

## NEEDED DOCUMENTS FOR DEERS PROCESSING

### Identification

ALL customers who are age 21 and older must have two (unexpired) forms of ID to receive a new ID card. One must be a state/government issued photo ID. Please visit <http://www.uscis.gov/files/form/i-9.pdf> for a complete list of acceptable forms. This applies to all customers

### Lost/Stolen ID

Pursuant to Directive-Type-Memorandum (DTM 08-003 Chapter 8.b) Individuals shall be required to present documentation (Memo) from their local Security Office or CAC sponsor confirming that their CAC has been reported lost or stolen.

### Adding a spouse to DEERS

When adding a spouse to DEERS, the sponsor needs to bring the following documents for their spouse: Marriage Certificate, birth certificate, social security card, & a photo id. All documents must be originals or certified copies.

### Dependant ID Cards

For dependant ID cards, the sponsor must be present to sign the DD Form 1172. If not available, the dependant must have a previously signed 1172 (within 90 days of signature) signed by their sponsor and the VO/SSM or a POA. Call for further details.

Dependants age 20 & under need to have at least one form of unexpired ID, ex: old ID card, other state, federal or local government photo ID, passport, school ID with photo, social security card, or birth certificate.

### Adding children to DEERS

When adding a child to DEERS, the sponsor must have the following documents for the child: birth certificate & social security card. If a stepchild is being added, the marriage certificate is also needed. Documents must be originals or certified copies from the court.

### Full Time College Students

College students must bring a letter from their school registrar's office stating full time enrollment in an accredited college in pursuit of an Associate Degree or higher, and have the estimated date of graduation to have benefits extended until 23rd

-birthday or date of graduation, whichever comes first. If student is attending more than one institution of higher learning, one institution must be full time (12 credit hours or over). A Student Clearing House letter is also acceptable.

### Service Member Record Changes/Updates

For Frocking/Promotion: Advancement message, frocking letter. For Reenlistment/Extension: Reenlistment or Extension contract. Name change: DD-1343 Other forms of acceptable documentation are POLL, LES, ESR, IOPG.