

Military Identification Cards and CAC Cards

Please call the number shown to contact the ID Card staff:

Front Desk: (305) 292-8422

The ID Card Section is located at bldg 48 in the personnel office

Walk in hours are limited between 0730 – 0900

By appointment only 1000 – 1100 and 1230 - 1530

To schedule an appointment, please read ALL instructions and then click the link at the bottom of this page.

Monday – Friday (1000 – 1100 and 1230 – 1530): By appointment ONLY. Click the link below to schedule an appointment or call **(305) 292-8422** to schedule an appointment. No WALK-IN ID or CAC cards will be issued (**outside of the times stated above**) unless prior authorization by the administrative Staff, DD-1172 forms, record updates and PIN resets are the normal exceptions and will be seen on a walk-in basis Monday - Friday.

Identification Cards which are expiring (family member and CACs): There is no set policy on when to renew ID cards, such as can't renew until 30 days. As long as the ID card is renewed prior to expiration, there will no interruption in computer access (for CACs) and/or benefits (for CACs and teslin cards).

DD Form 1172-2

DD Form 1172-2s can be automatically saved within the DEERS by verifying the family in the RAPIDS Self-Service Application. RAPIDS Self-Service (RSS) is now available to CAC holders!

Using this web based application, CAC holders have the ability to update certain information associated with their record. Additionally, they may use RSS to verify a family member's relationship and eligibility by digitally signing the DD Form 1172-2 for ID Card reissuance. A DD Form 1172-2 that is digitally-signed and generated through RSS will be stored in DEERS and is a viewable document in RAPIDS. Once verified using RSS, Sponsors no longer need to accompany their family members to get the ID Card. All members/employees with a CAC card (or DS Logon, including Contractors) is authorized to use the website to update their information, and if they have authorized dependents/family members, can request the DD Form 1172-2.

The only members who will still be required to come by the DEERS facility to obtain a 1172-2 are members who have a college-bound student. In these cases, a letter from the college MUST be obtained PRIOR to the issuance of the 1172-2. The letter MUST indicate (1) full-time student status and (2) anticipated graduation date (see next page for an example). This is an ANNUAL requirement, meaning that the card will be valid for 1 year, and must be renewed every year until the day before the dependent's 23rd birthday. Upon the dependent reaching age 23, in order to receive continued medical/dental coverage, they must be enrolled in the Tricare for Young Adult (TYA) program. (See the local Tricare representative in the Clinic for enrollment procedures and more information.) The DEERS technician CANNOT add the TYA entitlement to the family record.

There is a few log on screens that you will navigate through, and requesting the 1172-2 takes only 5-10 minutes (if the system is operating normally). The website for the RSS Portal is https://www.dmdc.osd.mil/self_service.

Customers who are more than 5 minutes late for a scheduled appointment will need to reschedule their appointment for a later time and/or date.

Identification Required

Two (2) forms of Identification is required for ALL ID Cards. Including at least one (1) photo ID

Below is a list of acceptable documents:

- 2 from List A
- 1 from List A and 1 from List B
- 1 from List A and 1 from List C
- 1 from List B and 1 from List C

List A	Or	List B	And	List C
Documents that establish both Identity and Employment Eligibility		Documents that establish Identity		Documents that establish Employment Eligibility
1. Unexpired US Passport		1. Unexpired Driver's License or ID Card issued by a state or outlying possession of the United States. Provided it contains a photograph or information such as Name, Date of Birth, Gender, Height, Eye Color and Address.		1. Social Security Card issued by the Social Security Administration (other than a card stating it is not valid for employment)
2. Certificate of US Citizenship (Form N-560 or N-561)		2. School ID Card with photograph		2. Certification of Birth Abroad issued by the Department of State (Form FS-545 or Form DS-1350)
3. Certificate of Naturalization (Form I-151 or I-551)		3. Voter's registration card		3. Original or Certified copy of a Birth Certificate issued by a State, Country, Municipal Authority or outlying possession of the United States bearing an official seal
4. Unexpired Foreign Passport, with I-551 stamp or attached Form I-94 indicating unexpired employment authorization		4. Unexpired U.S. Military Card or Draft record		4. Native American Tribal document
5. Permanent Resident Card or Alien Registration Receipt Card with photograph (Form I-151 or I-551)		5. Unexpired Military dependent's ID card		5. U.S. Citizen ID card (Form I-197)
6. Unexpired Temporary Resident Card (Form I-688)		6. U.S. Coast Guard Merchant Mariner Card		6. ID Card for use of Resident Citizen of the United States (Form I-179)

7. Unexpired Employment Authorization Card (Form I-688A)	7. Native American Tribal Document	7. Unexpired Employment Authorization document issued by DHS (other than those listed under List A)
8. Unexpired Re-Entry Permit (Form I-327)	8. Unexpired Driver's License issued by a Canadian Government authority	
9. Unexpired Refugee Travel document (Form I-571)	For Persons Under Age 18, who are UNABLE to present a document listed above:	
10. Unexpired Employment Authorization document issued by DHS that contains a photograph (Form I-688B)	9. School record or report card	
	10. Clinic, doctor or hospital record	
	11. Day care or nursery school record	

As a reminder, ALL ID Cards (CAC and dependent) REQUIRE **2 forms of Identification listed above.**

Active Duty ID Cards	<ul style="list-style-type: none"> ● Is your ID card looking old and damaged? ● Is your ID card expired? ● Have you been promoted or advanced? ● Have you re-enlisted or have an extension due to begin? ● Did you lose your card? <p>If you answered YES to any of these questions, you need a new Active Duty ID Card.</p> <p>Please click on the below link to schedule an appointment</p>
Dependent ID Cards	<p>Dependents and dependents of Retirees must have a DD-1172 signed by the sponsor or the sponsor must be present at the time the card is being issued.</p> <p>If you:</p> <ul style="list-style-type: none"> ● are a newlywed ● have a newborn child ● have adopted a child ● or have a dependent over 21 and under the age of 23 still in college <p>Will need to provide proper documentation: A marriage certificate, birth certificate, adoption papers or a letter from the school stating the student is in school full time including anticipated date of graduation.</p>

To schedule an appointment, please [click HERE](#)

Note: If you require more than 02 ID cards, (i.e., family) please make multiple consecutive appointments to avoid disruption to other customers.