



ID Card Processing Procedures For Parents, Parents In-law, Step-Parents, & Parents-By-Adoption

Eligibility Criteria: Parents/parent's 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:

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

Documentation Required for Application: The sponsor's or spouse's birth certificate (as applicable), and a personal ID.

Application Procedures: ID card processing must be accomplished by the parent Service. Cross-servicing is not authorized. The sponsor and applicant presents his or her birth certificate and the applicant's personal ID card to the Military Personnel Flight, Customer Service Element.

The verifying official partially completes a DD Form 1172, Application for Identification Card-DEERS and provides a copy to the sponsor. The sponsor is directed to the local Financial Services Office to complete a DD137-3, Parent (formerly DFAS-DE Form 1868). The form is forwarded to DFAS-PMJCBC/DE in Denver for a dependency and residency determination. The dependency determination is forwarded to DFAS-PMJCBC/DE, 6760 East Irvington Place, Denver Colorado 80279; telephone (303) 676-7907. 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. Exception: If a sponsor is deceased, a dependency determination must be accomplished at the time of the sponsor's death. If approved by DFAS-PMJCBC/DE, then that letter may be used each time the ID card is renewed--no further dependency determinations are required.

What Benefits and Privileges are Authorized? 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, exchange, and Morale, Welfare, & Recreation (MWR) 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. Note: Family members of honorably discharged veterans who are rated 100 percent disabled and are entitled to a DD Form 1173 with commissary, base exchange and theater privileges do not have to accomplish a dependency determination as no medical care through the Uniformed Services is authorized.