

## DEERS/RAPIDS ID CENTER

**Phone: (504) 697-8898/8899**

**Hours of Operation: Mon – Fri (0730 – 1630) and Saturdays of drill weekends (0800 – 1200)**

### Required Documentation:

All DEERS eligible customers must show 2 valid forms of identification (ID), one of which must be an unexpired picture ID such as a driver's license, military ID or passport.

Required documents for an Identification Card and /or Common Access Card per MCO 5512.11d, Par 2.4.1:

### **ALL DOCUMENTATION MUST BE ORIGINAL OR NOTARIZED COPIES ONLY!!!!**

Marriage certificates, divorce decrees and birth certificates **MUST** be certified originals, court certified copies or certified photocopies that reflect the file number. **CERTIFIED ORIGINALS, COURT-CERTIFIED COPIES OR CERTIFIED PHOTOCOPIES THAT REFLECT THE FILE NUMBER.** Verifying officials may request additional documents if validity of documents provided is in question. Military ID (Geneva Convention Identification Card).

### INITIAL CAC ISSUE:

- Entered into DEERS from military service
- Two valid forms of identification

### CIVILIAN CAC ISSUE:

- Entered into DEERS via the DCPDS from Civilian Personnel
- Two valid forms of identification

### CONTRACTOR'S CAC ISSUE:

- Entered into DEERS via CVS (Contractor's Verification System)
- Two valid forms of identification

### RETIRED:

- Entered into DEERS from military service
- Two valid forms of identification
- DD 214 and /or retirement Orders

### 100% DISABLED VETERANS:

- Entered into DEERS from military service, Service Project Officer or Verifying Official
- Two valid forms of identification
- Certified letter from Department of Veterans Affairs (DVA)

### **INITIAL ENROLLMENT OF DEPENDENT ID CARDS**

#### New Spouse

- Sponsor (Active Military or Retired member) must be present
- Marriage Certificate
- Social Security Card
- Divorce decree (if applicable)

- Two valid forms of identification
- Birth Certificate
- English translation must accompany all foreign documents.

Newborns:

- Sponsor (Active Military or Retired member). For male sponsors only, must have a notarized acknowledgement of paternity affidavit if child born out of wedlock.
- Birth Certificate/Certificate of Live Birth (authenticated by attending physician from a U.S. hospital or a MTF showing the name of at least one parent.
- Social Security Card.

Stepchildren:

- Sponsor (Active Military or Retired member) must be present
- Marriage Certificate
- Birth Certificate
- Social Security Card
- Two valid forms of identification if over 21 years of age
- Letter from school Registrar stating full time and anticipated graduation date

Wards and Foster Children:

- Sponsor (Active Military or Retired member) must be present
- Dependency Determination/Approval from HQMC
- Birth Certificate
- Social Security Card
- Two valid forms of identification if over 21 years of age
- Letter from school Registrar stating full time and anticipated graduation date

**RENEWAL OF CAC'S**

- Civilian CAC - Update 30 days prior to expiration date
- Two valid forms of identification
- Contractor's CAC - Update information in the CVS with new expiration date
- Two valid forms of identification

**DEPENDENT ID CARDS:**

Spouse and Children (10 to 20 years of age)

- Sponsor (Active Military or Retired) or Power of Attorney or valid DD Form 1172
- Two valid forms of identification

Children (Over 21 years of age)

- Sponsor (Active Military or Retired), Power of Attorney or valid DD Form 1172
- Letter from school Registrar stating full time and anticipated graduation date
- Two valid forms of identification

**The point of contact for any scenario not covered is a supervisor at (504) 697-8992.**