

DOCUMENTATION/INFORMATION NEEDED TO AN OBTAIN ID or COMMON ACCESS CARD

All Sponsors must bring in the appropriate documentation in order to be issued an ID card or to add or remove dependents in DEERS.

Add New Child

- Sponsor must present ID
- Social Security Card of child
- Birth Certificate or Hospital proof of birth
- Children must at least 10 years old to be issued ID cards
- There are exceptions to the 10 year old policy. Please speak with ID facility for details

To Add Spouse

- Sponsor must present ID
- Spouse must present 2 forms of ID
- Notarized/Certified original Marriage Certificate
- Or certified copy w/file number
- Social Security Card of spouse
- Birth Certificate
- If sponsor is not present, Spouse must present a certified/legal Power of Attorney

To Add an Adopted Child (Army Only)

- Sponsor must present ID
- Certified court adoption papers
- Social Security Card of child
- Birth Certificate of child
- Foreign Birth Certificates must have English translation
- Unmarried Male Sponsors must be present Paternity test results establishing paternity

To Add a Ward of Court (Army Only)

- Sponsor must present ID
- Court Order establishing Sponsor as legal guardian for at least 12 months
- Social Security Card of Child
- Birth Certificate of child

To remove Spouse from DEERS (divorce)

- Sponsor must present ID
- Notarized/signed Divorce Decree
- All retirees must bring in copy of DD Form 214
- All Active Duty must bring in copy of Personnel Record
- Foreign Divorce Decrees must be certified by Military Legal Office

To Extend Full-Time College Students over 21

- Sponsor must present ID
- Must present a letter from college/university on official letterhead that Student is a full-time student with the expected graduation date.
- Eligibility can be extended up until 23rd birthday
- Student must present 2 forms of ID

To Add Foreign Military/Affiliates (Army Only)

- Applicant must provide a completed form DD 1172-2
- DD Form 577 Signature Card must be on file w/appropriate signature
- Invitational travel orders/documents establishing his/her sponsorship
- Sponsor must be affiliated with Army
- Must present 2 forms of ID

To Add Incapacitated Child over 21 (Army Only)

- Sponsor must present ID
- Sponsor must present approved Dependency Determination from DFAS
Dependency Determination can be requested by submitting a completed DD Form 137-5, along with a completed DD Form 1172 to the Defense Finance and Accounting Service – Indianapolis Center, DFAS-IN, ATTN: Director of Military Personnel, Special Assist Division, Dependency/Garnishment, 8899 East 56th Street, Indianapolis, Indiana 46249-0855.
- Sponsor must present signed Physicians Statement from a Military Treatment Center
- 2 forms of ID of child

To Add Parents/Parents-in-law, Stepparents, and Parents-by-Adoption (Initial and Renewal Applications) (Army Only)

- Sponsor must present ID
- Sponsor must present approved Dependency Determination from DFAS
Dependency Determination can be requested by submitting a completed DD Form 137-3, along with a completed DD Form 1172 to the Defense Finance and Accounting Service – Indianapolis Center, DFAS-IN, ATTN: Director of Military Personnel, Special Assist Division, Dependency/Garnishment, 8899 East 56th Street, Indianapolis, Indiana 46249-0855.
- Birth Certificate
- Must present 2 forms of ID