

INFORMATION PAPER

SUBJECT: Family Member ID Card Renewal and Replacement

1. REFERENCES: AR 600-8-14 (AFI 36-3026(I))

2. PURPOSE: To inform the Command and Family Members on the proper procedure necessary to renew or replace a Family Member ID Card and/or adding a Family Member to DEERS.

3. DISCUSSION:

a. Anytime a Family Member comes to obtain a new ID Card or add Family Members into DEERS, they must be accompanied by the Sponsor. If the Sponsor is unavailable, the Family Member must show a valid Power of Attorney (POA) (General or Special) or if the Sponsor is deployed, the Family Member can show deployment orders instead of the POA; along with the required documentation to the DEERS office. If the Family Member does not have a POA, the Sponsor can sign a DD Form 1172 (which is valid for 90 days) and the Family Member can come in (within 90 days) to obtain a new ID card.

b. **Expired / Damaged ID Card** – Family Member ID Cards can be renewed up to 30 days before the expiration date.

c. **Lost / Stolen ID Card** – Sponsor or Family Member must report lost/stolen ID Card to the Military Police and obtain an MP Report. If the Sponsor is an E6 or below, a CG policy letter signed by the unit First Sergeant or Commander, must accompany the MP Report. Civilian Sponsors (GS6 and below) must have CG policy letter signed by first line supervisor.

d. **Add a Family Member Spouse** - A State certified marriage certificate and picture ID are required to add a Family Member spouse. If the spouse elects to use a new name, a Social Security Card or Official letter from the Social Security office showing application for new card must be presented.

e. **Add a Child Family Member** – Child's birth certificate and Social Security Card must be presented. If the child was born at BACH, the decorative proof of birth certificate is acceptable. Social Security cards must be presented within 90 days of birth or Tricare benefits will be terminated in DEERS. **For male Sponsors:** If the child was born out of wedlock- a court order showing proof of paternity, voluntary acknowledgement of paternity from the State of which the child was born or an approved dependency determination from DFAS is required and will not be added unless one of those forms are presented.

f. If the Sponsor or Family Member have any questions regarding authorization or required documentation, the DEERS office number is 353-2195. Office hours are Monday – Friday 0800–1630.

4. Point of Contact is the Jeannette Andrews at 353-2057 or Tim Hazzard at 353-2288.