

Overview

Identification Cards (ID) - To use TRICARE benefits, you must have a valid uniformed services or military identification (ID) card, which you can obtain from your nearest ID card office and you must be listed in the Defense Enrollment Eligibility Reporting System (DEERS) database. The ID card states on the back of dependent cards, in the "Medical" block, whether you are eligible for medical care from military or civilian sources.

DEERS - Proper registration in the Defense Enrollment Eligibility Reporting System (DEERS) is instrumental and critical to receiving timely and effective TRICARE benefits. DEERS is a worldwide, computerized database of uniformed services members (sponsors), their family members, and others who are eligible for military benefits, including TRICARE. All sponsors (active duty, retired, National Guard or Reserve) are automatically registered in DEERS. However, the sponsor must register eligible family members. After family members are registered, they can update personal information such as addresses and phone numbers.

Updating Personal Information - You should update your record in the Defense Enrollment Eligibility Reporting System (DEERS) within 30 days whenever you experience a change in lifestyle events, such as marriage, divorce, death, birth or adoption of a child, etc...

Acceptable Documentation to Determine Eligibility for DEERS

- Common Access Card (CAC)
- Teslin ID Card
- Renewal of ID Cards
- Replacement ID Cards

Identification Cards (ID)

Who's Eligible? In general, active duty and retired service members of the uniformed services, and their families, are eligible for TRICARE. The uniformed services include the:

- U.S. Army
- U.S. Air Force
- U.S. Navy
- U.S. Marine Corps
- U.S. Coast Guard
- Commissioned Corps of the Public Health Service
- Commissioned Corps of the National Oceanic and Atmospheric Association.
- Active Duty Service Members and Their Dependents
- Children
- Dependent Parents and Parents-in-Law
- Family of Court Martial Sponsor

- Family of Sponsor Missing In Action
- Foreign Force Members and Their Families
- Un-remarried Former Spouses
- Medal of Honor Recipients and Their Dependents
- Medicare-Eligible Beneficiaries
- National Guard and Reserve Members and Their Families
- Retired National Guard and Reserve Members and Their Families
- Retired Service Members and Their Families
- Survivors

Uniformed services family members and survivors of deceased personnel, who are age 75 and over, are now able to obtain a permanent United States uniformed services ID card. If you are age 75 and over, and are currently in possession of a valid ID card, you may obtain the new permanent ID card within 90 days of its expiration.

Defense Enrollment Eligibility Reporting System (DEERS)

Newborns, Adopted Children and Pre-Adoptive Children

It's important to enroll newborns and adopted children in the Defense Enrollment Eligibility Reporting System (DEERS) to establish TRICARE eligibility for essential well-baby and pediatric health care. By enrolling your newborn or adopted child in DEERS, you may avoid potential claims problems. Enrollment in DEERS is a separate step required before you can enroll in any of the TRICARE program options such as TRICARE Prime, TRICARE Prime Remote for Active Duty Family Members or TRICARE Reserve Select. Learn more about TRICARE eligibility for children.

To establish a newly-born, adopted or pre-adoptive child's TRICARE eligibility in DEERS, you must submit the following to and ID card office:

- An original or certified-copy of a birth certificate or certificate of live birth (signed by the attending physician or other responsible person from a U.S. hospital or military treatment facility), or consular report of birth (FS-240) for children overseas;
- A record of adoption or a letter of placement of the child into the home by a recognized placement/adoption agency or the court before the final adoption; and
- An Application for Department of Defense Common Access Card and DEERS Enrollment (DD Form 1172) signed by the sponsor and verifying official from a uniformed services identification (ID) card-issuing facility.

If the sponsor has not legally established the children's relationship, the parent should contact the nearest uniformed services personnel office for help in determining DEERS eligibility.

It's important for you to apply for your child's Social Security number by visiting the Social Security Administration Web site, or by calling 1-800-772-1213. Once you receive your child's Social Security number, be sure to go to your nearest ID card office to update their DEERS information.

As long as another family member is enrolled in Prime, TRICARE Prime covers newborns for 60 days from their date of birth, adopted children for 60 days from the effective date of the actual adoption, and pre-adoptive children for 60 days from the date of placement of the court or approved adoption agency.

To continue Prime coverage past the first 60 days, you must enroll your newborn or adoptee in either TRICARE Prime or TRICARE Prime Remote Active Duty Family Members (TPRADFM) within the 60 day window. On the 61st day and after, if your child isn't enrolled in Prime or TPRADFM, TRICARE processes all future claims under Standard (higher costs) until you enroll them in Prime or TPRADFM. Your child loses all TRICARE eligibility 365 days after birth or adoption unless they are enrolled in DEERS.

Updating Personal Information in DEERS

The following situations will merit an update of your personal records within DEERS (e.g., change in sponsor's status, retiring or separating from active duty, National Guard or Reserve member activation or deactivation, change in service status (i.e. enlisted to officer, branch change), getting married or divorced, having a baby or adopting a child, moving to a new location for any reason, etc...)

Note: The aforementioned situations are non-inclusive.

