



# JBSA ONLINE APPLICATION CHECKLIST



15 Feb 23

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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 (Certificate of Live Birth only used for children under 30 days old)
3. Social Security Card (within 90 days of Birth)
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 (Certificate of Live Birth only used for children 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 (Certificate of Live Birth only used for children under 30 days old)
3. Social Security Card (within 90 days of Birth)
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 (Certificate of Live Birth only used for children 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-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 AF, 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 (Certificate of Live Birth only used for under 30 days old)
3. Social Security Card (within 90 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)

\* Verification of Birth Facts is no longer authorized to be used at the DEERS office for newborn enrollment, if this is the only document the Sponsor has been provided the must report to any Military Hospital Patient Administration Division (PAD) to create the shell record for appointments while waiting for State Birth Certificate

## **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 and purchased through Tricare first

## **9. DAV**

Please submit the following:

1. 100% Commissary VA rating letter from E-Benefits website (should reflect effective date)
2. Finalized copy of DD214 Part 2 or Part 4 (must show Honorable Discharge only)
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 10+ and see guidance above in Section 1.

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

## **10. SPECIAL NOTES**

Please Read for All Packets

1. All Documents must be in English or have a Professional English translation with the document
2. Verification of Birth Facts is no longer authorized for any DEERS Action
3. 1172 must be either Wet Signed and Notarized or Digitally Signed by a Government CAC from the Sponsor
4. Anyone requesting a 100% DAV must provide a DD214 with a Honorable Rating only any other Rating is not authorized to receive a DEERS ID Card
5. All Adult (18 and Older) SSN Cards must be signed and All Passports regardless of age must be signed to be considered valid