC**
  - Updated information in CVS with a new expiration date.
  - Two (2) Valid Forms of Identification

**NOTE:** Contact POC to ensure that information has been updated in CVS.

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REQUIRED DOCUMENTS MANDATORY FOR AN IDENTIFICATION CARD AND/OR COMMON ACCESS CARD

OTHER ID CARDS & TRANSACTIONS:
- Transitional Assistance (TA)
  - Current DD 214
  - Two (2) Valid Forms of Identification
- Retirees
  - Retirement Orders / DD 214
  - Two (2) Valid Forms of Identification
- Temporary ID Cards (For Dependents)
  - Sponsor’s Social Security Number (Readily Available)
  - Two (2) Valid Forms of Identification
  **NOTE:** The temporary ID card will be issued for 90 days.
- DoD Beneficiary (DB)/Un-Remarried Widow (URW)
  - Two (2) Valid Forms of Identification
- Child Dependency (Temporary Incapacitated)
  - DD Form 1172 (Certified by DFAS)
  - DFAS-IN Form 27-88
  - Two (2) Valid Forms of Identification
  **NOTE:** The child dependency packet will be filled out by the sponsor (every four (4) years) and sent to DFAS. DFAS will return the DD Form 1172 with a stamp approving the dependent. The DD Form 1172 should be brought to the DEERS office in order to issue the ID card.
- Parent Dependency
  - DD Form 1172 (Certified by DFAS)
  - DFAS-IN Form 27-88
  - Birth Certificate (Sponsor or Spouse)
  - Two (2) Valid Forms of Identification
  **NOTE:** The parent dependency packet will be filled out by the sponsor (every four (4) years) and sent to DFAS. DFAS will return the DD Form 1172 with a stamp approving the dependent. The DD Form 1172 should be brought to the DEERS office in order to issue the ID card.
  **For initial determinations for dependency, sponsors must go their branch of service to be entered into DEERS.**
- Foreign Military
  - Birth Certificate (Self & Family Members)
  - Marriage Certificate (If Applicable)
  - DD Form 1172 signed and verified by the embassy
  - Two (2) Valid Forms of Identification (21 yrs. & older)
- Divorced Sponsor (ARMY ONLY!)
  - Statement of Service OR DD 214 OR Dates of inclusive service from the servicing personnel
  - Final Divorce Decree
- Divorcees (ARMY ONLY!)
  - Army Personnel (Sponsor)
    - **(Army Military Personnel ONLY)**
      - Birth Certificate (Spouse)
      - Social Security Card (Spouse)
      - Current Address (Spouse)
      - Driver's License (Spouse)
      - Marriage Certificate
      - Sworn Statement (Spouse)
      - Sponsor's DD 214 / Statement of Service
      - Final Divorce Decree
      - Two (2) Valid Forms of Identification
- Disabled Veteran (DAV)
  - 100% Disability Letter
  - DD 214 (Honorable Discharge & Copy #4)
  - Birth Certificate (Self & Family Members)
  - Marriage Certificate (If Applicable)
  - Social Security Number (All Family Members)
  - Two (2) Valid Forms of Identification
  **NOTE:** The temporary ID card will be issued for 90 days.

VALID FORMS OF IDENTIFICATION:
- US Passport (Unexpired or Expired)
- Permanent Resident Card/Alien Registration Receipt Card (Form I-551)
- An unexpired foreign passport with a temporary I-551 stamp
- An unexpired Employment Authorization Document that contains a photograph (Form I-766, I-688, I-688A, I-688B)
- An unexpired foreign passport with an unexpired Arrival-Departure Record, Form I-94
- Driver's license or ID card issued by a state
- ID card issued by federal, state or local government agencies or entities
- School ID card with a photograph
- Voter's registration card
- U.S. Military ID Card or Military dependent's ID Card
- U.S. Coast Guard Merchant Mariner Card
- Native American tribal document
- Driver's license issued by a Canadian government authority
- U.S. Social Security card
- Certification of Birth Abroad issued by the Department of State (Form FS-545 or Form DS-1350)
- Original or certified copy of a birth certificate
- U.S. Citizen ID Card (Form I-197)
- ID Card for use of Resident Citizen in the United States (Form I-179)
- Unexpired employment authorization document issued by DHS

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