

# How to use RAPIDS Appointment Scheduler Online

The website link is:

<http://www.dcms.uscg.mil/Our-Organization/Director-of-Operational-Logistics-DOL/Bases/Base-Seattle/Services/-ID-Cards/>

The screenshot shows a web browser window displaying the USCG website. The address bar shows the URL: <https://www.dcms.uscg.mil/Our-Organization/Director-of-Operational-Logistics-DOL/Bases/Base-Seattle/Services/-ID-Cards/>. The page header includes the USCG logo and the text "UNITED STATES COAST GUARD U.S. DEPARTMENT OF HOMELAND SECURITY". A search bar labeled "Search DCMS" is present. A navigation bar contains links for "MISSION SUPPORT HOME", "OUR ORGANIZATION", "FEATURED CONTENT", and "CONTACT". The main content area is titled "DEERS / RAPIDS ID Card Office" and features a red circle around the link "Schedule an appointment". A red arrow points from the text "Click on 'Schedule an appointment'" to this link. The page also includes a sidebar with navigation options for "BASE SEATTLE", "BASE SERVICES", and "PERSONNEL SUPPORT".

**Click on "Schedule an appointment"**

UNITED STATES COAST GUARD  
U.S. DEPARTMENT OF HOMELAND SECURITY

Search DCMS

MISSION SUPPORT HOME | OUR ORGANIZATION | FEATURED CONTENT | CONTACT

**BASE SEATTLE**

- CONTACT US
- DIRECTIONS
- BASE HISTORY
- COMMAND

**BASE SERVICES**

- ID CARD OFFICE
- MWR & FITNESS CENTER
- GALLEY MENU
- DINING FACILITY
- HONOR GUARD
- EDUCATION SERVICES & LEARNING CENTER

**PERSONNEL SUPPORT**

- TRANSPORTATION OFFICE (HHG)

## DEERS / RAPIDS ID Card Office

**By Appointment Only** | [Schedule an appointment](#) | [Instructions \(PDF\)](#)

The Base Seattle Personnel Services Division is one of several RAPIDS/DEERS sites located in Washington State. Armed Forces Identification Cards and RAPIDS/DEERS information updating are performed in accordance with current DOD and Coast Guard Instructions. Below are some quick references of those services.

### Distinct ID Cards

The Department of Defense (DOD) provides members of the Uniformed Services with a distinct ID card identifying them as Active Duty, Guard, Reserve, or Retired members and authorizing them to receive Uniformed Services' benefits. The DOD also issues members' eligible family members and other eligible individuals a distinct ID card authorizing them to receive Uniformed Services' benefits and privileges.

### Cross-Servicing Agreement

The Uniformed Services have agreed to assist each other in verifying ID card eligibility. The

## **If you receive a Certificate Error and Cannot Proceed, Please Follow the Below Instructions to Install DoD Certificates**

First, determine whether your PC is a 32-bit or 64-bit machine. In Windows 10, right click the Start Menu (Windows icon at bottom left of the task bar), left-click "System," and make a note of "System type," either 32-bit or 64-bit..

Second, click on the appropriate link, below for a 32-bit or 64-bit system:

[https://iasecontent.disa.mil/pki-pke/InstallRoot\\_5.2x32.msi](https://iasecontent.disa.mil/pki-pke/InstallRoot_5.2x32.msi)

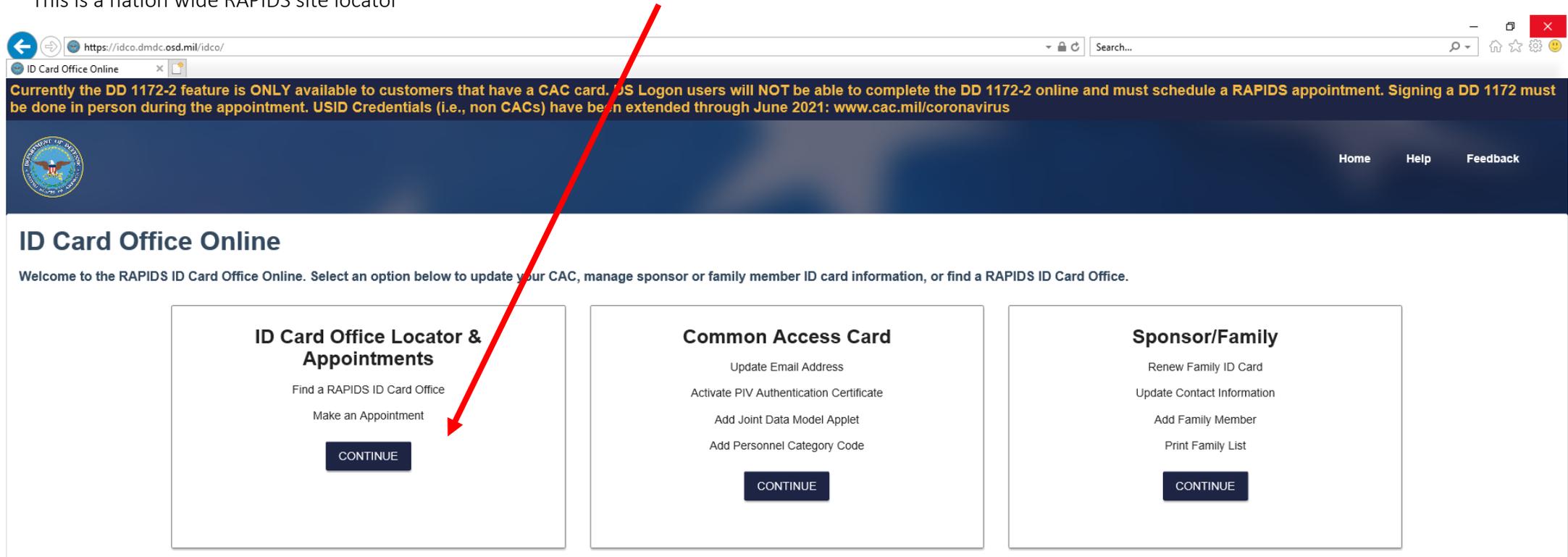
[https://iasecontent.disa.mil/pki-pke/InstallRoot\\_5.2x64.msi](https://iasecontent.disa.mil/pki-pke/InstallRoot_5.2x64.msi)

