PLEASE CALL TO MAKE AN APPOINTMENT
All the documents that are needed must be ORIGINALS and UNEXPIRED, no copies can be entered into the DEERS System.

FOR A SERVICE MEMBER TO OBTAIN A CAC CARD THEY WILL NEED TWO OF THE FOLLOWING (one MUST be a valid current photo ID):
*Primary examples: A valid driver's license, Passport, Permit to Carry with Photo ID, State photo ID, ID card issued by Federal, State, or Local Government agencies
*Secondary examples: Certified Birth Certificate, Social Security Card, School ID card with photo, Voters Registration Card

FOR A SERVICE MEMBER TO ADD A DEPENDENT, THEY WILL NEED ALL OF THE FOLLOWING:
Adding a spouse:
*Court Certified Marriage Certificate
*Certified Birth Certificate
*A valid drivers license, Passport, Permit to Carry with Photo ID, State photo ID, ID card issued by Federal, State, or Local Government agencies
*Social Security Card
*If the spouse is changing their last name, they must provide a Drivers License with a changed last name, social security card or the letter from the Social Security Office stating that the last name will be changed.
*For same-sex spouses, the court certified marriage certificate has to be from one of the 13 states that allow same-sex marriages.

Single Male Service Member adding child:
*Certified Birth Certificate
*Social Security Card
*Voluntary Acknowledgement of Paternity that is filed with the state. It has to have the file number at the top right corner of the page.

Single Female Service Member adding child:
*Certified Birth Certificate
*Social Security Card

Adding a step-child to DEERS:
*Court Certified Marriage Certificate
*Social Security Card
*Certified Birth Certificate

Removing a spouse from DEERS:
*Court Certified Divorce Decree

For further information regarding dependent children from age 21-23, adopted children, or wards please call 724-223-4572 Ext 116

*NOTE* Do NOT sign your child's social security card. Leave the signature line blank. The child is not required to sign the card until they either turn 18 or have their first job, which ever comes first.