

Air Force Trifold
DMDC new online renewal process for
dependent ID card with sponsors'
holding a CAC



The purpose of this trifold is to provide key information on applying for dependent USID card using an online application. DMDC test pilot allows renewing dependent ID card(s) without visiting an ID card office in person. Note: Requestor must be a CAC holder and meet all eligibility criteria listed on the next column.

References:
<https://www.cac.mil/Next-Generation-Uniformed-Services-ID-Card/Renewing-Online/>

OPR Tri-Fold content:
HQ AFPC/DP3SA
AF DEERS Project Office, 1-800-525-0102

Information reflected in trifold is subject to change without notice. Trifold current as of 6 March 2023.

Are you a current CAC holder?
You may be eligible to renew your
dependent ID cards online.

What is a CAC? The Common Access Card (CAC) is a Personal Identity Verification (PIV) card with a smart chip.

Below are the eligibility criteria:

- The requestor must be a CAC holder
- The CAC holders' personnel status must not terminate within the next 30-days
- The dependent must already be enrolled in DEERS and was verified by the sponsor within the past 90-days
- The dependent existing photograph in DEERS is not older than 12-years
- The request is not to replace a lost, stolen, or missing ID card; and must visit in person
- Mailing address stored in DEERS must be in the continental United States, Hawaii, or Alaska; and is not a Post Office box.
- Children enrolling full-time student or qualify for permanent "incap" must apply in person and are not eligible

The USID online process

If you meet the eligibility criteria:

The sponsor must sign into IDCO using his/her CAC.
<https://idco.dmdc.osd.mil/idco/>

Request dependent ID card by selecting "renew family member ID card"

Once processed, the requestor will receive an email confirmation once the card is shipped

Once the card is received, the sponsor must login back into IDCO and activate the received card.

Once activated, the old card is terminated

The terminated card may be dropped off at the nearest ID card office <https://idco.dmdc.osd.mil/idco/> or mailed to DMDC:

Defense Manpower Data Center
2102 E. 21st Street N
Wichita, KS 67214

The Online Renewal Process

- The requestor must be a CAC holder
- The CAC holders' personnel status must not terminate within the next 30-days
- The dependent must already be enrolled in DEERS and was verified by the sponsor within the past 90-days
- The dependent existing photograph in DEERS is not older than 12-years
- The request is not to replace a lost, stolen, or missing ID card; and must visit in person
- Mailing address stored in DEERS must be in the continental United States, Hawaii, or Alaska; and is not a Post Office box.
- Children enrolling full-time student or qualify for permanent "incap" must apply in person and are not eligible

