

---

**Civilians Deploying  
Overseas or Emergency  
Essential**

Bring in two forms of current ID's issued by state, federal or local government; AND a completed DD Form 2365 properly filled out.

**Contractors Deploying  
Overseas**

Bring in two forms of ID current, issued by state, federal or local government; SOFA agreement; SPOT LOA; and DD Form 1172-2 requesting the overseas card.

**Enrolling Dependent  
Ward**

You will need to provide a DFAS letter of approval, Court Document placing the child in the members household, Birth Certificate and Social Security card. Please note that all documents must be translated into English and certified.



---

**Coast Guard Yard  
I.D. Card Office**

**2401 Hawkins Point Rd.  
Baltimore, MD 21226  
410-636-3763**



**Servicing all Military Members,  
Dependents, Civilians and  
Contractors**

## Hours of Operation

The Coast Guard Yard I.D. Card Office serves all military members, dependents, civilians and contractors Monday through Friday 0800-1430 by appointment only, and is closed from 1100-1230 for lunch. The best way to make an appointment is online at <https://rapidsappointments.dmdc.osd.mil> (Please print and bring appointment confirmation to your appointment) Appointments by phone can be made by calling 410-636-3763. Please schedule one appointment per CAC card or up to two dependents per appointment.

## Pin Resets

CAC Pin Reset is handled on a walk-in basis only. No appointments are needed for CAC Pin Resets. If you are blocked or locked out you will need to unlock your CAC card. Please have a 6-8 digit PIN number (you choose) ready when you come in.

## Identification

All customers who are age 18 and older must have **TWO** (unexpired) forms of ID to get a new ID card made. One of them must be a state or government issued photo ID:

- Driver's License
- Passport
- School I.D.
- Current CAC

and the second form may be one of the above or one of the following

- Birth Certificate
- Social Security Card
- Voters Registration

This applies to all customers. **NO COPIES.** All documents must be the original. **I.D. cards can only be issued within 30 days of the expiration date.**

## Requirements for Service Members to receive Common Access Cards

- Two Forms Valid I.D.
- Extension Order (if applicable)
- Reenlistment Documents (if applicable)
- Name Change Social Security Card with New Name
- Grade Change; Promotion Order

## Power of Attorney

If your Military Sponsor is unable to accompany you to your visit, strongly recommend that sponsors utilize the RAPIDS Self Service website ([https://www.dmdc.osd.mil/self\\_service/](https://www.dmdc.osd.mil/self_service/)) to digitally sign their DD Form 1172 or they can obtain the form by visiting any DEERS/RAPIDS I.D. Card facility. a valid "General" or "Special" Power of Attorney will allow you to conduct business on your sponsor's behalf. You may also provide a signed & verified DD Form 1172.

## Lost/Stolen I.D. Cards: Act/Resv/Civ/Cont

For MILITARY: E-4 and below a counseling statement is required and must be signed By an E-7 and above. Civilians and Contractors: GS-08 equivalent and below must have a counseling memo.

## Lost/Stolen I.D. Cards For Dependents

Dependents: Must have at least one federal or state issued photo I.D., sponsor must be present or have digitally signed their DD Form 1172 at the RAPIDS Self Service website ([https://www.dmdc.osd.mil/self\\_service/](https://www.dmdc.osd.mil/self_service/)), or a Special or General Power of Attorney.

**ALL** full-time College students must bring a letter from their school registrar's office stating that they are enrolled full time in an accredited college in pursuit of an Associate Degree or higher to have dependent benefits extended to age 23.

## Illegitimate/Non-marital Children

Female Sponsors: Birth Certificate and social security card; Male sponsors: Court order establishing paternity or a State Voluntary Acknowledgement of Paternity (VAP) Form, Birth Certificate, and SSN Card

## Parent Enrollment

You will need to provide a DFAS/PPC(RAS) letter of approval, Service Members Birth Certificate & a valid Photo ID. A photo ID of the parent will need to be provided as well as the SSN. Please note that all documents must be translated into English and certified.