

## REQUIREMENTS FOR ID CARD ISSUANCE

**All adult customers 21 years and older must have two valid forms of identification.**

**(ONE MUST BE A GOVERNMENT ISSUED PHOTO ID)** Please click on the link provided for a list of acceptable identification **Acceptable Proof of Identity Documentation Sheet**

**Dependent ID \*\*Sponsor must be present\*\* or A Valid Power of Attorney or digitally signed DD 1172-2 may be used in lieu of sponsor presence** \*DD 1172-2 available for Sponsor CAC holders at Rapids Self Service ([https://www.dmdc.osd.mil/self\\_service](https://www.dmdc.osd.mil/self_service))

### **Additional items for ID Card Issuance**

**Contractor** -- must have a **SPOT LOA** (Letter of Authorization) CAAF box must be marked **Civilian** – Travel Orders showing deployment to Southwest Asia

**Active Duty, Reserve, Guard** – Promotion orders

**Retired Military and Individual Ready Reserve** – DD Form 214

**Spouse, Unremarried Widow, and Former Spouse** -- Medicare Card (if turning age 65)

### **Dependent child over age 21**

**Student** - Letter from school registrar office

**Incapacitated Adult Child** -- Current Dependency Determination\*, DD Form 1172-2\*, and Medical Sufficiency Letter

**Other Dependent** -- (Parent, Parent-in-Law, etc)

Current Dependency Determination\*

\*(Dependency Determination must be completed every four years or status change)

**DAV** (initial issuance) -- letter from VA stating member is 100% disabled and authorizes commissary and exchange privileges and DD 214