

Common Access Card (CAC) for Active Duty, Reserve and National Guard

To issue/reissue CAC to an Active Duty, Reserve and National Guard military member, the following is required:

1. Military Member - Two forms of valid unexpired identification, one MUST be a photo ID.)
2. The record must be inputted/updated by appropriate branch of service to reflect current status/change. See Notes.
3. For Reenlistment/Extension – Reenlistment Contract or Extension
4. For Promotion - Promotion Warrant/Order or Verification of Promotion to the next grade (MOL/MCTFS 3270).
5. For Demotion - Source document for demotion in grade/rank.
6. For Frocking - Frocking message

NOTES:

- For convenience, please call in advance to check if the new record/status is available in DEERS to issue a CAC.
- CACs can be renewed within 90 days from date of expiration. CACs are issued for a period of three years or less.

Lost, Missing or Stolen CAC

Military members are required to submit documentation from the appropriate security office or CAC sponsor confirming that the CAC has been reported lost or stolen (DoDM 1000.13-M-V1, encl. 2, subpar. 5.c.(3)). Police or Military Police report will be accepted in place of the Lost or Stolen CAC statement. Please ensure the date, place and circumstances of the loss or theft are included in the statement or report. The statement or report will be scanned and stored in the DEERS record. If the lost or stolen CAC/ID is found, please return for destruction at any DEERS ID Card Center.