

## Parent/Parent In-Law – 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 Parent/Parent In-Law into DEERS, the following documentation is 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](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. Parent/Parent In-Law's Birth Certificate (Original, with file number).
4. Parent/Parent In-Law's Social Security Card (Original, not laminated).  
***\*Note\*** If no social security card has been issued, a temporary ID number will be assigned. The dependent will receive a maximum of three (3), 90 DAY period, ID cards. Failure to provide a social security card within the three (3), 90 DAY periods will result in a Direct Care suspension through Tricare and the denial of a new ID card.*
5. Parent/Parent In-Law's – 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.
6. Sponsor's/Spouse's Birth Certificate (Original, with file number) to prove relationship to Parent/Parent In-Law.
7. Sponsor's Marriage Certificate (Original, with file number) to prove relationship to Parent/Parent In-Law.
8. Sponsor - Two (2) forms of valid unexpired identification, one form **MUST** be a photo ID. **Active Duty Service Members please note: AN EXPIRED DRIVER'S LICENSE CANNOT BE USED FOR DEERS IDENTIFICATION PURPOSES.**

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