

Dependent ID Issuance/Renewal

1. **Every ID issuance** requires that the sponsor is present **OR** a Power of Attorney must be presented and signed by the sponsor **OR** sponsor may complete the DD Form 1172-2 with an official notary **OR** the sponsor may complete the DD Form 1172-2 on the Rapids Self-Service website: https://www.dmdc.osd.mil/self_service or <http://www.cac.mil/>. A dependent ID card will be issued for four (4) years or less and can be renewed within 90 DAYS prior to the expiration date.

2. Child/Step-child ID Cards (Under Age 21):

- Child receiving initial ID card MUST present original Birth Certificate and Social Security Card.
- Children under the age of 10 do not receive a dependent ID card. (Exceptions – Single Parent, Dual Military Couple, or child resides outside of the sponsor's home).
 - ***Note*** If a child comes in for an ID Card renewal, it is recommended that their Birth Certificate and Social Security Card be brought in to scan into DEERS in order to avoid future Tricare issues.

3. Spouse ID Cards:

- Two (2) valid, unexpired, forms of identification listed in the Federal Information Processing Standards 201-2, and one form MUST be a photo ID.
 - ***Note*** If name has changed, proof of name change MUST be presented and MUST be original.
 - a. Acceptable proof of name change documents:
 - (1) Marriage Certificate
 - (2) Divorce Decree
 - (3) Legal Name Change (Court Document)