

**Incapacitated Child:** Initial ID cards will need to be completed at the Sponsor's ID card office.

For renewal of any sort, you will need to have a DFAS Re-determination completed in order to be issued a new Dependent ID card. The package can be obtained in our office (Bldg. 537 Room 101). You will need to complete the DD Form 137-5 and submit it to the DFAS. Once completed, we will need:

- DFAS letter of approval
- Dependent Military ID card
- Another valid form of identification as defined by the Department of Homeland Security.

**Dependent Ward:** An initial Dependent Ward application will need to be completed. Application consists of completion of the DD Form 137-7 and submission of form and all required documentation to DFAS. DFAS will mail a Letter of Approval to the sponsor.

Once received, sponsor will need to provide:

- DFAS Letter of Approval
- Court Document placing the child in member's household
- Birth Certificate
- Social Security Card

(Applications can be obtained at the ID Card Section office, Bldg 537 Room 101).

**\*\*Documents must be Original/Certified. Photocopies are NOT acceptable\*\***