

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

### **Department of Defense List of Acceptable Identity Documents**

Applicants are required to provide two forms of identity source documents in original form. The identity source documents must be bound to that applicant and shall be neither expired nor cancelled/ If the two identity source documents bear different names, evidence of a formal name change must be provided.

#### **Primary Identity Source Document**

- U.S. Passport or a U.S. Passport Card
- Permanent resident card or an Alien registration receipt card (Form I-551)
- Foreign passport
- Employment Authorization document that contains a photograph (Form I-766)
- Driver's license or an identification (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
- Personal Identity Verification (PIV) Card.

#### **Secondary Identity Source Document**

The Secondary identity source document may be from the above, but cannot be of the same type as the primary identity source document.

- U.S. social security card issued by the social security administration
- 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
- 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)
- 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)
- Employment Authorization Card (Form I-688A)
- Reentry Permit (Form I327)
- Refugee Travel Document (Form I-571)
- Employment authorization document issued by Department of Homeland Security (DHS)
- Employment Authorization document issued by DHS with photograph (Form I-688B)
- Foreign ID with photograph

- Driver's license issued by a Canadian government entity; or
- Native American tribal document

#### **Initial CAC Issue:**

- Geneva Convention Identification Card (Military IDs)
  - Entered into DEERS form 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 Trusted Agent Sponsorship System (TASS) (15 min – 48 hrs)
  - Two (2) Valid forms of Identification

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

#### **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 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.**

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

### **Renewal of CACs:**

- Geneva Convention Identification Card & Civilian CAC
    - Update CAC 90 days prior to expiration
    - Two (2) Valid Forms of Identification
  - Contractor's CAC & Other Federal Affiliate's CAC
    - Updated information in TASS with a new expiration date
    - Two (2) Valid Forms of Identification
- NOTE: Contact POC to ensure that information has been updated in TASS.**

### **Renewal of Dependent ID Cards:**

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

**NOTE: The DD Form 1172-2 should be generated from a DEERS office (which will be scanned into the RAPIDS system) or filled out, signed, dated and notarized by the sponsor.**
- Children (10 yrs. – 20 yrs.)
  - Sponsor (Military member or Retiree) **OR** DD Form 1172-2
  - OR**  
Spouse with a General Power of Attorney

**NOTE: The DD Form 1172-2 should be generated from a DEERS office (which will be scanned into the RAPIDS system) or filled out, signed, dated and notarized by the sponsor.**
- Children (21 yrs. – 23 yrs.)
  - Sponsor (Military member or Retiree) **OR** DD Form 1172-2
  - 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 1172-2 should be generated from a DEERS office (which will be scanned into the RAPIDS system) or filled out, signed, dated and notarized by the sponsor.**

### **Replacement Identification Card:**

- Lost or Stolen cards
  - Ft. Sill Incident Report (obtained at the ID Card Section front desk) signed by their Commander or 1SG or Sponsoring Agency
  - 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 TASS
  - 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 TASS
  - LOA on Government Letterhead with travel dates
  - Two (2) Valid Forms of Identification
  - Sponsor (Military member or Retiree) **OR** DD Form 1172-2
  - OR**  
Spouse with a General Power of Attorney

**NOTE: The DD Form 1172-2 should be generated from a DEERS office (which will be scanned into the RAPIDS system) or filled out, signed, dated and notarized by the sponsor.**

### **Other ID Cards & Transactions:**

- Transitional Assistance (TA)
  - Current DD 214 (Member 4)
  - Two (2) Valid Forms of Identification
- Retirees
  - Retirement Orders / DD 214 (Member 4)
  - 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 1172-2 (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 1172-2 with a stamp approving the dependent. The DD Form 1172-2 should be brought to the DEERS office in order to issue the ID card.**
- Child Dependency (Permanent Incapacitated)
  - DD Form 1172-2 (Certified by DFAS)
  - DFAS-IN Form 137-5
  - Two (2) Valid Forms of Identification

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

**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 1172-2 with a stamp approving the dependent. The DD Form 1172-2 should be brought to the DEERS office in order to issue the ID card.

- Parent Dependency
  - DD Form 1172-2 (Certified by DFAS)
  - DFAS-IN Form 137-3
  - 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 1172-2 with a stamp approving the dependent. The DD Form 1172-2 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 determination for dependency, sponsors must go to their branch of service to be entered into DEERS.**

- Foreign Military
  - Birth Certificate (Self & Family Members)
  - Marriage Certificate (If Applicable)
  - DD Form 1172-2 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 stating Commissary and shopping privileges
  - DD 214 (Honorable Discharge & Copy #4)
  - Birth Certificate (Self & Family Members)
  - Marriage Certificate (If Applicable)
  - Social Security Cards (All Family Members)
  - Two (2) Valid Forms of Identification (21 yrs. & older)

Fort Sill ID Cards/DEERS  
4700 NW Mow-Way Road, Suite 120  
Fort Sill, OK 73503-9016

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