

REQUIREMENTS FOR ID CARD ISSUANCE

TWO VALID FORMS OF ID ARE REQUIRED FOR ID CARD ISSUANCE (ONE MUST BE A GOVERNMENT ISSUED PHOTO ID)

CAC

Active Duty, Reserve, Guard, Civilian, Contractor, NAF, and AAFES

Promotion orders (if rank change)

Two valid forms of ID

AKO email address if Department of Army

Contractors must be verified in CVS (every time a card is issued)

All lost CACs must have memo from Security Officer or Counseling Statement (E4 & below)

Geneva Convention CAC

Contractor -- must have a **SPOT** LOA (Letter of Authorization) CAAF box must be marked

Civilian – Travel Orders showing deployment to Southwest Asia

Retired Military -- DD 214 or retirement orders and two valid forms of ID

Individual Ready Reserve (IRR) DD 214 and two valid forms of ID

Dependent ID ****Sponsor must be present****

Valid Power of Attorney or signed DD 1172-2 may be used in lieu of sponsor presence

*DD 1172-2 available for CAC holders at Rapids Self Service website at https://www.dmdc.osd.mil/self_service

Spouse -- Two valid forms of ID, Medicare Card (if turning age 65)

Unremarried Widow -- Two valid forms of ID, Medicare Card (if turning age 65)

Former Spouse -- Two valid forms of ID, Medicare Card (if turning age 65)

Dependent child under age 21 -- No ID necessary

Dependent child over age 21 -- (Student)

Two valid forms of ID

Letter from school registrar office

Dependent child over age 21 -- (Incapacitated Child)

Two valid forms of ID

Current Dependency Determination*

Medical Sufficiency Letter

Other Dependent -- (Parent, Parent-in-Law, etc)

Two valid forms of ID

Current Dependency Determination*

*(Dependency Determination must be completed every four years or status change)

DAV (initial issuance) -- Two valid forms of ID, letter from VA stating member is 100% disabled and authorizes commissary and exchange privileges and DD 214

(Over)

REQUIREMENTS FOR DEERS ENROLLMENT

****Birth Certificate and Marriage Certificate must be original or certified copies****
****All foreign documents must be translated to English****

Spouse -- Marriage Certificate, Birth Certificate, Photo ID, and Social Security Card

Former Spouse -- Marriage Certificate, Divorce Decree, complete set of DD 214s or statement of service, and two valid forms of ID)

Dependent Child -- Birth Certificate, Social Security Card

Newborn Child – Birth Certificate, Social Security Card

Dependent Stepchild -- Birth Certificate, Social Security Card, and Marriage Certificate

Illegitimate child of Male Sponsor -- Birth Certificate, Social Security Card, and Court Documentation showing paternity was judicially determined or appropriate documentation of the state with jurisdiction (where mother and child currently reside)

Adopted Child -- Final Adoption Decree, Birth Certificate, and Social Security Card

Ward -- Court documentation naming sponsor guardian for minimum of 12 consecutive months, Birth Certificate, Social Security Card

Dependent Child over age 21 (Student) -- Letter from School Registrar Office

Dependent Child over age 21 (Incapacitated) -- Current Dependency Determination, Medical Sufficiency Statement

Other Dependent (Parent, Parent-in-Law, etc) -- Current Dependency Determination, Social Security Card, photo ID, and sponsor's or spouse's Birth Certificate reflecting parent's name

**If you have any questions or are unsure of any of the requirements listed above please speak with a member of staff.
or call
(520) 533-1608/1645**

Appointments are REQUIRED and available at

<http://www.huachuca.army.mil>
click DEERS/ID appointment icon
Follow the prompts

(Over)