

CAMP MERRILL ID CARD INFO

SITE ID: 620425

Office Hours: Appointment Only

Tuesday: 9:00 AM - 12:00 PM,
1:00 PM - 3:00 PM

Thursday: 9:00 AM - 12:00 PM,
1:00 PM - 3:00 PM

Address:

Camp Frank D. Merrill
1 Camp Merrill Drive
ATTN: 5th RTB S1
Dahlonega, GA 30533
(706) 626-4000

AVAILABILITY:

*****NO WALK-INS will be accepted. This location is by APPOINTMENT ONLY - no exceptions.***** This is not a fully provisioned ID Card section with multiple devices and support staff. Our availability is dependent on the published unit training calendar, unit mission priorities, and Certified RAPIDS User availability. Therefore, all appointments may be subject to short-notice or no-notice cancellation and/or rescheduling. We are committed to providing quality service by a professional staff, and will do everything within our means to accommodate as many requests our restricted schedule permits.

PROOF OF IDENTITY

18 Yrs. or older MUST present 2 Forms of ID. Expired Identification are NOT ACCEPTED as a valid ID. All Identification MUST be CURRENT. We CANNOT accept a Line Badge, Company Badge, Medicare cards, W-2, Concealed Weapons Permit/Licenses, or School ID.

PROOF OF IDENTITY; CONT

EXPIRED IDENTIFICATION IS NO LONGER ACCEPTABLE. THIS INCLUDES IDENTIFICATION CARDS AND DRIVERS LICENSES FROM STATES THAT ALLOW MEMBERS OF THE MILITARY AND THEIR FAMILY MEMBERS TO RETAIN THEIR LICENSES AFTER THEY EXPIRE

PROOF OF IDENTITY; CONT

IF THE IDENTIFICATION OR LICENSE HAS EXPIRED DATE, OR DRIVER'S LICENSES WITHOUT AN EXPIRATION DATE, IT IS NOT ACCEPTABLE. IF THE EXP DATE FIELD STATES "MILITARY" IT CAN STILL BE USED. DRIVER'S LICENSE WITH 00/00/0000 IS NOT VALID.

PROOF OF IDENTITY; CONT

A verification letter from the Social Security Administration is allowed in place of a Social Security Card as long as both pages are presented (page 1 has the individual's name, page 2 has the individual's social security number).

COURT DOCUMENTS

All court documents (i.e. marriage, divorce, adoption and wards) must be state or county certified stating that it has been filed and recorded in the courthouse. Must be original and have a file number. Cannot accept divorce decrees from lawyers office.

DOCUMENTATION; CONT

All foreign documents must be original, the Apostille and the translated copy in English. Documents can be translated through Military One Source.

LOST OR STOLEN ID CARD, MILITARY MEMBERS

A memorandum or Counseling Statement HAS TO BE DIGITALLY SIGNED BY E7 AND ABOVE AND TWO acceptable forms of ID. One form MUST be an unexpired photo with the names matching.

LOST OR STOLEN ID CARD, DOD/DA CIV EMPLOYEE

Memo from the Civilian Personnel HR Dept. and NAF employees Memo from their supervisor describing the date, place & circumstance on the activity's letterhead, dated & signed. TWO acceptable forms of ID, One MUST be an unexpired photo with matching names.

LOST OR STOLEN ID CARD, DOD CONTRACT PERSONNEL

Memo must be on the activity's letterhead dated & signed from the contractor's COR, Trusted Agent Sponsorship system (TASS) describing the date, place & circumstances. TWO acceptable forms of ID, One MUST be an unexpired photo with matching names.

LOST OF STOLEN ID CARD, FAMILY MEMBERS/DEPENDENTS

Over the age of 18 you must present TWO acceptable forms of ID, One MUST be an UNEXPIRED photo with matching names on each identity documentation.

LOST OR STOLEN ID CARD, RETIREES

Must present TWO acceptable forms of ID, One MUST be an UNEXPIRED photo with matching names on each identity documentation.

ELIGIBILITY REQUIREMENTS, MILITARY MEMBERS

TWO acceptable forms of ID, One MUST be an unexpired photo with matching names. Name change must reflect in DEERS prior to arrival. Names must match on both ID's. You may Log onto Mil Connect to verify name change.

ELIGIBILITY REQUIREMENTS, DOD CONTRACTORS

All data must be previously input and verified through the Trusted Agent Sponsorship System (TASS). Must have two (2) Accepted forms of ID, One MUST be an Unexpired photo. All names must be the same on each identity documentation as they appear in DEERS.

ELIGIBILITY REQUIREMENTS, DOD CIVILIAN

All data must be previously input through Civilian Personnel Advisory Center (CPAC) and TWO acceptable forms of ID, One MUST be an unexpired photo, ALL documents must have matching names as they appear in DEERS.

ELIGIBILITY REQUIREMENTS, FAMILY MEMBERS

Dependents over the age of 18 MUST present TWO acceptable forms of ID, One MUST be an unexpired photo with matching names on each identity documentation as they appear in DEERS. Sponsor must be present or General or Special Power of Attorney.

ELIGIBILITY REQUIREMENTS, RETIREES

Initial Retirement: Retirement Orders and/or DD Form 214 (Member 4 or 8 Copy).

Reserve/National Guard Retirees: Orders authorizing retired pay. Present TWO acceptable forms of ID, One MUST be an UNEXPIRED photo with matching names as they appear in DEERS.

ELIGIBILITY REQUIREMENTS, 100% DAV

Letter from Dept. of Veteran's Affairs, HONORABLY discharged, rated 100% with Commissary and Exchange Privileges. DD Form 214 (Copy #4), and SS Card. TWO acceptable forms of ID, One MUST be an UNEXPIRED photo with matching names. All Original Documents.

