

**FORT BUCHANAN ID CARDS/DEERS  
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 Form of Identification
- Civilian CAC
  - Enrolled in DEERS via Civil Service Personnel System
  - Two (2) Valid Forms of Identification
  - DoD e-mail account established with a .mil domain or AKO account for DA Civilians
  - Approved DD 1172-2 from servicing CPAC is needed
  - Transportation agreement (If Applicable)
- Contractor's CAC & Other Federal Affiliate CAC
  - Entered into DEERS through the Contractor's Verification System (CVS)
  - Two (2) Forms of Valid Identification
  - DA Contractors – AKO account needs to be established before issuance of CAC
  - DoD Contractors – e-mail account established with .mil domain

**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 from previous marriage (If applicable)
    - Two (2) Valid Forms of Identification
    - Birth Certificate (Original)
  - Newborns
    - Sponsor (Military Member or Retiree)
    - Birth Certificate/ Live Birth Documentation (Original)
    - Social Security Card (If applicable)
    - \*\*ID Cards needed for children under age 10; If sponsor is Divorced or Dual Military; Single mother born out of wedlock.
- NOTE:** If the spouse is entering the child into the system, he/she will need to be in DEERS under the sponsor and have a GENERAL or SPECIAL power of attorney.
- Stepchildren
    - Sponsor must be present
    - Marriage Certificate
    - Birth Certificate (Original)
    - Social Security Card
    - Two (2) Valid Forms of Identification (21 years or older)
- NOTE:** If Spouse is entering child into the system he/she will need to be in DEERS and have a GENERAL or SPECIAL power of attorney.
- Illegitimate Children
    - Sponsor must be present
    - Court Order establishing Paternity (DNA)
    - Birth Certificate (Original)
    - Social Security Card
    - Voluntary Acknowledgement of Paternity

- Wards and Foster Children (Army only)
  - Court Documentation (Legal and Physical Custody for 12 consecutive months)
  - Birth Certificate (Original)
  - Social Security Card
  - Two (2) Valid Forms of Identification (21 years or Older)
  - **OR**
  - Approved Dependency for Ward from DFAS (DD Form 137-7)
  - Approved 1172-2 from DFAS
  - Birth Certificate (Original)
  - Social Security Card
  - Two (2) Valid Forms of Identification (21 years or Older)

**NOTE:** If Spouse is entering child into the system he/she will need to be in DEERS and have a GENERAL or SPECIAL power of attorney.

**Renewal of CACs:** (45 days prior to expiration)

- Geneva Convention Identification Card & Civilian CAC
  - Verified record in DEERS
  - Two (2) Valid Forms of Identification
  - Transportation agreement (If Applicable)
- Contractor's CAC & Other Federal Affiliate's CAC
  - Updated information in CVS with a new expiration date
  - Two (2) Valid Forms of Identification
  - DoD – DECA – NAF DEERS Verification 1172-2

**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 1172-2 **OR** Power of Attorney
  - Two (2) Valid form 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 signed by a VO.

- Children (10 years- 20 years)
  - Sponsor (Military member or Retiree) **OR** DD Form 1172-2 **OR** spouse with General Power of Attorney
- Children (21 years- 23 years)
  - Sponsor (Military member or Retiree) **OR** DD Form 1172-2 **OR** Spouse with General Power of Attorney
  - School Letter (The registrar office letter with the seal should state that the individual is a full time student with 12 credit 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 can be faxed from ID office to ID office) or filled out, signed, dated and signed by the VO.

