

Legal Custody Ward – DEERS Enrollment

*****Cross-Servicing regulations may prevent our center from initial enrollment of dependent***
*****Please contact the DEERS Office if you need more information*******

To enroll a Legal Custody Ward in DEERS, the following documents are required:

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. Approval of Dependency Determination (DD 1172-2) from Service Branch Project Office **OR** Defense Finance Accounting Services (DFAS) **OR** Original Court Order – See below.
3. Child's Birth Certificate (Original, with file number).
4. Child's Social Security Card (Original, not laminated).
5. Child over age 18 – Two (2) valid, unexpired, forms of identification that are approved by Federal Information Processing Standards 201-2, and one form MUST be a photo ID.

Note *Initial Application – To apply for a Dependency Determination and eligibility requirements, please contact the appropriate branch of service listed below (Please note each branch of service and DoD agency may have varying eligibility requirements):*

- AIR FORCE: (210) 565 - 2089
- ARMY: (888) 276 - 9472 (Only requires a Ward of the Court Order for initial/renewal of ID)
- NAVY: (216) 201 - 4590 OR (901) 874 - 4862 / 2366
- MARINE CORPS: (703) 784 - 9529 Option 2
- COAST GUARD: (202) 493 - 1928

Note *Recertification – The sponsor MUST have the Recertification of the Dependency Determination from DFAS every four (4) years or less. The sponsor may submit the application for Recertification of the Dependency Determination within 90 days of expiration.*

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).*