ELIGIBILITY REQUIREMENT DAV, CONT

If adding family members: All ORIGINAL documents: Marriage Certificate, Social Security Card and Birth Certificate for each member. 18 yrs. or older, Must present TWO acceptable forms of ID, One MUST be an unexpired photo with matching names.

ELIGIBILITY REQUIREMENTS, FULL TIME STUDENTS 21-23

Full Time students Present letter from school REGISTRAR, it must state: Full-Time, associate degree or higher, and anticipated graduation date. Must present TWO forms of ID, One MUST be an unexpired photo with matching names as appears in DEERS.

FULL TIME STUDENT ELIGIBILITY REQUIREMENTS, CONT

ENROLLED IN A DEGREE PROGRAM, PREVIOUS AND CURRENT ENROLLMENT DATES, EXPECTED GRADUATION DATE ANNOTATED AS FOLLOWS:

(MM/DD/YYYY). BRING TWO UNEXPIRED FORMS OF ID. SPONSOR MUST PROVIDE OVER 50% OF SUPPORT

ADDING FAMILY MEMBERS DOCUMENTATION

Birth certificate and marriage certificate ALL must be original or a true certified copy. Documents must reflect the File Number.

ADDING FAMILY MEMBERS

Original Marriage Certificate, Birth Certificate, SS card, unexpired acceptable photo ID (Original Divorce Decree, Annulment or Death Cert. from previous marriage). If spouse is separating from the service must provide their DD Form 214 (copy 4 or 8)

ADDING FAMILY MEMBERS FOREIGN DOCUMENTS

All foreign documents must have an Apostille and English translation. Please contact the Department of Foreign Ministry Affairs in the country of issuance or Google "Apostille Certification & Country for guidance.

ADDING FAMILY MEMBER 'FOREIGN' DOCUMENTS (CONT'D)

Foreign spouses and their children may be enrolled & issued a 90-day Temporary ID If have applied but has not received a SSN or ITIN (Taxpayer Identification Number). After expiration if not yet received may be issued another 90-day card only by DEERS.

ADDING FAMILY MEMBER 'FOREIGN' DOCUMENTS (CONT'D)

All acceptable documents must be original or certified form in English. Marriage Cert, Birth Cert, acceptable photo ID. If 18 yrs. or older, must present an acceptable UNEXPIRED photo ID with matching names. Do change your name until Naturalized.

ADDING CHILDREN/NEWBORN

All original documentation: Birth Certificate and SS Card. Add newborn original Birth Cert. or Confirmation of birth (Valid for only 30 days), SS Card (90 days to update SSN before health insurance is suspended). See Below for adding illegitimate children

ADDING FAMILY MEMBERS, ILLEGITIMATE CHILD

Original Birth Certificate, SS Card, and one of the following: Voluntary Acknowledgement of Paternity from the State in which the child was born or Court Order establishing paternity. Must present Notarized and Original Forms.

ADDING FAMILY MEMBERS, STEPCHILDREN

Marriage Certificate, Birth Certificate, Original or Certified) SS Card must be original. Documents must reflect File number. If 18 yrs. or older must present an acceptable UNEXPIRED photo ID with matching names.

ADDING FAMILY MEMBERS, ADOPTED CHILDREN

Final Adoption under the age 21, Present Documents: Adoption Decree, Birth certificate (original/certified) and original SS card with same names. If age 18 or older present TWO acceptable forms of ID, One MUST be an unexpired photo with matching names.

ADDING FAMILY MEMBERS 'PRE-ADOPTED'

An Authorized licensed Placement Agency within the U.S. or a U.S. Territory for purpose of Adoption under age 21. Child's Birth Cert, Placement agency letter, or a court order, reflecting date of birth and, recognized by the Secretary of Defense.

ADDING FAMILY MEMBERS, WARD

Court order granting personal & physical custody to the Sponsor for (12) consecutive months or more. Present Birth Cert. and SS card (original). Age 18 or older must have 2 acceptable forms of ID, One MUST be an unexpired photo, matching names.

DFAS DEPENDENCY DETERMINATION APPROVAL

The ID Card Facility DOES NOT handle the approval for these requests. Forms can be picked up at our office; however, we CANNOT provide any guidance on the completion of these documents you must contact DFAS.

DFAS DEPENDENCY DETERMINATION APPROVAL CONT

Once completed you must mail or fax your Packet to DFAS Indianapolis. All packets must be Re-Certified every 4 years. CANNOT CROSS SERVICE, PLEASE GO TO YOUR BRANCH OF SERVICE.

INCAPACITATED CHILD OVER 21 Yrs, DOCUMENTS NEEDED

Documents needed for ID Card: Approval Letter from DFAS; Doctor's letter (in packet); Original SS Card; Birth Cert; Photo ID (Unexpired photo ID, Example: DD Form 1173, State ID, Driver's License, or Passport).

APPROVED DFAS, DOCUMENTS NEEDED

Documents needed to process ID Card:

DRIVING DIRECTIONS TO BENNING MAIN POST ID CARD OFFICE

The address is 8150 Marne Road, Fort. Benning, GA 31905. Take I-185 South to Ft. Benning, go thru checkpoint, Exit at Marne Road, at the light turn right; continue over the bridge. At the next light turn right, the office is directly in front of you.

RAPIDS SELF-SERVICE

DOD common Access Card (CAC) holders may access their DEERS record to make changes, perform CAC/PIV updates, or sign the DD Form 1172-2 using RAPIDS Self-Service (RSS):
https://www.dmdc.osd.mil/self_service