



KIRTLAND AIR FORCE BASE  
**FORCE**  
SUPPORT SQUADRON

Please follow the bellow instructions for Online Dependent ID card renewal.

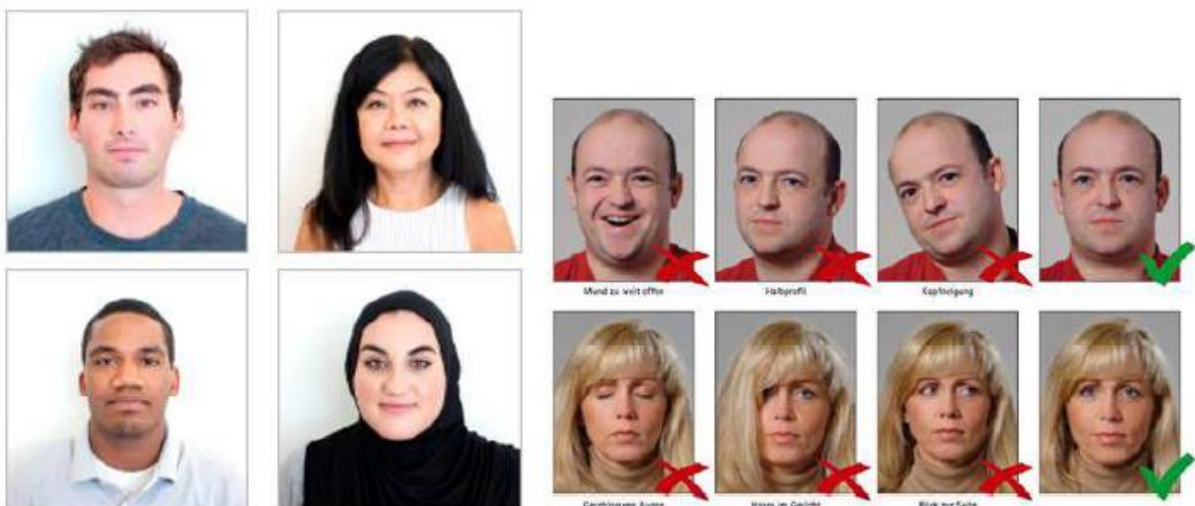
**Step 1.** Sponsor must complete DD Form 1172 online and the electronic renewal application or attached copy; sponsor must certify 1172 with electronic signature (there are separate options for CAC submission and non-CAC submission). Save the document. To fill out the 1172, access the DMDC website:

([https://www.dmdc.osd.mil/self\\_service/rapids/unauthenticated?execution=e2s1](https://www.dmdc.osd.mil/self_service/rapids/unauthenticated?execution=e2s1))

***\*Please be sure to save a copy of the digitally signed 1172, it must be included with supporting documents***

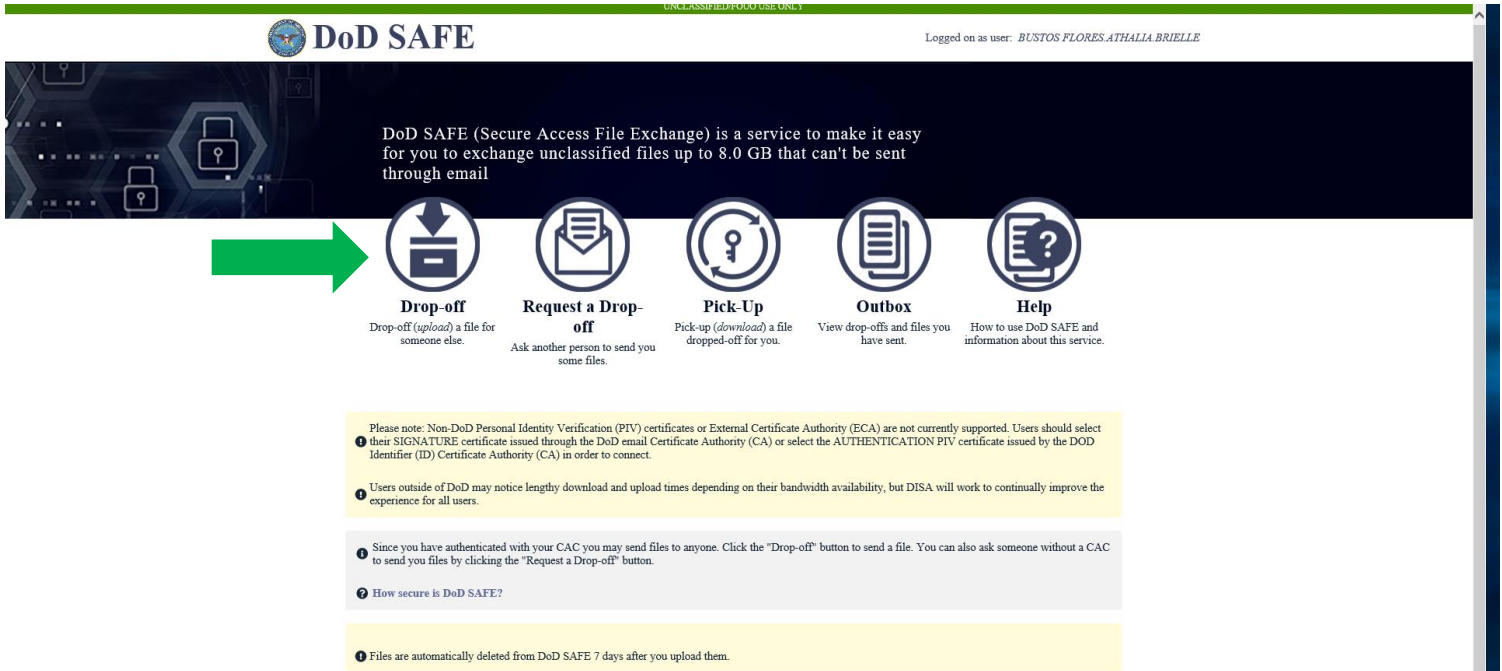
**Step 2.** Take a passport style photo for the ID card. The photo must be a clear, forward headshot taken on a plain white background, with nothing in the background, and with the full face in view. You should have a neutral facial expression or natural smile, with both eyes open.