Run the installation program and follow the prompts. You will need to close all internet browser pages to successfully complete installation. It should show "Install DoD Certificates" as the only selectable option for installing the certificate.

After installation, you should no longer get any warning messages on your browser when accessing a DoD site.

# Click: ID Office Locator & Appointments

\*This is a nation wide RAPIDS site locator



The screenshot shows a web browser window with the URL <https://idco.dmdc.osd.mil/idco/>. A yellow banner at the top contains the following text: "Currently the DD 1172-2 feature is ONLY available to customers that have a CAC card. US Logon users will NOT be able to complete the DD 1172-2 online and must schedule a RAPIDS appointment. Signing a DD 1172 must be done in person during the appointment. USID Credentials (i.e., non CACs) have been extended through June 2021: www.cac.mil/coronavirus". Below the banner is a dark blue header with the Department of Defense logo on the left and navigation links for "Home", "Help", and "Feedback" on the right. The main content area is titled "ID Card Office Online" and includes a welcome message: "Welcome to the RAPIDS ID Card Office Online. Select an option below to update your CAC, manage sponsor or family member ID card information, or find a RAPIDS ID Card Office." Three white boxes with dark blue borders are arranged horizontally. The first box, titled "ID Card Office Locator & Appointments", contains the text "Find a RAPIDS ID Card Office" and "Make an Appointment", with a dark blue "CONTINUE" button below. A red arrow points from the top of the page down to this button. The second box, titled "Common Access Card", lists "Update Email Address", "Activate PIV Authentication Certificate", "Add Joint Data Model Applet", and "Add Personnel Category Code", with a "CONTINUE" button below. The third box, titled "Sponsor/Family", lists "Renew Family ID Card", "Update Contact Information", "Add Family Member", and "Print Family List", with a "CONTINUE" button below.

Type your address & Radius of search location, then click "Search"

This will bring up all RAPIDS locations within your search criteria

Click "Select" next to your preferred location

**ID Card Office Online**

### ID Card Office Locator & Appointments

Search for Site by Address   Search for Site by Name or ID   Search for Existing Appointment

