

Dependent ID Card Renewal/Replacement

ON-LINE RENEWAL/REPLACEMENT INSTRUCTIONS:

Mandatory for all Dependent ID Cards.

Step 1. Fill out the [Application to Renew Form](#)

Step 2. Sponsor certifies DD Form 1172 online:

Have the sponsor (CAC holder or Retirees can create a DS log-on) access the DMDC website to certify the DD Form 1172 for the dependent who is renewing his/her ID card via the following link: [DMDC website](#).

- Once logged into DMDC, click "Replace ID Card" under appropriate Family Member. The system will notify you once the DD Form 1172 has been successfully submitted.

Step 3. Submit Pictures of Retiree or Dependent and 2x Supporting IDs via AMRDEC SAFE.

Open [AMRDEC SAFE](#) and submit the following documents to 60 FSS/FSPS at

60FSS.FSPS.DEERS-IDCards@us.af.mil

1. Two Supporting Identifications (2 forms of unexpired ID with the EXACT same name, front only)
2. Photo of Retiree or Dependent for the ID card that has been taken within 7 days of submission (shoulders up, white/off white background)
3. Completed "Application to Renew" form
4. If ID card was lost or stolen, you must also upload a memorandum from Security Forces stating the lost/stolen ID card was reported.

NOTE: Reference [Supporting ID Reqs](#) for additional guidance on supporting identifications and pictures.

The ID card will be ready for pick up in 7 calendar days. Must bring the original two supporting identifications used to create the ID card with you upon pick-up. The sponsor is not required to be present for Dependent ID card pick-up. Please ensure that you provide correct information on the Dependent Renewal Application (Ex. DoD ID/SSN) for fast service. Newly Widowed/DAV/Initial Enrollment/ID for age 21 does not fall under the ID card renewal process.

Member must visit the MPF for service if any of the following apply:

Married - Enrollment of Spouse. When adding your spouse to DEERS, the sponsor must be present or new spouse has a valid POA as well as the following documents below:

A valid State/Federal government issued photo ID, Original/Certified copy of marriage certificate that

reflects the file number, Birth Certificate (original/certified true copy), Social Security Card.
Documents must be Original/Certified. Photocopies are NOT acceptable.

Married Dual Mil-to-Mil If you are an Active Duty Member and have married another Active Duty member, you will need to provide your Original/Certified Marriage Certificate, Social Security Card, and a State/Government issued photo ID. Both military members must be present.

Foreign National Spouse If your spouse is a foreign national – you will need to provide the original Marriage Certificate, Birth Certificate, Driver License, and Social Security Card (if applicable). **Documents must be Original/Certified and translated into English.**

Name Change for Spouse According to Defense Human Resource Activity (DHRA), the name may only be changed if the spouse provides at least one identity source document listed on the OMB I-9 form such as a Social Security Card or valid Driver's License reflecting the name change.

Divorce: Please provide your Original State Filed Divorce Decree OR Certified State Filed Copy to update DEERS. (State Filed Decree that reflects the State File number). **Documents must be Original/Certified. Photocopies are NOT acceptable**

Adding Newborn/Children/Stepchild to DEERS Sponsor must have the following documents for the child: Birth Certificate/Certificate of Live Birth authenticated by the attending physician & Social Security Card. If a stepchild is being added, the marriage certificate is also needed. **Documents must be Original/Certified. Photocopies are NOT acceptable**

Children Born Out Of Wedlock Female Sponsors: Child's Birth Certificate and SSN. **Documents must be Original/Certified. Photocopies are NOT acceptable**

Male sponsors: Court order establishing paternity OR State Voluntary Acknowledgement of Paternity Form, Child's Birth Certificate, SSN, and legal documents showing paternity was judicially determined. *Documents must be Original/Certified. No photocopies*

Adoption of Children Pre-Adopted State: Sponsor will need a Placement Letter for Adoption from the court in process, Birth Certificate, and Social Security Card. **Documents must be Original/Certified. Photocopies are NOT acceptable**

Final Adoption: Court Order, Birth Certificate, and Social Security Card. **Documents must be Original/Certified. Photocopies are NOT acceptable**

Incapacitated Child: Initial ID cards will need to be completed at the Sponsor's ID card office. For renewal of any sort, you will need to have a DFAS Re-determination completed in order to be issued a new Dependent ID card. You will need to complete the DD Form 137-5 and submit it to the DFAS. Once completed, we will need the DFAS letter of approval, Dependent Military ID Card, and another valid form of identification as defined by the Department of Homeland Security.

Dependent Ward: An initial Dependent Ward application will need to be completed. Application consists of completion of the DD Form 137-7 and submission of form and all required documentation to DFAS. DFAS will mail a Letter of Approval to the sponsor.

Once received, sponsor will need to provide DFAS Letter of Approval, Court Document placing the child in member's household, Birth Certificate, and Social Security Card. (Applications can be picked up at the ID Card Section office). **Documents must be Original/Certified. Photocopies are NOT acceptable**

Name Change for Children Provide official Original/Certified legal documentation (Court Order or Birth Certificate) for name change of children. **Documents must be Original/Certified. Photocopies are NOT acceptable**

Full Time College Students: Students 21 years of age must bring a letter on letterhead from the school registrar's office stating Full Time Status and Anticipated Graduation Date in an Accredited College in pursuit of an Associate Degree or higher or a printout from the National Student Clearing House containing the same information.

Parent/Parent In-law Enrollment An initial Parent/Parent In-Law application will need to be completed. The application consists of the completion of the DD Form 137-3 and submission of form and all documentation to the DFAS. DFAS will mail back the Letter of Approval to the sponsor.

Once received, provide the DFAS Letter of Approval, Sponsor Birth Certificate, Parent Birth Certificate, Parent's Photo ID, and Social Security Card.

For renewal of any sort, you will need to re-accomplish the DFAS application process, obtain another Letter of Approval in order to be issued a new Dependent ID card. (Applications can be picked up at the ID Card Section Office). **Documents must be Original/Certified. Photocopies are NOT acceptable.