

Common Access Card (CAC) for DoD Contractors

To issue or reissue a CAC to a DoD Contractor, the following is required:

1. A record must be created by the Trusted Agent (TA) through the Trusted Associate Sponsorship System (TASS) prior to issuance.
2. DoD Contractor- Two (2) forms of valid unexpired identification, one form MUST be a photo ID.
3. If going overseas, present a Letter of Authorization (LOA) for authorization of privileges to the Commissary, Exchange and MWR.

NOTE: Records for newly-hired contractor employees are typically created between 5 to 7 business days from the start date. For convenience, please call in advance to check if the new record is available in DEERS to issue a CAC.

NOTE: Discrepancies in the DEERS record such as citizenship, name change or new contract start date, MUST be updated by the TA through TASS prior to receiving the CAC.

NOTE: CACs can be renewed within 90 days from date of expiration. CACs are issued for a period of three years or less.

Lost, Missing or Stolen CAC

DoD Contractors are required to submit documentation from the appropriate security office or CAC sponsor confirming that the CAC has been reported lost or stolen (DoDM 1000.13-M-V1, encl. 2, subpar. 5.c.(3)). Police or Military Police report will be accepted in place of the Lost or Stolen CAC statement. Please ensure the date, place and circumstances of the loss or theft are included in the statement or report. The statement or report will be scanned and stored in the DEERS record. If the lost or stolen CAC/ID is found, please return for destruction at any DEERS ID Card Center.