

DEPARTMENT OF DEFENSE DEERS ENROLLMENT AND ID CARD ISSUANCE

The DoD is committed to protecting the security of our nation and its people by issuing identification (ID) cards to individuals requiring access to government systems and facilities and to eligible individuals authorized to receive Uniformed Service benefits and privileges by law. The Defense Enrollment Eligibility Reporting System (DEERS) enrollment and ID card issuance process consists of several steps to ensure the correct ID card is issued and the appropriate benefits and privileges are assigned.

The Department is equally committed to the safety of our personnel and beneficiaries, including retirees and other high-risk populations. This includes ensuring continued access to healthcare and other benefits during this time of increasing precaution and restrictions in response to coronavirus (COVID-19). The following information applies to individuals whose ID card expires between January 1, 2020 and July 31, 2021. Where feasible, cardholders are encouraged to attempt to schedule an appointment at their nearest D card site for ID card reissuance prior to pursuing remote issuance procedures.

SUMMARY

Populations with Expiring DoD ID Cards	1
Populations Requiring First Time Enrollment and ID Card Issuance	2
Where to Mail, Fax, or Email Documents	3

POPULATIONS WITH EXPIRING DoD ID CARDS

POPULATION	IMPACT TO BENEFITS	ACTION (AS INDICATED)
Sponsors and Dependents turning age 65	You must be enrolled in Medicare Part B for continued benefits.	- Sponsor check milConnect to see whether Medicare Part B has been reported. - Sponsor mail, fax, or email: - o Completed DD Form 1172-2, indicating that sponsor is providing over 50% support - o Proof of enrollment in Medicare Part B - Cardholder can continue to use current DoD ID card.
Dependents turning age 21	The dependent child must be enrolled as: - A full-time student, or - An incapacitated dependent, with an approved medical and financial dependency determination, or, be registered for TRICARE Young Adult(TYA) for continued eligibility.	- Students: Sponsor mail, fax, or email: - o Completed DD Form 1172-2, indicating that sponsor is providing over 50% support - o Proof of enrollment as a full-time student - Incapacitated Dependents: Sponsor mail, fax, or email: - o Completed DD Form 1172-2 - o Approved Medical Sufficiency Statement - o Approved Financial Dependency Determination - TRICARE Young Adult (TYA): Sponsor mail, fax, or email: - o Completed DD Form 1172-2 - o Proof of enrollment in TRICARE Young Adult - Expired USID card will need to be renewed, reflecting the change of status for the dependent for accessing medical care and installation. - After student or incapacitation status is updated in DEERS, take action to ensure TRICARE enrollment is extended. Refer to https://tricare.mil/enroll for more information on how to enroll.

Guard and Reserve Members and Dependents	Benefits for National Guard and Reserve members and their dependents are directly tied to the member's active duty status. If the member's active duty status is extended, benefits are extended as well.	- If active duty status extended, check to ensure TRICARE enrollments are extended. Take action if needed.* - If active duty status completed: - o Purchase TRICARE Reserve Select or utilize TRICARE Prime or Select, if eligible, under the Transitional Health Care (THC) Program (also known as TAMP).* - Member can continue to use current DoD ID card. Note: Member who has an expired CAC or USID card will need to renew their card, to include a dependent family member who has an expired USID card. The USID card will need to be renewed, reflecting the change of active duty status of their sponsor in order for the dependent to access medical care and an installation. *Refer to https://tricare.mil/enroll for more information on how to enroll in, or purchase, TRICARE.
Retiring Service Members and Dependents	Benefits for members who are retiring and their dependents are tied to the member's status.	- Must enroll in TRICARE Prime or Select. Refer to https://tricare.mil/enroll for more information on how to enroll. - Can continue to use current DoD ID card. Note: Refer to "Dependents turning age 21" above.