- In Person: To add or delete family members, visit a local ID card office. You can search for an office near you by ZIP code, city or state by visiting the ID card office locator. Call the office first to verify location and business hours.
- Via Telephone: By calling the DEERS Support Office at the following toll free telephone number:

DEERS Contact Information:

- Toll-free: 1-800-538-9552 TTY/TTD: 1-866-363-2883
- By Fax: Fax address, e-mail address or phone number changes to the Defense Manpower Data Center Support Office at 1-831-655-8317.
- By Mail: Mail changes to the Defense Manpower Data Center Support Office. You must also mail supporting documentation if you are adding or deleting a family member:
 - Defense Manpower Data Center Support Office Attn: COA 400 Gigling Road Seaside, CA 93955-6771
- Via Online: By accessing the DEERS Web Site @ <https://www.dmdc.osd.mil/appj/address/index.jsp> or the Beneficiary Web Enrollment Web Site @ <https://www.dmdc.osd.mil/appj/bwe/indexAction.do>

Acceptable Documentation to Determine Eligibility for DEERS

- **Common Access Card (CAC) – Additional guidance is provided below categories:**
 - Geneva Convention Identification Card (Military IDs)
 - Entered into DEERS from military personnel
 - Two (2) Valid Forms of Identification
- **Civilian CAC**
 - Entered into DEERS through Civilian Personnel { 1 day to 2 weeks}
 - Two (2) Valid Forms of Identification

- **Civilian Retirees**
 - Entered into DEERS through Civilian Personnel { 1 day to 2 weeks}
 - SF 50 which indicates the grade retired.
 - Two (2) Valid Forms of Identification
- **Contractor's CAC & Other Federal Affiliate CAC**
 - Entered into DEERS through the Contractor's Verification System (CVS)
 - NOTE: Contact POC to ensure that information has been entered into the CVS.
 - Two (2) Valid Forms of Identification
- **Foreign Military**
 - Birth Certificate (Self & Family Members)
 - Marriage Certificate (If Applicable)
 - DD Form 1172 signed and verified by the embassy
 - Two (2) Valid Forms of Identification (21 yrs. & older)

Teslin ID card - Additional guidance is provided below categories:

- **New Spouse**
 - Sponsor (Military Member or Retiree)
 - Marriage Certificate
 - Social Security Card
 - Sponsor's Divorce Decree (If Applicable)
 - Two (2) Valid Forms of Identification
- **Newborns**
 - Sponsor (Military Member or Retiree)
 - Birth Certificate, Certificate or Live Birth Documentation
 - Social Security Card

NOTE: If the spouse is entering the child or children into the system, he/she will need to be in DEERS under the sponsor and have a General Power of Attorney.

- **Stepchildren**
 - Marriage Certificate
 - Birth Certificate
 - Social Security Card

- Two (2) Valid Forms of Identification (18 yrs. & older)

NOTE: If the spouse is entering the child or children into the system, he/she will need to be in the DEERS under the sponsor and have a General Power of Attorney.

- **Wards & Foster Children**

- Court Documentation (Legal and Physical Custody)
- Birth Certificate
- Social Security Card
- Two (2) Valid Forms of Identification (18 yrs. & older)

NOTE: If the spouse is entering the child or children into the system, he/she will need to be in the DEERS under the sponsor and have a General Power of Attorney.

- **Disabled Veteran (DAV)**

- 100% Disability Letter
- DD 214 (Honorable Discharge & Copy #4)
- Birth Certificate (Self & Family Members)
- Marriage Certificate (If Applicable)
- Social Security Number (All Family Members)

Renewal of ID Cards

- **Geneva Convention Identification Card & Civilian CAC**

- Update CAC 30 days prior to expiration
- Two (2) Valid Forms of Identification

- **Contractor's CAC & Other Federal Affiliate's CAC**

- Updated information in CVS with a new expiration date.
- Two (2) Valid Forms of Identification

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

- **Spouse**

- Sponsor (Military member or Retiree) or DD Form 1172 or General Power of Attorney
- Two (2) Valid Forms of Identification

NOTE: The DD Form 1172 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 – 20 years old)**

- Sponsor (Military member or Retiree) or DD Form 1172 or Spouse with a General or Special Power of Attorney

NOTE: The DD Form 1172 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 (21 – 23 years old)**

- Sponsor (Military member or Retiree) OR DD Form 1172 OR Spouse with a General or Special 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 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 Cards

- **Lost or Stolen cards**

- Statement from your organization or command or police report indicating that the card was lost or stolen.
- Two (2) Valid Forms of Identification

- **Reenlistments or Promotions**

- Current Orders, promotion warrant, or appointment certificate
- Two (2) Valid Forms of Identification

- **Civilians (Deploying OCONUS in support of operating forces)**

- SF 50 stating individual is emergency essential or deploying in support of Operation Enduring Freedom/Operation Iraqi Freedom (OEF/OIF)
- Two (2) Valid Forms of Identification

- **Contractors**

- Entered into DEERS through CVS
- LOA with travel dates
- Two (2) Valid Forms of Identification

NOTE: Contractors are eligible for one of the following forms of CACs dependent on deployed status:

- GC CAC – LOA stating “Mission Essential”
- DoD IP CAC – LOA with travel dates of 365 days or more
- DoD ID CAC – LOA with travel dates for less than 365 days

- Other Federal Affiliates (Department of State (DOS) and Federal Bureau of Investigators (FBI))
 - Entered into DEERS through CVS
 - LOA
 - Two (2) Valid Forms of Identification