

DOCUMENTATION REQUIREMENTS IN ACCORDANCE WITH:

Refer to CAC.MIL DoD List of Acceptable Identity Documents for a complete list of authorized ID documents for DEERS enrollment.

TWO FORMS OF ORIGINAL, VALID, UNEXPIRED US STATE/FEDERAL ID ARE REQUIRED FOR DOD ID CARD ISSUANCE FOR RECIPIENTS 18 YEARS OF AGE AND OLDER **NO LAMINATED DOCUMENTS ACCEPTED**

1. Primary ID with photograph: U.S. Military ID, PIV Card, U.S. Driver's License or State ID Card, U.S. Passport or Card, Foreign Passport, Permanent Resident Card (I-551)

2. Secondary ID: Social Security Card, US Birth Certificate, Voter's Registration Card, photo ID card issued by federal-state-or-local government, Certificate of U.S. Citizenship N-560 or N-561, Certificate of Naturalization (Form N-550-or N-570), U.S. Citizen ID Card (Form I-197), Employment Authorization Card containing a photograph (Form I-688 A or B), Canadian Driver's License, or Native American Tribal Document. **OR** Two forms of Primary ID may be presented.

LOST/STOLEN /DAMAGED CAC'S:

Does not require an appointment, but will need the following. Active Military and Reservist need Letter of Memorandum prepared on Unit Letterhead signed by the Commanding Officer, Officer in Charge or Noncommissioned Officer for the Military. DOD Civilians need a Letter of Memorandum prepared on Unit Letterhead signed by current Supervisor. Contractors need a letter of Memorandum prepared on Unit letterhead signed by the Contracting Officer Representative. Will also need two forms of Identification. A valid primary photo ID and a secondary proof of identification.

CAC/DOD ID RENEWAL ACTIVE OR RESERVE:

CAC ID'S can be renewed 30 days prior to expiration. CAC's are also renewed when service member is promoted. Must make an appointment. Upon renewal provide a second form of unexpired state or federal ID or a Social Security Card.

ENROLLING A SPOUSE:

Provide the Certified Marriage Certificate, Certified Birth Certificate, Original Social Security Card (signed and not laminated), an unexpired State/Federal Photo Identification Card, Divorce Decree if previously married. Age 65+ must present Medicare Card.

ENROLLING NEWBORN:

The first 90 days after birth are automatic coverage for TRICARE. The sponsor has a total of 90 days to get the child enrolled into DEERS to get them covered by TRICARE after that time frame. To get the child enrolled the documents required are the county/state certified birth certificate and social security card. We are no longer authorized to use hospital proof of birth. Signed DD Form 1172-2 required.

FAMILY MEMBER CARD / 18 AND OVER:

Renew 30 days prior to expiration. Provide two forms of unexpired State/Federal ID: two Photo IDs (DOD ID, Driver's License or State ID, Passport), or a Photo ID and Social Security Card. Signed DD Form 1172-2 or valid General or Special Power of Attorney. Names on the documents must be the same name.

FAMILY MEMBER CARD / 10 TO 17 YEARS:

Provide Certified Birth Certificate and Social Security Card for initial ID card issuance. Signed DD Form 1172-2 required.

FAMILY MEMBER CARD / 10 AND UNDER:

Issued only to Children of Dual Active Duty or Single Parents. Must provide Certified Birth Certificate and Social Security Card. Signed DD Form 1172-2 required.

ENROLLING ILLEGITIMATE CHILD / SINGLE MALE SPONSOR:

Female Sponsor: County/state certified birth certificate and social security card. **Male Sponsor:** (1) Provide a court order establishing paternity signed by a judge and the child's birth certificate and social security card; (2) A Voluntary Acknowledge of Paternity (VAP) document issued or recorded by the State Health and Human Services or State Registrar Vital Records Department, county/state certified birth certificate and social security card. Note: Paternity tests alone are not sufficient for initial DEERS enrollment.

ENROLLMENT STEPCHILD:

Certified Marriage Certificate, State Certified Birth Certificate and Social Security Card. (must have all documents for enrollment)

ENROLLMENT FORMER SPOUSE OR RENEWAL:

Provide 20/20/20 or 20/20/15 Former Spouse Determination Approval Letter (must provide each time for renewal) with two forms of ID: Valid State/Federal photo ID and Social Security Card. Former Family Member ID will NOT be accepted and will be confiscated.

ENROLLMENT MEDICARE:

MUST PRESENT MEDICARE CARD WITH PART 'A' AND 'B' for Tricare for Life Benefits. Cannot update until 21 days prior of expiration of current ID card. Two Photo IDs (DOD ID, Driver's License or State ID, Passport), or a Photo ID and Social Security Card. Signed DD Form 1172-2 or Valid General or Special Power of Attorney. Names on the documents must be the same name.

