

**FORT A.P. Hill 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
  - Entered into DEERS through Civilian Personnel
  - Two (2) Valid Forms of Identification
- Contractor's CAC & Other Federal Affiliate CAC
  - Entered into DEERS through the Contractor's Verification System (TASS)
  - Two (2) Forms of Valid Identification

**NOTE:** Contact POC to ensure that information has been entered into the TASS

**Initial Enrollment & Dependent ID cards:**

- New Spouse
  - Sponsor (Military Member or Retiree)
  - Marriage Certificate
  - Social Security Card
  - Sponsor's Divorce Decree (If applicable)
  - Two (2) Valid Forms of Identification
  - Birth Certificate
- Newborns
  - Sponsor (Military Member or Retiree)
  - Birth Certificate/ Live Birth Documentation
  - Social Security Card (If applicable)
- CHILDREN BORN OUT OF WEDLOCK:
- Female Sponsors: Child's Birth Certificate and Social Security Number.
- Male sponsors: Court order establishing paternity or State Voluntary Acknowledgement of Paternity Form, Child's Birth Certificate, SSN & legal documents showing adjudicated paternity.

**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
  - Marriage Certificate
  - Birth Certificate
  - 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.

- Wards and Foster Children (**Army only**)
  - Court Documentation (Legal and Physical Custody)
  - Birth Certificate
  - 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:** (30 days prior to expiration)

- Geneva Convention Identification Card & Civilian CAC
  - Verified record in DEERS
  - Two (2) Valid Forms of Identification
- Contractor's CAC & Other Federal Affiliate's CAC
  - Updated information in TASS with a new expiration date
  - Two (2) Valid Forms of Identification

**NOTE:** Contact POC to ensure that information has been updated in TASS.

**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 1172-2 should be generated from a DEERS office (which can be faxed from ID office to ID office) or filled out, signed, dated and notarized by the sponsor.

- 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 letter should state that the individual is a full time student 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 notarized by the sponsor.

**Replacement Identification Card:**

- Lost or Stolen cards
  - Two (2) Valid Forms of Identification
- Reenlistments or Promotions
  - Current Orders
  - Two (2) Valid Forms of Identification

**Geneva Convention (GC):**

- Senior Executive Service (SES) Member
  - Official Travel Ordered/ Memorandum
  - Two (2) Valid Forms of Identification
- Contractors
  - Entered into DEERS through TASS
  - 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 TASS
  - LOA on the SPOT form
  - Two (2) Valid forms of Identification

**ALL DOCUMENTS MUST BE ORIGINAL OR TRUE CERTIFIED COPIES!!!!**

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**Other ID Cards & Transactions:**

- Transitional Assistance (TA)
  - Current DD 214
  - 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
- GC CAC vs. ID & Privilege CAC (LOA-Spot Form)
  - If a cnt is going to Iraq, Afghanistan and/or Kuwait for less than 365 and the DODi box is checked, issue a GC CAC (Emergency Essential-overseas only) for the time of their deployment plus 30 days.
  - If the cnt is going to Iraq, Afghanistan and/or Kuwait for more than 365 and the DODi box is not checked, issue an IP CAC ( non-conus assignment)
  - If a cnt is going to Iraq, Afghanistan and/or Kuwait for less than 365 and the DODi box is not checked, issue a DOD identification CAC.
- DOD Beneficiary (DB)
  - Two (2) Valid Forms of Identification
- Child Dependency (Temporary Incapacitated)
  - DD Form 1172-2 (Certified by DFAS)
  - DFAS-IN Form 27-88
  - Two (2) Valid Forms of Identification

**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.**

- Child Dependency (Permanent Incapacitated)
  - Two (2) Valid Forms of Identification
- Parent Dependency
  - DD Form 1172-2 (Certified by DFAS)
  - DFAS-IN Form 27-88
  - Birth Certificate (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.**

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

- Mail in request ID card for Patrons who cannot report in person
  - Verification of circumstances (Doctor's Letter)
  - Notarized 5x7 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 notarized by the sponsor.**

- Pre-Adoptive Children
  - Document from placement agency
  - Birth Certificate
  - SSN (If Applicable)
- Foreign Military
  - Birth Certificate (Self and Family Members)
  - Marriage Certificate (If applicable)
  - DD Form 1172-2 signed and verified by the embassy
  - Two (2) valid forms of Identification (21 years or older)
- 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
  - 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)

**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
- 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
- ID card issued by Federal, State or local government agencies or entities
- School ID card with photograph
- Voter's Registration Card
- 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
- U.S. Social Security card
- Certification of Birth Abroad by the Department of State (Form FS-545)

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- 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

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