



JBSA ONLINE APPLICATION CHECKLIST



19 Apr 21

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1a. DEPENDENT ID (ADDING/INITIAL-CHILD-LEGITIMATE-UNDER 18)

Please submit the following:

1. Copy of sponsor's ID front & back
2. Birth Certificate (Verification of Live Birth only used for under 30 days old)
3. Social Security Card
4. 1172 (GOVT CAC Digital Signature or Wet Signed + Notarized)
5. Headshot photo of dependent (shoulders up/no glasses/hats/facial piercings) on a white background

1b. DEPENDENT ID (ADDING/INITIAL-CHILD-LEGITIMATE-OVER 18)

Please submit the following:

1. Copy of sponsor's ID front & back
2. Birth Certificate (Verification of Live Birth only used for under 30 days old)
3. Social Security Card
4. 1 Photo ID for the dependent (Driver's License, Passport, State ID)
5. 1172 (GOVT CAC Digital Signature or Wet Signed + Notarized)
6. Headshot photo of dependent (shoulders up/no glasses/hats/facial piercings) on a white background

1c. DEPENDENT ID (ADDING/INITIAL-CHILD-ILLEGITIMATE-UNDER 18)

Please submit the following:

1. Copy of sponsor's ID front & back
2. Birth Certificate (Verification of Live Birth only used for under 30 days old)
3. Social Security Card
4. State Stamped Acknowledgment of Paternity or Court Order
5. 1172 (GOVT CAC Digital Signature or Wet Signed + Notarized)
6. Headshot photo of dependent (shoulders up/no glasses/hats/facial piercings) on a white background

* For Army, All other Services must submit paperwork through their Service Project Office (SPO) for approval before adding dependent

1d. DEPENDENT ID (ADDING/INITIAL-CHILD-ILLEGITIMATE-OVER 18)

Please submit the following:

1. Copy of sponsor's ID front & back
2. Birth Certificate (Verification of Live Birth only used for under 30 days old)
3. Social Security Card
4. State Stamped Acknowledgment of Paternity or Court Order
5. 1 Photo ID for the dependent (Driver's License, Passport, State ID)
6. 1172 (GOVT CAC Digital Signature or Wet Signed + Notarized)
7. Headshot photo of dependent (shoulders up/no glasses/hats/facial piercings) on a white background

* For Army, All other Services must submit paperwork through their Service Project Office (SPO) for approval before adding dependent

1e. DEPENDENT ID (ADDING/INITIAL-STEPCHILD-UNDER 18)

Please submit the following:

1. Copy of sponsor's ID front & back
2. Marriage Certificate (Stepchild's Parent)
3. Birth Certificate
4. Social Security Card
5. 1172 (GOVT CAC Digital Signature or Wet Signed + Notarized)
6. Headshot photo of dependent (shoulders up/no glasses/hats/facial piercings) on a white background

1f. DEPENDENT ID (ADDING/INITIAL-STEPCHILD-OVER 18)

Please submit the following:

1. Copy of sponsor's ID front & back
2. Marriage Certificate (Stepchild's Parent)
3. Birth Certificate
4. Social Security Card
5. 1 Photo ID for the dependent (Driver's Lic, Passport, State ID)
6. 1172 (GOVT CAC Digital Signature or Wet Signed + Notarized)
7. Headshot photo of dependent (shoulders up/no glasses/hats/facial piercings) on a white background

1g. DEPENDENT ID (RENEWAL-SPOUSE/CHILD/STEPCHILD-UNDER 18)

Please submit the following:

1. Copy of sponsor's ID front & back
2. 1172 (GOVT CAC Digital Signature or Wet Signed + Notarized)
3. Headshot photo of dependent (shoulders up/no glasses/hats/facial piercings) on a white background

1h. DEPENDENT ID (RENEWAL-SPOUSE/CHILD/STEPCHILD-OVER 18)

Please submit the following:

1. Copy of sponsor's ID front & back
2. 1 Photo ID for the dependent (Driver's License, Passport, State ID)
3. 1 Secondary ID for the Dependent (Passport, SSN Card, Birth Cert, Voter's Registration Card, State ID with Photo)
4. 1172 (GOVT CAC Digital Signature or Wet Signed + Notarized)
5. Headshot photo of dependent (shoulders up/no glasses/hats/facial piercings) on a white background

2a. RETIREE (INITIAL)

