INFORMATION/DOCUMENTS REQUIRED TO RECEIVE AN ID CARD

(Please note that this information is a guideline to be used in the application process and that your exact situation may not be listed below, any questions should be directed to the DEERS / ID Section)

Eligibility for an ID CARD is determined by:

1) Verifying the pre-existing DEERS record and/ or
2) An original, verified DD Form 1172, **no more than 90 DAYS OLD** with SECTIONS 1 and 2 completed, SECTION 3 signed and dated by sponsor, and SECTION 4 completed and signed by a Verifying Official (VO) and/ or
3) The following ORIGINAL documents (**Only certified copies are acceptable**):

ALL MILITARY SERVICEMEMBERS (IE ACTIVE DUTY, RESERVE, NATIONAL GUARD, ARMY, MARINES, NAVY, COAST GUARD)

1) Two valid forms of ID (**One must be a photo i.e. Driver's License, State, Federal or Government ID and/or Passport**)
2) All Army SM should have an AKO (military email) and Marines should be in Duty Uniform

RETIRED SPONSORS

1. Retirement orders or DD FORM 214 with retirement statement (The effective date of retirement must be within 60 days for an ID Card to be issued on the same day)
2. Two valid forms of ID (**One must be a photo i.e. Driver's License, State, Federal or Government ID and/or Passport**)

SPOUSE AND DEPENDENT ID CARD RENEWAL*

1. Original DD Form 1172 or original Power of Attorney (If not accompanied by sponsor)
2. Copy of Sponsor's orders **(If sponsor is deployed on a special operation)**
3. Letter from College Registrar's Office for dependent children between the ages of 21-23, certifying full time enrollment status and anticipated graduation date
4. Two valid forms of ID (**One must be a photo i.e. Driver's License, State, Federal or Government ID and/or Passport**)

SPOUSE AND DEPENDENT INITIAL INPUT*

1. Original DD Form 1172 or Original Power of Attorney (**If not accompanied by sponsor**)
2. Original Marriage Certificate
3. Original Divorce Decree is required if sponsor was previously married
4. Original Birth certificates of all dependents
5. Acknowledgement of Paternity **(if child born out of wedlock)**
6. Original Social Security Card or Tax ID card/letter for all dependents
7. Letter from College Registrar's Office for dependents between the ages of 21-23 certifying full time enrollment status and anticipated graduation date
8. Two valid forms of ID (**One must be a photo i.e. Driver's License, State, Federal or Government ID and/or Passport**)

DEPENDENTS OF DECEASED (ACTIVE DUTY OR RETIRED) SPONSOR

1. Death certificate or Report of Casualty (DD Form 1300)
2. Retirement orders (If applicable)
3. Original Marriage Certificate
4. Original Birth certificates of all dependents
5. Original Social Security Card or Tax ID card/letter for all dependents
6. Two valid forms of ID (**One must be a photo i.e. Driver's License, State, Federal or Government ID and/or Passport**)

100% DISABLED VETERANS AND DEPENDENTS

1. Honorable discharge, DD Form 214, or statement of service from the VA
2. Letter from the VA certifying 100% disability rating and if and when a future examination is scheduled; also letter verifying dependents who are listed in VA records
3. Original Marriage Certificate
4. Original Divorce Decree is required if sponsor was previously married
5. Original Birth certificates of all dependents
6. Original Social Security Card or Tax ID card/letter for all dependents
7. Two valid forms of ID (**One must be a photo i.e. Driver's License, State, Federal or Government ID and/or Passport**)