POPULATIONS REQUIRING FIRST TIME ENROLLMENT AND ID CARD ISSUANCE

POPULATION	ACTION (FOR SPONSOR)
Spouse	- Mail, fax, or email: - o Completed DD Form 1172-2 - o Marriage Certificate - o Birth Certificate (optional but preferred) - o Proof of enrollment in Medicare Part B (if aged 65 or older) - o A portrait type photograph (either 8"x10" or 5"x7" if mailed or faxed), if requesting first time ID card issuance remotely
Legitimate Child	- Mail, fax, or email: - o Completed DD Form 1172-2 - o Birth Certificate OR Certificate of Live Birth OR FS-240, "Consular Report of Birth Abroad" - o A portrait type photograph (either 8"x10" or 5"x7" if mailed or faxed), if requesting first time ID card issuance remotely (child age 14 or older)
Adopted Child	- Mail, fax, or email: - o Completed DD Form 1172-2 - o Birth Certificate OR Certificate of Live Birth OR FS-240, "Consular Report of Birth Abroad" - o Adoption Decree - o A portrait type photograph (either 8"x10" or 5"x7" if mailed or faxed), if requesting first time ID card issuance remotely (child age 14 or older)
Stepchild	- Mail, fax, or email: - o Completed DD Form 1172-2 - o Birth Certificate OR Certificate of Live Birth OR FS-240, "Consular Report of Birth Abroad" - o Sponsor's Marriage Certificate - o A portrait type photograph (either 8"x10" or 5"x7" if mailed or faxed), if requesting first time ID card issuance remotely (child age 14 or older)

Pre-Adoptive Child	- Mail, fax, or email: - o Completed DD Form 1172-2 - o Placement Agreement that states intent to adopt OR Court Document that states intent to adopt - o Birth Certificate, if Placement Agreement/Court Document does not specify date of birth OR Certificate of Live Birth OR FS-240 - o A portrait type photograph (either 8"x10" or 5"x7" if mailed or faxed), if requesting first time ID card issuance remotely (child age 14 or older)
Illegitimate Child	- Mail, fax, or email: - o Completed DD Form 1172-2 - o Birth Certificate OR Certificate of Live Birth OR FS-240, "Consular Report of Birth Abroad" - o Court Order that establishes paternity OR Consent Order of Paternity that establishes paternity OR Military Staff Judge Advocate (SJA)/Judge Advocate General (JAG) Legal Opinion that establishes paternity OR Voluntary Acknowledgement of Paternity (VAP) - o A portrait type photograph (either 8"x10" or 5"x7" if mailed or faxed), if requesting first time ID card issuance remotely (child age 14 or older)
Foster Child	- - Mail, fax, or email: - o Completed DD Form 1172-2 - o Birth Certificate OR Certificate of Live Birth OR FS-240, "Consular Report of Birth Abroad" - o Placement Agreement that places the child with the Sponsor OR Court Document that places the child with the Sponsor - o A portrait type photograph (either 8"x10" or 5"x7" if mailed or faxed), if requesting first time ID card issuance remotely (child age 14 or older)
Ward	- Mail, fax, or email: - o Completed DD Form 1172-2 - o Birth Certificate OR Certificate of Live Birth OR FS-240, "Consular Report of Birth Abroad" - o Approved Financial Dependency Determination indicating that Sponsor provides over 50% support - o Placement Agreement that places the child with the Sponsor for at least 12 consecutive months OR Court Document that places the child with the Sponsor for at least 12 consecutive months - o A portrait type photograph (either 8"x10" or 5"x7" if mailed or faxed), if requesting first time ID card issuance remotely (child age 14 or older)
Incapacitated Child	- Mail, fax, or email: - o Completed DD Form 1172-2 - o Birth Certificate OR Certificate of Live Birth OR FS-240, "Consular Report of Birth Abroad" - o incapacitated dependent with an approved medical and financial dependency determination. - A portrait type photograph (either 8"x10" or 5"x7" if mailed or faxed), if requesting first time ID card issuance remotely (child age 14 or older)
Parent	- Mail, fax, or email: - o Completed DD Form 1172-2 - o Sponsor's or Spouse's Birth Certificate OR Certificate of Live Birth OR FS-240, "Consular Report of Birth Abroad" - o Approved Financial Dependency Determination indicating that Sponsor provides over 50% support - o Proof of enrollment in Medicare Part B (if aged 65 or older) - o A portrait type photograph (either 8"x10" or 5"x7" if mailed or faxed), if requesting first time ID card issuance remotely

Former Spouse	- Mail, fax, or email: - o Completed DD Form 1172-2 - o Marriage Certificate - o Divorce Decree - o Statement of Service OR DD Form 214 - OR Dates of Inclusive Service (from Personnel System) - o Proof of enrollment in Medicare Part B (if aged 65 or older) - o Statement certifying that the former spouse has not remarried since divorce from their former sponsor - o Statement certifying that former spouse has no medical coverage under an employer sponsored health plan - o A portrait type photograph (either 8"x10" or 5"x7" if mailed or faxed), if requesting first time ID card issuance remotely
---------------	--