**Replacement Identification Card:**

**ALL DOCUMENTS MUST BE ORIGINAL!!!!**

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REQUIRED DOCUMENTS MANDATORY FOR AN  
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- Lost or Stolen cards
  - Police Report
  - Military – Memorandum signed by the Commander
  - Civilian – Memorandum signed by the Director or Supervisor
  - Two (2) Valid Forms of Identification
- Reenlistments or Promotions
  - Current Orders
  - Two (2) Valid Forms of Identification
- **Parent in Law ONLY** – Marriage Certificate of 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 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 the spouse if it is for his/her parent.**

**Geneva Convention (GC):**

- Senior Executive Service (SES) Member
  - Official Travel Ordered/ Memorandum
  - Two (2) Valid Forms of Identification
- Contractors
  - Entered into DEERS through CVS
  - LOA on the SPOT form
  - Two (2) Valid Forms of Identification
- Other Federal Affiliates (Department of State (DOS) and Federal Bureau of Investigation (FBI))
  - Entered into DEERS through CVS
  - LOA on the SPOT form
  - Two (2) Valid forms of Identification
  - Marriage Certificate – Divorce – Birth Certificate

**\*\*For Initial determination for dependency, sponsors must go to their branch of service to be entered into DEERS.**

**Other ID Cards & Transactions:**

- Transitional Assistance (TA)
  - Current DD 214 & REFRAD Orders
  - 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
- DOD Beneficiary (DB)
  - Two (2) Valid Forms of Identification
- Child Dependency (Incapacitated child over 21)
  - Approved Dependency for Incapacitated Child Over 21 from DFAS (DD Form 137-5)
  - DD Form 1172-2 (Certified by DFAS)
  - Birth Certificate (Original)
  - Social Security Card
  - Two (2) Valid Forms of Identification
  - MEDICARE PART B (If applicable)

**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)
  - Approved Dependency for Parent from DFAS (DD Form 137-3) or Letter from Branch, NAVY, Air Force or DAV Contact Office
  - Birth Certificate (Sponsor or Spouse which shows relationship to Parent or In-Law)

- Mail in request ID card for Patrons who cannot report in person
  - Verification of circumstances (Doctor's Letter)
  - Notarized 8x10 photo with characteristics on the back
  - Two (2) valid forms of Identification

**NOTE: The DD Form 1172-2 should be generated from a DEERS office (which can be faxed from ID office to ID office) or filled out, signed, dated, and signed by a VO.**

- Pre-Adoptive Children
  - Document from placement agency
  - Birth Certificate (Original)
  - Social Security Card
- 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**)
  - 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's (DAV)
  - 100% Disability Letter from VA
  - DD 214 (Honorable Discharge & copy #4)
  - Birth Certificate (self and family members)
  - Marriage Certificate (If applicable)
  - Social Security Number (All Family Members)
  - Two (2) Valid Forms of Identification (21 yrs & Older)
- AAFES and NON CAC Holder ID Cards (DA Form 1602)
  - Two (2) Valid Form of Identification
  - Completed Identification form or completed Signed DA Form 1602
- Mail request ID Card for Patrons living in South America
  - Photo 8 x 10 with characteristics on the back
  - Two (2) Valid Form of Identification
  - DD Form 1172-2 verify by the US Embassy
  - All documents will be verify by the US Embassy
  - All request will be mailed out by US Embassy

**VALID FORMS OF IDENTIFICATION:**

- US Passport
- Permanent Resident Card/ Alien Registration Receipt Card (Form I-551)
- An unexpired foreign passport with a temporary I-551 stamp

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- An unexpired Employment Authorization Document that contains a photograph (Form I-766)
- An unexpired foreign passport with an unexpired Arrival-Departure Record (Form I-94 or I-94A)
- Driver's license or ID card issued by a state unexpired
- ID card issued by Federal, State or local government agencies or entities
- School ID card with photograph
- US 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 Canadian government authority unexpired
- U.S. Social Security card
- Certification of Birth Abroad by the Department of State (Form FS-545)
- Certification of Report of Birth issued by the Department of State (Form DS-1350)
- Original or certified copy of a birth certificate
- U.S. Citizen ID card (Form I-197)
- ID Card use of Resident Citizen in the United States (Form I-179)
- Employment Authorization document issued by DHS
- **Valid forms cannot be expired**

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