

**Please note that 2 forms of current valid identification are required and 1 must be a state or federal picture ID. This policy is required for all transactions including initial enrollments, renewals, and DEERs updates.**

Please refer to the list of acceptable identification documents on the last page.

### **Room 109 serving**

Retirees, Family Members, Contractors NOT requiring a CAC card, Department of Veterans Affairs, Agent and Accompanying cards:

Monday- Friday 8:00 am - 4:00 pm, closed on all Federal holidays.

Our fax number is 803-751-6554 or DSN 734-6554.

### **Room 200 serving**

Active and Reserve Military Personnel, Civilian Government Employees requiring a CAC card, and Contractor (CVS) requiring a CAC card:

Monday –Friday 7:45 a.m. - 4:30p.m., closed on all Federal holidays.

Our fax number is 803-751-6554 or DSN 734-6554

### **MILITARY, CIVILIAN EMPLOYEES AND CONTRACTORS**

**Military Personnel:** A letter from your unit or provost marshal office verifying your identity can also be used as a form of identification. Please bring current orders for promotion and extended active duty assignments.

**Civilian Employees:** Be aware that it may take up to 72 hours or longer to be processed into the DEERs system. DD Form 1172-2 is required for initial issue of a CAC card.

**Contractors:** CAC information will be entered into DEERs through CVS. Please contact your POC to ensure that the information has been updated.

**Appointments for military and Civilians that require a CAC card and other information concerning the issue of a CAC card.** Please call 803-751-5964 or 803-751-3989 to make an appointment. Walk in service is still available BUT your wait time may be up to 2 hours.

**Please provide 2 forms of current valid identification and 1 must be a state or federal picture ID. CAC cards may be renewed within 90 days of expiration.**

### **Initial Enrollment**

**The sponsor must be present or a DD Form 1172, signed by the sponsor, or a General Power of Attorney may be presented by the spouse. Original or court certified copies of required documents must be presented. A DD Form 1172 should be generated from the DEERs office which can be faxed to this office at 803-751-6554 or DSN 734-6554.**

**New Spouse:** Required documents include marriage certificate, Social Security card and all Divorce Decrees of the Sponsor (if applicable).

**Newborns:** Required documents include birth certificate or live birth documentation and Social Security card (if received). Note: **Single father** - Birth certificate showing your name **and** Voluntary Acknowledgement of Paternity from the state your child was born in **or** complete a Dependency Package and children born out of wedlock.

**Stepchildren:** Required documents include marriage certificate, birth certificate showing mother/father names, and Social Security card.

**Wards and Foster Children:** Required documents include court documentation stating legal and physical custody, birth certificate, and Social Security card.

**DAV:** Required documentation includes authorization letter from the Veteran's Administration stating their entitlements, DD Form 214, and original or court certified Social Security card.

## **Renewals**

**Sponsor must be present or DD Form 1172, signed by the sponsor, or a General Power of Attorney may be presented by the spouse. Original or court certified copy of required documents must be presented.**

**Sponsor or Spouse:** 2 forms of current valid identification. If turning 65 years of age, a medical care card is required.

**Children (10yrs to 20yrs):** See above renewal statement.

**Children (21yrs to 23yrs)** must present a letter from the school registrar office stating that the individual is a full time student and his/her expected graduation date.

**Active Duty Retirees:** Required documentation includes DD Form 214 and retirement orders.

**Reserve Retirees with 20 years of service:** Required documentation includes 20 year retirement letter.

**Reserve retiree at age 60 years of age:** Required documentation includes retirement letter at age 60.

## **Dependency Package**

Children born out of wedlock, Incapacitate children over the age of 21 and **Parent** or parent-in-law can be obtained at the Strom Thurmond Building in room 10, or call (317) 510-1630/1621.

## **Types of Disenrollment**

**In case of spouse or sponsor death:** Death Certificate is required.

**In case of divorce:** Required documentation includes an original or court certified copy of the final divorce decree and if retired, a DD Form 214 or statement of services.

**Children under the age of 21 years of age:** Required documentation includes marriage certificate, enlistment contract or oath of office, and court order emancipation.

**Children over 21 years of age:** Required documentation includes copy of degree from university or college. Note: entitlement will cease at age 21 unless enrolled in school full time.

**Ward or Parent/Parent-in-Law:** Sponsor must request disenrollment.

### *Lists of Acceptable Identification Documents*

*All documents must be original or court certified copy.*

**The following is a list of acceptable identification documents which may be used as a primary and secondary source of identification.** For example: An unexpired military ID may be used as a primary form of ID and an unexpired driver's license may be used as a secondary form of ID.

1. U.S. Passport.
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551).
3. An unexpired foreign passport with a temporary I-551 stamp.
4. An unexpired Employment Authorization Document that contains a photograph (Form I-766, I-688, I-688A, I-688B).
5. An unexpired foreign passport with an unexpired Arrival-Departure Record, Form I-94, bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, if that status authorizes the alien to work for the employer.
6. Unexpired driver's license or ID card issued by a state or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address.
7. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address.
8. Current school ID card with a photograph.
9. Unexpired military dependent's ID card.
10. Unexpired U.S. Coast Guard Merchant Mariner Card.
11. Current Native American tribal document.
12. Unexpired driver's license issued by a Canadian government authority.
13. Current school record or report card.
14. Current clinic, doctor or hospital record.
15. Current day-care or nursery school record.

**The following is a list of acceptable identification documents that may be used only as a secondary form of identification:**

1. U.S. Social Security card issued by the Social Security Administration (other than a card stating it is not valid for employment).
2. Certification of Birth Abroad issued by the Department of State (Form FS-545 or Form DS-1350).
3. Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal.
4. Native American tribal document.
5. U.S. Citizen ID Card (Form I-197).
6. ID Card for use of Resident Citizen in the United States (Form I-179).
7. Unexpired employment authorization document issued by DHS (other than those listed under List A).

**Note: All documents must be original or a court certified copy. Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274) or Form I-9 (Rev. 02/02/09).**