**Enrollment for Spouse, Newborns, Children, Illegitimate Child, Stepchild, Parent, Parent-In-Law into DEERS and Reissuance of Dependent USIDs**

**Sponsor must be present or a General Power of Attorney or a Special Power of Attorney with DEERS issuance of IDs.**

For a Spouse’s enrollment into DEERS, the following documents are required:

1. Marriage Certificate (Original with file number)

2. Dependent Spouse's Social Security Card (Original, not laminated)

3. Original or Certified copy from the originator of the document of any Final Divorce Decree, Annulment or Death Certificate from previous marriage for Sponsor and/or Spouse.

5. Dependent Spouse - Two (2) forms of valid unexpired identification, one form MUST be a photo ID.

To enroll a Newborn/ Illegitimate Child/ Stepchild in DEERS, the following is required:

**NEWBORNS & CHILDREN:**

1. MUST present Child’s Certificate of Live Birth ([U. S. Standard Certificate of Live Birth (November 2003) (cdc.gov)](https://www.cdc.gov/nchs/data/dvs/birth11-03final-acc.pdf)) (withing the first 30 days of Birth), Child’s Birth Certificate (Original copy with file number) OR Consular Report of Birth Abroad (DS Form FS-240) for enrollment.

2. Child's Social Security Card (original, not laminated, and not signed by the parent); If no social security card has been issued yet, a temporary ID number will be assigned to the child. The sponsor will have 90 days to provide the actual social security card to any DEERS office. Failure to do so will result in a Direct Care suspension through TRICARE.

3. Marriage Certificate (Original with file number) of the Newborn Child’s parents to establish relationship if one parent is not enrolled into DEERS.

**ILLEGITIMATE CHILD:**

Male sponsors enrolling a Child born out of wedlock, the following documents are required:

1. **The Sponsor is the only one who can do the enrollment of an illegitimate child.** **Cross-Servicing is not authorized from other BRANCHES of Services.**

2. Court Order (Judgement of Judicial Determination of Paternity) OR a Voluntary Acknowledgment of Paternity (VAP) filed through the state of which the child was born.

3. Child’s Certificate of Live Birth ([U. S. Standard Certificate of Live Birth (November 2003) (cdc.gov)](https://www.cdc.gov/nchs/data/dvs/birth11-03final-acc.pdf)) (within the first 30 days of birth) or Child’s Birth Certificate (Original with file number) OR Consular Report of Birth Abroad (DS Form FS-240) along with a written SJA opinion (If the sponsor was stationed in a foreign country at the time of birth), with father’s name on the Certificate of live Birth, Birth Certificate, or Consular Report of Birth Aboard (DS Form FS-240) for enrollment into DEERS.

4. Child's Social Security Card (original, not laminated, and not signed by the parent) (Social Security Card MUST be presented to DEERS as soon as acquired to prevent suspension of medical coverage for the child)

Female sponsors enrolling a Child born out of wedlock, following documents are required:

1. Child’s Certificate of Live Birth OR Child’s Birth Certificate ([U. S. Standard Certificate of Live Birth (November 2003) (cdc.gov)](https://www.cdc.gov/nchs/data/dvs/birth11-03final-acc.pdf)) (Original with file number) OR Consular Report of Birth Abroad (DS Form FS-240) for enrollment.

2. Child’s Social Security Card (original, not laminated, and not signed by parent) (Social Security Card MUST be presented to DEERS as soon as acquired to prevent suspension of medical coverage)

**Stepchild:**

Sponsor must be present or a General Power of Attorney or a Special Power of Attorney with DEERS issuance of IDs.

1. Child’s Birth Certificate (Original with file number) OR Consular Report of Birth

Abroad (Original DS Form FS-240)

2. Child’s Social Security Card (original, not laminated, without parents’ signature)

3. Marriage Certificate of sponsor and stepchild’s biological parent (Original with file number).

4. A condition of receiving entitlements under another sponsor maybe added after enrollment if the stepchild’s other parent is Active-Duty or a Reservist.

**PARENT / PARENT-IN-LAW:**

To enroll a Parent/Parent In-Law into DEERS, the following documentation is required:

1. Sponsor must be present or a General Power of Attorney or a Special Power of Attorney with DEERS issuance of IDs.

2. Defense Finance Accounting Services (DFAS) Approval of Dependency Determination (DD 27-88)

3. Parent/Parent In-Law’s original Social Security Card (original, not laminated)

4. Parent/Parent In-Law’s Original or Certified true copy from the originator of the document Birth Certificate with file number

5. Parent/Parent In-Law – One (1) form of valid unexpired photo identification.

6. Sponsor’s/Sponsor’s Spouse’s Original or Certified Ture Copy from the originator of the document Birth Certificate with file number to show relationship to Parent/Parent In-Law

7. Sponsor’s Original or Certified true copy from the originator of the document Marriage Certificate with file number.

**Renewals of Dependent USIDs:**

1.Sponsor must be present, or a DD 1173-3 signed digitally by sponsor or signed in an ID Card Office by the sponsor and by the Verifying Official, or a Power of Attorney. All documents must be original.

2. Dependents over the age of 18 must provide two forms of identification, not including previously issued USID card one form MUST be a photo ID which can be a Driver’s License, State ID, Passport, Passport card, and the second can be Birth Certificate, Social Security Card (original not laminated). If names do not match, an original or certified Married Certificate, original or certified Divorce Decree, or original or certified Court Order of Name Change must be presented.

**NOTES:**

Enrollment should be accomplished as soon as possible so not to delay acquiring medical appointments for any dependents. All documents must be original or a certified true copy from the originator of the document. A dependent ID card will be issued for four (4) years or less and can be renewed 90 days prior to expiration, in certain cases Original Marriage Certificate or Final Judgement of Divorce Decree, or Court Order of name change may be required for reissuance of an ID. Dual Active-Duty spouses will be added to each other’s DEERS record but will not receive additional benefits or a dependent ID card and will continue to utilize their own CAC, a condition of receiving entitlements under another sponsor will be added. To apply for a Dependency Determination and eligibility requirements for a Parent or Parent-In-Law, please contact the appropriate branch of service listed below:

AIR FORCE (800)525-0102; ARMY (888)276-9472; NAVY (901)874-5111;

MARINE CORPS (703)784-9529; COAST GUARD (202)795-6692

For reenrollment, the sponsor must have the Recertification of the Dependency Determination from DFAS every four (4) years. The sponsor may submit the application for Recertification of the Dependency Determination within 90 days of expiration For Marines, please ensure you visit the IPAC prior to or after visiting the DEERS/ID Card Center. Enrolling a Spouse who has had a previous Sponsor will require that previous sponsor’s information to be removed. A Dependent Child who has joint service parents or single parent status or Child’s physical appearance has changed significantly may be issued an id (case-by-case) or if a Child is temporarily away from sponsor and must use a medical treatment facility, (case-by-case situations approval by Service Project Officer). Cross Servicing is not authorized in certain cases.