Enclosure 2

WEST POINT ID CARD FACILITY

****Appointments highly recommended****

To make an appointment please visit: https://idco.dmdc.osd.mil/idco/



Hours of operation:

Monday thru Friday 0800-1130 & 1300-1500

1st and 3rd Thursday every month 1300-1530

PIN RESETS ARE A WALK-IN SERVICE

IF YOU HAVE LOST YOUR CARD OR NEED ADDITIONAL ASSISTANCE, PLEASE CALL 845-938-2607

Address: 622 Swift Road
West Point, NY 10996-1926

Phone: 845-938-2607
Fax: 845-938-6559

FOR NEW EMPLOYEES:

Supervisors: Starting on day 2, contact the Military Personnel Division (MPD) ID Card Office, (845) 938-2607 and ask them to check if your new employee is enrolled in DEERS. You may have to do this daily. They will need the new employee's social security number, date of birth and last name. If MPD states that your new employee is DEERS, ask them to schedule an appointment. Make sure you tell them this for new employee.

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. (Listing of acceptable documents listed on reverse)

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 list above, but cannot be of the same type as the primary identity source document.[1] An expired Common Access Card (CAC) or Uniformed Services Identification (USID) card may be used as a secondary identity source document for reissuance of the same type of identification card, but is not acceptable for initial issuance.

- 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)

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[1] For example, if the primary source document is a foreign passport (e.g., Italy), the secondary source document should not be another foreign passport (e.g., France).

- 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 I-327)
- 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
- Native American tribal document
- Foreign Birth Certificate with certified English translation (USID ONLY)