Photo must be taken in clothing normally worn on a daily basis (**no hats or sunglasses**). **NOTHING CAN BE IN THE BACKGROUND!! NO PHOTO FILTERS!** The photo should not be older than six months.



**Step 3.** Send Application for ID Card Renewal, ID Card photos, Supporting Documents the 377 FSS Customer Support office via DOD Safe (<https://safe.apps.mil/>)

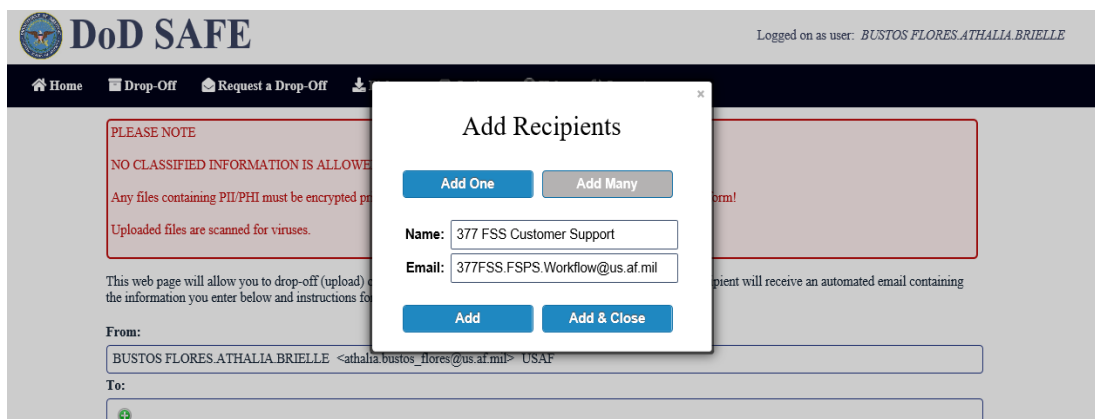
Select the “Drop-off” option



Add Recipients will pop-up automatically (if not click the green plus), enter the below information, once completed select add and close.

Name: 377 FSS Customer Support

Email: [377fss.fsps.workflow@us.af.mil](mailto:377fss.fsps.workflow@us.af.mil)



Select the “Encrypt every file” option by checking the box. You will be asked to create an Encryption Passphrase. Please set your passphrase to be the sponsors Last Name, First Name, and last for of your SSN. We at the MPS have the ability to pull this information.

Example: smithjohn1234

Drop-off

THIS IS ALLOWED TO BE ENCRYPTED FOR THESE REASONS.

Drop-off (upload instructions)

Recipient will receive an automated email containing

### Encryption Passphrase

This passphrase will not be sent to the recipients.  
You need to do this yourself.

Passphrase:

And again:

OK

ATHALIA BUSTOS FLORES <athalia.bustos\_flores@us.af.mil> USAF

7FSS.FSPS.Workflow@us.af.mil

my spouse's ID Card.

s-Flores

Encrypt every file (REQUIRED FOR FOUO, PII, AND PHI)

Send me an email when each recipient picks up the files

Once again please upload the following Documentation

1. Completed Application To Renew Dependent ID Card
2. 2 unexpired forms of identification
  - a. 1 form must be a photo ID
3. DD Form 1172 electronically signed by sponsor
4. Picture taken for dependent ID card

Acceptable forms of identification can be found at

[https://www.cac.mil/Portals/53/Documents/List\\_of\\_Acceptable\\_Documents.pdf](https://www.cac.mil/Portals/53/Documents/List_of_Acceptable_Documents.pdf)

Please provide us with the Sponsor’s name and contact number in the “short note to the recipients” section in the event that we run into any issues. Click to Add Files, or Drag and Drop them. Once done select “Drop-off Files”

**From:**  
BUSTOS FLORES,ATHALIA,BRIELLE <athalia.bustos\_flores@us.af.mil> USAF

**To:**  
377 FSS Customer Support <377FSS.FSPS.Workflow@us.af.mil>

**Short note to the Recipients:**

Please see attached documents for my spouse's ID Card.  
Sponsor Name: SSgt Athalia Bustos-Flores  
Contact Number: 505-846-9337

Encrypt every file (REQUIRED FOR FOUO, PII, AND PHI)  
 Send me an email when each recipient picks up the files

873 / 1000 left

[Click to Add Files or Drag Them Here](#)

Filename	Size	Description
1: Application to Renew Dependent ID Card - Onl...	169.0 KB	<input type="text"/> ✖
2: ID Card Photos and Support Documentation.docx	11.3 KB	<input type="text"/> ✖

180.4 KB / 4096 MB

[Drop-off Files](#)

## MAILING IN DOCUMENTS:

Members can submit paperwork via postal service. The mailing address is:

377 FSS/FSPS

1451 4<sup>th</sup> Street SE, BLDG 20245

Kirtland AFB, New Mexico, 87116

You will receive and email within 3 – 5 business days notifying you that you ID card(s) are ready for pickup. Please bring the 2 forms of identification originally provided with the online application when coming to pick up the ID cards. Sponsor does not have to accompany dependents for pickup.

Questions can be directed the Military Personnel Section 505-846-9337

