

DOD Civilians/Contractors: New Hire/Renewal

1. Must already be top loaded in DEERS: Civilians must wait 24-48 hours after hire date to proceed to RAPIDS facility. Contractors must present TASS e-mail indicating to proceed to nearest RAPIDS facility.
2. Two valid forms of ID are required:
Primary form of ID must be a photo ID: Old CAC (not expired or terminated), driver's license (not expired) or state ID (not expired).
Secondary form of ID could be: Social Security card or birth certificate (with matching name to RAPIDS and photo ID provided) or passport (not expired).

****Please note:** if you are part of a contracting company that has changed names, please bring your old CAC, and additionally two forms of ID. If the CAC is terminated in RAPIDS we will not be able to use that CAC as a form of identification. ******

Non-Appropriate Fund (NAF)

1. DD Form 1172-2 signed by sponsor.
2. Two valid forms of ID are required:
Primary form of ID must be a photo ID: driver's license (not expired), passport (not expired) or state ID (not expired).
Secondary form of ID could be: Social Security card or birth certificate.

Damaged ID Card (Soldiers, other than normal wear and tear)

1. Two valid forms of ID are required:
Primary form of ID must be a photo ID: Old CAC with photo ID, driver's license (*not expired*) or state ID (*not expired*)
Secondary form of ID could be: Social Security card, passport (not expired) or birth certificate (names must match the provided photo ID).
2. Damaged ID memo from commander

RA, NG, Reserve, ID Card Renewal/Update

1. Two forms of valid ID
Primary form of ID must be a photo ID: Old CAC (not expired); if CAC is expired, driver's license (*not expired*)
Secondary form of ID could be: Social Security card or birth certificate (If there has been a name change, the birth certificate would not be a valid form of ID due to mismatch of names)
3. The following applicable documents:
 - o Promotion order
 - o Reenlistment contract or extension orders
 - o Enlisted Record Brief (ERB)

- Officer Record Brief (ORB)
- Oath of Office (from enlisted officer)
- 4. Service members must be within grooming standards, per AR 670-1 (Any accommodations to this regulation must be supported with valid documentation)
- 5. ID cards are not reissued to Soldiers or Family members being frocked until promotion orders are presented.
- 6. Soldiers name change: ERB or ORB plus updated driver's license and Social Security card.
- 7. Reserve/National Guard name change: 2-A for Enlisted, 2-B for Officers

Sponsor Appellate Leave/Incarcerated Status

1. Two forms of valid ID:
Primary form of ID must be a photo ID: Old CAC with driver's license (not expired), passport (not expired)
Secondary form of ID could be: Social Security card or birth certificate (matching in name)
2. Verification from approving agency (JAG, Army legal, etc.) or DEERS verification through Army Clerk and Recorders