Please submit the following:

1. Copy of sponsor's ID front & back
2. Retiree orders/finalized copy of DD 214
3. 1 Photo ID (Driver's License, Passport, State ID)
4. 1 Secondary ID (Passport, SSN Card, Birth Cert, Voter's Registration Card, State ID with Photo)
5. Headshot photo (shoulders up/no glasses/hats/facial piercings) on a white background

2b. RETIREE (RENEWAL)

Please submit the following:

6. Copy of sponsor's ID front & back
7. 1 Photo ID (Driver's License, Passport, State ID)
8. 1 Secondary ID (Passport, SSN Card, Birth Cert, Voter's Registration Card, State ID with Photo)
9. Headshot photo (shoulders up/no glasses/hats/facial piercings) on a white background

3. MEDICARE UPDATE

Please submit the following:

1. Copy of sponsor's ID front & back
2. 1 Photo ID for the dependent (Driver's License, Passport, State ID)
3. 1 Secondary ID for the Dependent (Passport, SSN Card, Birth Cert, Voter's Registration Card, State ID with Photo)
4. Headshot photo of dependent (shoulders up/no glasses/hats/facial piercings) on a white background
5. If turning 65, please include Medicare card for Parts A and B.

*Must be within 90 days of turning 65 to update Medicare.

4. NEW MARRIAGE/INITIAL ID

Please submit the following:

1. Copy of sponsor's ID front & back
2. 1 Photo ID for the dependent (Driver's License, Passport, State ID)
3. Marriage Certificate
4. Birth Certificate
5. Social Security Card
6. 1172 (GOVT CAC Digital Signature or Wet Signed + Notarized)
7. Headshot photo of dependent (shoulders up/no glasses/hats/facial piercings) on a white background

If name change required, member must have two forms of ID with the new name after first ID Issue

5. DIVORCE

Please submit the following:

1. Copy of sponsor's ID front & back
2. Certified copy of final Divorce Decree

If active duty, please be sure to contact CSS or servicing MPF to remove from MILPDS.

6. FULL-TIME STUDENT

Please submit the following:

1. Copy of sponsor's ID front & back
2. 1 Photo ID for the dependent (Driver's License, Passport, State ID)
3. 1 Secondary ID for the Dependent (Passport, SSN Card, Birth Cert, Voter's Registration Card, State ID with Photo)
4. Headshot photo of dependent (shoulders up/no glasses/hats/facial piercings) on a white background
5. 1172 (GOVT CAC Digital Signature or Wet Signed + Notarized)
6. If dependent is turning or has turned 21 & you haven't submitted full-time letter from School Registrar, please include.

Full-time student benefits are until dependent is 23 or class graduation date, whichever occurs first.

7. ADDING A NEW BORN CHILD(REN)

Please submit the following:

1. Copy of sponsor's ID front & back
2. State Birth Certificate (Verification of Live Birth only used for under 30 days old)
3. Social Security Card (within 60 days)
4. 1172 (GOVT CAC Digital Signature or Wet Signed + Notarized) if needing an ID Card
5. Headshot photo of dependent (shoulders up/no glasses/hats/facial piercings) on a white background

* If Illegitimate – Must have Acknowledgment of Paternity/Court orders and follow Service specific instructions – For Army can submit immediately to DEERS, All other Services' must work through their Service Project Office (SPO)

8. TRICARE YOUNG ADULT

Please submit the following:

1. Copy of sponsor's ID front & back
2. 1 Photo ID for the dependent (Driver's License, Passport, State ID)
3. 1 Secondary ID for the Dependent (Passport, SSN Card, Birth Cert, Voter's Registration Card, State ID with Photo)
4. Headshot photo of dependent (shoulders up/no glasses/hats/facial piercings) on a white background
5. Tricare Young Adult must be effective through Tricare first

9. DAV

Please submit the following:

1. 100% VA rating letter (should reflect effective date)
2. Finalized copy of DD214
3. 1 Photo ID (Driver's License, Passport, State ID)
4. 1 Secondary ID (Passport, SSN Card, Birth Cert, Voter's Registration Card, State ID with Photo)
5. Headshot photo (shoulders up/no glasses/hats/facial piercings) on a white background

Family members receiving IDs must be 14+ and see guidance above in Section 1.

We will review the documentation to determine if you are eligible for the ID with DMDC.