FULL TIME STUDENT AGE 21 TO 22:

Renew within 90 days of the 21st birthday. MUST be attending an accredited institution of higher learning. Provide letter from the School Registrar's Office reflecting Full Time Status and an Estimated Date of Graduation. Sponsor is responsible for extending Eligibility. Provide two forms of unexpired State/Federal ID: two Photo IDs (DOD ID, Driver's License or State ID, Passport), or a Photo ID and Social Security Card. Signed DD Form 1172-2 required.

TRICARE YOUNG ADULT (TYA):

Young Adult must be enrolled in Tri-Care Young Adult (TYA) prior to ID card issuance. Provide two forms of unexpired State/Federal ID: Driver's License and Social Security Card or Birth Certificate. Signed DD Form 1172-2 required.

DOD CIVILIAN EMPLOYEES:

CACs can be renewed 30 days prior to expiration. Provide two forms of unexpired State/Federal ID: two Photo IDs (DOD ID, Driver's License, State ID, Passport) or a Photo ID and Social Security Card.

CONTRACTOR CACS:

The TASS must be updated to reflect current contract information in DEERS. Provide two forms of unexpired State/Federal ID: two Photo IDs (DOD ID, Driver's License, State ID, or Passport) or a Photo ID and Social Security Card.

TAMP ID (TA-180):

Your DEERS record must be updated by your service to reflect the Transitional Assistance. Provide two forms of ID: Unexpired State/Federal photo ID, Social Security Card or Birth Certificate. **Active Duty CACs not accepted.**

NAME CHANGE SPOUSE:

Provide two forms of ID with the new name: Unexpired State/Federal photo ID and Social Security Card. The Sponsor must be present or provide a DD Form 1172-2 signed by the Sponsor, or a Power of Attorney.

NAME CHANGE CHILD:

Provide Court Order or Adoption Decree authorizing the name change, and Social Security Card and Birth Certificate with the new name. The Sponsor must be present or provide a DD Form 1172-2 signed by the Sponsor, or a Power of Attorney.

NAME CHANGE CIVILIAN EMPLOYEE:

Process the name change through your HR prior to coming to DEERS. Bring the document authorizing the name change and two forms of ID with the new name: Unexpired State/Federal photo ID and Social Security Card.

NAME CHANGE CONTRACTOR:

Process the name change through your TASS Agent prior to coming to DEERS. Bring the document authorizing the name change and two forms of ID with the new name: Unexpired State/Federal Photo ID and Social Security Card.

NAME CHANGES FOR ACTIVE DUTY MEMBERS:

AA FORM FROM THE COMMAND. Bring the document authorizing the name change and two forms of ID with the new name: Unexpired State/Federal Photo ID and Social Security Card.

DISABLED AMERICAN VETERAN ENROLL & RENEW:

Provide the Letter from the VA reflecting 100 percent Disability/Unemployability, DD 214 Member 4 Copy reflecting HONORABLE Separation, Proof of Citizenship, unexpired State/Federal photo ID, and Social Security Card. Bring all documents each visit for lost, stolen or renewal for the family members.

FMCR OR RETIRED (FROM ACTIVE DUTY):

Processed on retirement date, provide DD 214 (Member 4), Retirement Orders, two forms of unexpired State/Federal ID: two Photo IDs (Driver's License, State ID, Passport) or a Photo ID and Social Security Card, Birth Certificate. **CAC'S WILL NOT BE ACCEPT AS IDENTIFICATION.**

RESERVE RETIRED TO RETIRED:

Age 60, or earlier with deployment time, provide the retirement eligibility letter or orders, and two forms of Unexpired State/Federal ID: two Photo IDs (DOD ID, Driver's License, State ID or Passport) or a Photo ID and Social Security Card or Birth Certificate.

IDENTITY DOCUMENTS AND COURT ORDERS:

Documents must be **ORIGINAL** or **CERTIFIED BY THE CUSTODIAN OF THE ORIGINAL DOCUMENT**. Legal Documents and Court Orders must be filed with the recorder's office and stamped "Filed". **DOCUMENTS CAN NOT BE LAMINATED.**

FOREIGN DOCUMENTATION:

Foreign documents must be TRANSLATED INTO ENGLISH and have a Certification of Translation Accuracy Cover Page. The agency must be a member of the American Translators Association. Provide the original foreign document and the certified translated document

TRANSLATION SERVICES AVAILABLE:

Military One Source 1-800-342-9647 (free of charge) for military members, Immi translate, LLC 1-855-609-1500 \$15 PER DOC, ABS Language Service 1-877-512-1195 \$27 PER DOC.

DIVORCE:

Original or Certified Copy of Divorce Decree filed with the County Clerk's Office with "Filed" Stamp.

LOCATION/HOURS OF OPERATION:

MARINE CORPS BASE TWENTYNINE PALMS, CALIFORNIA BLDG 1459 4TH ST AND GRIFFIN RD

MCAGCC TWENTYNINE PALMS, CA 92278.

Monday through Friday 0730-1600.

Closed Federal Holidays and Commanding General's Liberty Scheduled Holidays.

DEERS Office 760 830-5365

SCHEDULE O/L APPTS: <https://idco.dmde.osd.mil/idco>