

## Child and/or Step-Child – DEERS Enrollment

To enroll a child or step-child in DEERS, the following are required:

1. Sponsor must be present **OR** a Power of Attorney must be presented and signed by the sponsor **OR** sponsor may nominate dependent on the Rapids Self-Service website: [https://www.dmdc.osd.mil/self\\_service](https://www.dmdc.osd.mil/self_service) or <http://www.cac.mil/>
2. Child/step-child's Birth Certificate (Original, with file number).
  - Certificate of Live Birth /Hospital Proof of Birth is acceptable for newborns that are born within 90 DAYS.
3. Child/step-child's Social Security Card (Original, not laminated).
  - If a social security card has not been issued, a temporary ID number will be assigned. The sponsor will have 90 DAYS to provide the actual social security card to any DEERS office. Failure to do so will result in a Direct Care suspension through Tricare. In order to avoid future Tricare issues, it is recommended that the child's original birth certificate and SSN card be brought in to scan into DEERS during ID card renewals.
4. Child/step-child over age 18 – Two (2) valid, unexpired, forms of identification listed in the Federal Information Processing Standards 201-2, and one form MUST be a photo ID.

**Step-child** – Sponsor and spouse's marriage certificate to verify relationship (Original, with file number).

### **CHILD OF A SINGLE MALE SPONSOR AT THE TIME OF BIRTH:**

- Birth Certificate with both parents' names listed
- Court Order (Judicial Determination of Paternity) **OR** a Voluntary Acknowledgment of Paternity (VAP) with both parents' signatures, **OR** an Approved Dependency and Residency Determination (MUST reflect that over 50% support is provided)
- Marine Corps Sponsors: VAP **MUST** be notarized
- Sponsor **MUST** provide proof that the VAP was sent to the respective state for filing.

**\*\*\*We can only cross-service initial enrollments of illegitimate children if you possess a Court Order establishing paternity. We CANNOT accept/cross-service a Voluntary Acknowledgement of Paternity (VAP) from other services\*\*\***

**\*\*\*Please contact the DEERS Office if you need more information\*\*\***

**\*Note\*** Children who are married or joined active military service are no longer eligible for benefits under the sponsor.

**\*Note\*** For Active Duty and Reserve Marines, please ensure you visit the IPAC to enroll dependent(s).