WHERE TO MAIL, FAX, OR EMAIL DOCUMENTS

SPONSORING UNIFORMED SERVICE	
United States Army	Contact your nearest RAPIDS Site for assistance. For remote DEERS eligibility updates, please contact your nearest ID card site.
United States Marine Corps	For individuals unable to access a RAPIDS site due to closures and/or limited services, the Marine Corps DEERS Project Office will remotely process new enrollments ONLY. Individuals enrolled in this manner will have 90 days to provide original documents to Verifying Officials (VO) at the RAPIDS site once normal site operations resume. Required documents should be emailed (preferred) to both mary.stroz@usmc.mil and donna.rodgers@usmc.mil or faxed to (703) 432-2591.

	Requests for enrollments can take up to 10 business days to be processed from time of receipt. DoD Identification Cards will not be issued remotely through this process. Fax requestors must provide a valid email address on the request for notification of both receipt and completion.
United States Navy	For members initially applying for benefits as a former spouse or incapacitated dependent please go to https://www.public.navy.mil/bupers-npc/support/paypers/ID_Cards/Pages/Benefits.aspx for required documentation and mailing address. For secondary dependents (wards/parents/parent-in-laws) refer to https://www.dfas.mil/. For DEERS data corrections contact My Navy Career Center at 1-833-330-6622. For remote DEERS enrollment, please contact My Navy Career Center at 1-833-330-6622 for a listing of Navy RAPIDS sites authorized to process the enrollment. For USID card issuance by mail, please visit ID Card Office Online at https://idco.dmdc.osd.mil/idco to locate your nearest ID card issuing facility. Requests for remote enrollments can take up to 10 business days to be processed from time of receipt. All requests must contain a valid email, telephone number, and mailing address for processing.

United States Air Force	Online and remote DEERS services are available for individuals unable to visit an Air Force or Uniformed Services RAPIDS site. Air Force online and remote services may vary according to local protocol and staff availability. Check for locations and hours at https://idco.dmdc.osd.mil/idco, or call the Total Force Service Center (TFSC) at 1-800-525-0102 opt 1 (Active Duty or Regular Retired), or opt 3 (ANG or AFRC). Note: ID Card Office Online at https://idco.dmdc.osd.mil/idco compliments the Air Force online and remote capabilities for DEERS services. Additional Air Force DEERS services are provided for the following: Air Force divorced spouses seeking initial DEERS eligibility determinations (Active Duty and Regular Retired): afpc.dp2ssm.deers@us.af.mil, or FSS Customer Services staff can send requests on behalf of service members and their dependent family members for DEERS record assistance to the "Contact Us" myPers RNT link at: https://mypers.af.mil/app/answers/detail/a_id/12808. Air Force DEERS records corrections, changes, and updates (Active Duty and Regular Retired): afpc.dp2ssm.deers@us.af.mil Air National Guard and Air Force Reserve (ARC) FSS' Customer Services staff can submit DEERS records inquiries, including corrections, changes, and updates: https://mypers.af.mil/app/dynamicforms/display/form/442 Air National Guard and Air Force Reserve (ARC), and Reserve Retired (ResRet) can submit DEERS inquiries: https://myPers.af.mil/app/dynamicforms/display/form/441 Air National Guard and Air Force Reserve (ARC) former spouses can submit their initial eligibility determinations to: TFSC_2@MYPERSMAIL.AF.MIL, (includes Retired-Reserve and Retried ARC members on behalf of an ex-spouse).
United States Coast Guard	For ID card issuance, contact your nearest RAPIDS site for assistance by visiting the https://idco.dmdc.osd.mil/idco website. Former spouse determinations, Incapacitated dependent applicants, and other special dependency determinations, contact the Coast Guard's Pay and Personnel Center (PPC) at (785) 339-3441. Coast Guard members with DEERS discrepancies must contact their unit Service Personnel Office (SPO) for data accuracy.
United States Public Health Service Commissioned Corps	Contact your nearest RAPIDS Site for assistance.
National Oceanic and Atmospheric Administration Commissioned Officer Corps	Contact your nearest RAPIDS Site for assistance.

ID Card Office Online (IDCO):
<https://idco.dmdc.osd.mil/idco>