

**ID CARD PROCEDURES
FOR
PARENTS, PARENTS IN-LAW,
STEP-PARENTS and PARENTS-BY-
ADOPTION**

ELIGIBILITY CRITERIA

Parents/parents in-law, step-parents and parents-by-adoption may be entitled to a DD Form 1173, Uniformed Service Identification and Privilege Card if they meet certain criteria:

- a. They must be dependent on the sponsor for over 50 percent of their support.
- b. They must reside in the sponsor's household or one maintained by the sponsor.

**DOCUMENTATION
REQUIRED/PROCEDURES**

Sponsor must present a copy of his/her birth certificate or spouse's birth certificate (as applicable*) and a personal ID card each time an ID is issued.

ID card processing must be accomplished by the parent Armed Service. Cross servicing is not authorized, i.e., you may not apply to another branch of service. The sponsor

and applicant forward their documents, along with a completed *DD Form 1172, Application for Identification Card-DEERS*, to the Defense Finance and Accounting Service: Indianapolis Center, DFAS-IN, Attn: Director of Military Personnel, Special Assistance Division, Dependency/Garnishment, 8899 East 56th Street Indianapolis, Indiana, 46249-0855. Upon approval, the sponsor will be provided a letter to take to the MPF for issue of the family member's ID card. *NOTE:* A new dependency determination is required each time an ID card is renewed.

BENEFITS AND PRIVILEGES

If both dependency and residency are approved, the applicant will be entitled to medical care benefits in Uniformed Services Military Medical Treatment Facilities. The law does not authorize Civilian Health and Medical Program of the Uniformed Services (CHAMPUS) benefits for these family members. The applicant will also be entitled to commissary, Base Exchange and theater privileges.

If dependency is approved but not residency, the applicant will be entitled to Base Exchange and theater privileges only.

If only residency is approved, no ID card will be authorized.

* Verifying officials *may request additional documentation* to verify relationships and names. Marriage certificates, divorce decrees and birth certificates must be originals, court-certified copies, or photocopies that reflect the file number.

HOURS OF OPERATION

Legal Assistance

(Attorney consults by appointment only)

Will Appointments

Please complete Will worksheet BEFORE you make a will appointment! Stop by or call our office for more information.

Italian Legal Assistance

(Attorney consults by appointment only)

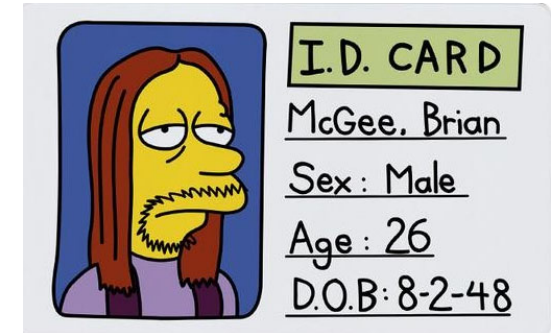
Powers of Attorney/Notaries

Mon-Fri 0745 - 1630

You can complete power of attorney & will worksheets, and read information at <https://aflegalassistance.law.af.mil>

31 FW/JA
Unit 6140 Box 115
APO, AE 09604-0115
Building 1403, upstairs
DSN 632-7843 or
commercial 0434-30-7843

ID CARD PROCEDURES FOR PARENTS



Current as of April 2022

