

# 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 {1 day to 2 weeks}
  - 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)
  - 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 the DEERS under the sponsor and have a 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 the DEERS under the sponsor and have a general power of attorney. \*\*Temporary custody needs to be at least for 1 year.

## Renewal 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.

## Renewal of Dependent ID Cards:

- Spouse
  - Sponsor (Military member or Retiree) **OR** DD Form 1172 **OR** General Power of Attorney
  - Two (2) Valid Forms of Identification
  - 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 (10yrs. – 20yrs.)
  - Sponsor (Military member or Retiree) **OR** DD Form 1172 **OR** 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) **OR** 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.)
  - Two (2) Valid Forms of Identification
  - 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

***ALL DOCUMENTS MUST BE ORIGINAL OR TRUE CERTIFIED COPIES-!!!***

## 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 (21 yrs. & older)  
**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.**
- Child Dependency (Permanent Incapacitated)
  - Two (2) Valid Forms of Identification
- 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.**  
**\*\*The birth certificate is required for the sponsor if the packet is for his/her parent or spouse if the packet is for his/her parent.**  
**\*\* 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 (21 yrs. & older)

### VALIDS 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

Fort Sill IDCards/DEERS  
2806 NW Mow-Way Road, Suite 160  
Fort Sill, OK 73503-9016  
(580) 442-5010

Physical Location: Building 4700, 1<sup>st</sup> Floor on Mow-Way Road

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