Enter Location  
City, State, Zip, Country  
Seattle, WA

Radius  
25 miles   miles   km

Search For  
 All    Appointments    Walk-ins

Date Range  
Begin Date   End Date

Time  
Begin Time   End Time

RESET   SEARCH

Map   Satellite

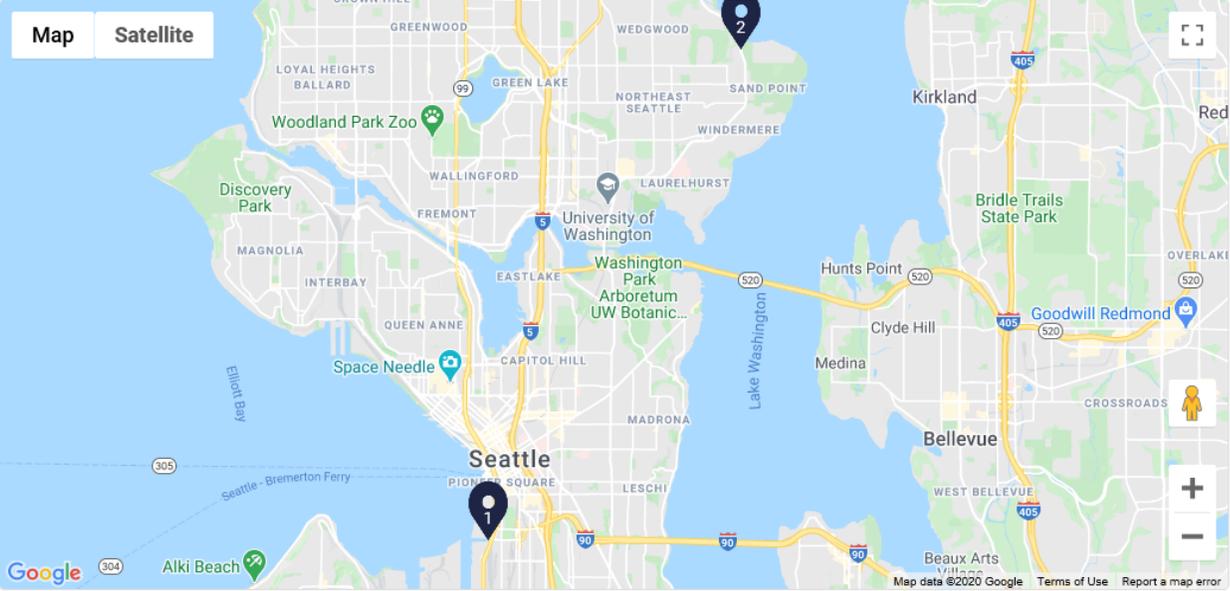
1 1.13 Miles  
Base Seattle  
1519 Alaskan Way South  
SEATTLE, WA 98134  
(206) 217-6504  
**SELECT**

2 6.35 Miles  
NOAA Western Regional Center  
NOAA Western Regional Center  
Pass & ID Office 7600 Sand Point Way NE  
SEATTLE, WA 98115  
(206) 526-6571  
**SELECT**

3 14.08 Miles  
PSNS & IMF CAC ISSUE OFFICE  
1400 Farragut Ave  
Bldg 445 Rm 117  
BREMERTON, WA 98314  
(360) 476-9790  
**SELECT**

https://idco.dmdc.osd.mil/idco/locator

ID Card Office Online



**Map** **Satellite**

**1 1.13 Miles**  
**Base Seattle**  
1519 Alaskan Way South  
SEATTLE, WA 98134  
(206) 217-6504  
**SELECT**

**2 6.35 Miles**  
**NOAA Western Regional Center**  
NOAA Western Regional Center  
Pass & ID Office 7600 Sand Point Way NE  
SEATTLE, WA 98115  
(206) 526-6571  
**SELECT**

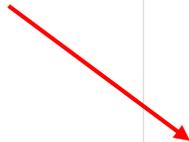
**1.13 Miles**  
**Base Seattle**  
Site ID: 102438  
1519 Alaskan Way South  
SEATTLE, WA 98134  
(206) 217-6504  
[GET DIRECTIONS](#)  
[MORE SITE INFO](#)  
**SCHEDULE AN APPOINTMENT**

**Office Hours**  
Sunday:  
Monday: 7:30 AM - 2:30 PM  
Tuesday: 7:30 AM - 2:30 PM  
Wednesday: 7:30 AM - 2:30 PM  
Thursday: 7:30 AM - 2:30 PM  
Friday:  
Saturday:

**Walk-In Hours**  
Sunday:  
Monday:  
Tuesday:  
Wednesday:  
Thursday:  
Friday:  
Saturday:

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Click on  
“Schedule an  
Appointment”



# Select a date that states “Available Appointment”

December 2020 Available Dates

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	Fully Booked	10	11
12	Fully Booked	13	Fully Booked	14	15	16
17	Fully Booked	18	1 Available Appointment	Fully Booked	19	20
21	Fully Booked	22	Fully Booked	Fully Booked	23	24
25	Fully Booked	26	Fully Booked	Fully Booked	27	28
29	Fully Booked	30	Fully Booked	Fully Booked	31	

If no available appointments are listed for the current month, change to the next month.

# After you have selected the date, click on “Book This Appointment”

https://idco.dmdc.osd.mil/idco/locator

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	Fully Booked	10	11
12	13	14	15	1 Available Appointment	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Time

Dec 16, 2020 8:30:00 AM

**BOOK THIS APPOINTMENT**

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# Enter your information and click "Save". Your Appointment is now Scheduled.

https://idco.dmdc.osd.mil/idco/locator

ID Card Office Online

December 2020 Available Dates

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8				
13	Fully Booked	Fully Booked	15			
20	Fully Booked	Fully Booked	22			
27	Fully Booked	Fully Booked	29			

### Book Appointment for: Dec 16, 2020 8:30:00 AM

First Name \*

Last Name \*

Phone Number \*

Email \*

Sponsor's Personnel Type

Sponsor's Branch of Service

CANCEL SAVE

BOOK THIS APPOINTMENT

Time

Dec 16, 2020 8:30:00 AM

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