

**Temporary Policy Guidance  
In Response to COVID-19  
(all exemptions expire June 30, 2021)**

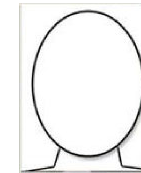
1. Expiration dates: Uniformed Services ID cards that expired on or after Jan 1, 2020, will remain valid through June 30, 2021.
  - a. This does not apply to children turning age 21. If your child is attending college full-time, contact your local ID card issuance site. For secondary dependency information for incapacitated children, visit the DFAS at <https://www.dfas.mil/>, or call Air Force Secondary Dependency at 317-212-8049.
  - b. Common Access Cards that expired or expiring within 90-days will be re-issued. Early CAC issuance authorized for deployments/TDY travel and PCS events.
2. Printed information on card will not necessarily be reissued for USID cards changes, examples: Promotion (grade/rank), including last names changes due to marriage or divorce.
3. Increased minimum age for all ID card issuances requirement from age 10 to 14.
4. Mobilized Reserves (includes ANG) and their eligible dependents continue using the Reserve USID card to obtain active-duty benefits.
5. DoD civilians transferring between components (i.e., Air Force to Army) will retain existing CAC, no re-issuance to reduce burden on sponsor for in-processing purposes.

**Requesting family member DEERS enrollment and other DEERS updates remotely by Email, Fax, Online, or Mail**

1. Sponsor completes DD Form 1172-2: <https://www.cac.mil/Portals/53/Documents/dd1172-2.pdf> or [https://www.dmdc.osd.mil/self\\_service](https://www.dmdc.osd.mil/self_service).
2. Provide copies of 2-acceptable identity documents, i.e., military ID card, driver's license and passport. Refer to "List of Acceptable Identity Documents for ID Card Issuance" at <https://www.cac.mil/>
3. Documents supporting your request to determine eligibility as listed below. For a complete listing of acceptable eligibility documents, refer to AFI 36-3026, Vol. 1, Attachment 5, Page 310.
  - a. Lawful spouse – Photo ID; marriage certificate & Social Security card; birth certificate (preferred), or court order.
  - b. Legitimate child (newborn of marriage) – Birth certificate, SS card (if available).
  - c. Stepchild – Child and parent birth certificates, parent marriage certificate & Social Security card (if available).
  - d. Student (age 21-23) – Proof of full-time school enrollment at an accredited college.
  - e. 100% Disabled Veteran – VA letter with 100% disability, DD Form 214 indicating Honorable or General discharge. Less than 100% disability does not warrant military ID card unless unemployed due to disability; VA provides VHIC for shopping privileges.
  - f. Divorce – Refer to Former Spouse Eligibility Determination Trifold for 20/20/20 or 20/20/15. Call TFSC 1-800-525-0102 for additional information.

**Request ID card remotely for dependents & retirees for initial issue or lost/stolen. Otherwise, continue to use your expired ID. (All remotely issued cards will expire 1-year from issue date)**

1. Print passport type photo  
High resolution – not blurry or grainy  
Size - 5"x7" or 8"x10"



2. Complete DD Form 1172-2: <https://www.cac.mil/Portals/53/Documents/dd1172-2.pdf> or [https://www.dmdc.osd.mil/self\\_service](https://www.dmdc.osd.mil/self_service).
3. Provide copies of 2-acceptable identity documents i.e., military ID card, driver's license, or passport. For a complete list of acceptable identity documents, visit <https://www.cac.mil/>. Self-sworn statement if replacing lost or stolen card.
4. Contact nearest ID card issuance site for local procedures, visit RAPIDS Site Locator at <https://idco.dmdc.osd.mil/idco/#/>.

**Note: Logistical processing and availability of services is determined locally per ID card office and installation mission capability.**

**Verifying Official Instructions**

1. Confirm the information matches DEERS
2. Scan/upload documents into RAPIDS
3. Overwrite fingerprint capture if needed
4. Use photo to re-capture for RAPIDS
5. Modify expiration date 1-year from issue date
6. Laminate USID without signature or hand write "unable to sign" on signature block
7. Mail using tracking with signature receipt

**FSS Customer Service Office**  
5 FSS/FSPS

For remote enrollment of new dependents please send documents to: [minot.dpmps@us.af.mil](mailto:minot.dpmps@us.af.mil)

**Initial DEERS Enrollment** (newborn, adopted child, legal custody ward, married spouse, etc.)

Full-time Student DEERS record update, age 21

Permanently incapacitated child

**RAPIDS Customer Service contact information:**

[minot.dpmps@us.af.mil](mailto:minot.dpmps@us.af.mil)  
475 SUMMIT DR STE 215  
(701)723-4567

**Useful Websites & Contact Information**

**DoD Reference Center**

- Information on all ID cards, [www.cac.mil](http://www.cac.mil)

**ID Card Online (IDCO)**

- Update contact/personal information to include your email address update on your CAC  
- Create DD Form 1172-2

[https://www.dmdc.osd.mil/self\\_service](https://www.dmdc.osd.mil/self_service)

**ID Card Site Locator**

<https://idco.dmdc.osd.mil/idco/#/>

**MilConnect Portal**

- Obtain proof of health care coverage

<https://milconnect.dmdc.osd.mil/milconnect/>

**DoD DEERS Beneficiary Helpdesk**

800-538-9552

**Air Force Total Force Service Center (TFSC)**

800-525-0102

**In Response to  
2019 Novel Coronavirus (COVID-19)  
ID Card Services**

*This trifold expires June 30, 2021, and may warrant additional modifications without notice based on DoD policy.*



Trifold v5 current as of September 9, 2020

(Expires on June 30, 2021)