

New Marriage

1. Sponsor must be present or a valid Power of Attorney must be presented by the spouse.
2. Marriage certificate (original or certified copy)
3. Two forms of valid ID:
Primary form of ID must be a photo ID: valid (*not expired*) driver's license, valid (*not expired*) passport or valid (*not expired*) state ID.
Secondary form of ID MUST BE the Social Security card (without the Social Security card the enrollment cannot be started, unless spouse is a foreign national).
4. Final divorce decree signed by judge, if spouse was previously married to a service member or a prior service member.

Dual Military New Marriage

1. Marriage certificate (original or certified copy)
2. Two forms of valid ID:
 - o Driver's license (not expired), passport (*not expired*) or Common Access Card (CAC)
 - o Social Security card (for each service member, without the Social Security card process cannot be started)
3. Final divorce decree signed by judge, if previously married.

*****In the absence of any of the parties you can enroll spouse by providing a certified/notarized copy of the before mentioned documents*****

Child Born Out of Wedlock

1. Court order establishing paternity or voluntary acknowledgement of paternity.
2. State birth certificate (original or certified copy) or Live Birth Record from hospital (including father, mother and infant information; signed by the doctor or nurse)
3. Social Security card (If newborn, this document could be brought once received in mail)

Newborn/Stepchild/Adoption/Custody

1. **Newborn Child:**
 - o State birth certificate (original or certified copy) or Live Birth Record from hospital (including father, mother and infant information; signed by doctor or nurse)
 - o Social Security card
 - o Note: If parents are dual military, both parents must be present at the time of enrollment unless a valid Power of Attorney is presented.
2. **Stepchildren:**
 - o State birth certificate (original or certified copy)
 - o Marriage certificate (original or certified copy)
 - o Social Security card (without Social Security card the enrollment cannot be started.)

3. **Pre-adoption:** U.S. recognized placement agency paperwork or court order of adoption in process.
 - State birth certificate (original or certified copy) or Live Birth Record from hospital (including father, mother and infant information; signed by doctor or nurse).
 - Social Security card.
4. **Adoption:** Final adoption decree signed by judge, new birth certificate and new Social Security card.
5. **Custody/Guardianship:** custody or guardianship court order signed by the judge; must state for 12 months or longer if temporary court order.
 - State Birth Certificate (original or certified copy)
 - Social Security card

Enrolling Spouse & Children with Foreign Documents

1. Spouse: marriage certificate (translated)
2. **Primary form must be a photo ID:** valid passport and visa or foreign (translated)
3. Secondary form of ID: driver's license, ID (must meet acceptable requirements)
4. **Child:** birth certificate (translated), valid (*not expired*) passport and visa, if over 18.
5. **Stepchild:** birth certificate (translated), marriage certificate (translated), valid (*not expired*) passport and visa, if over 18.

Note: All Foreign Documents must be translated to English.

For translation assistance please visit:

<https://www.militaryonesource.mil/confidential-help/interactive-tools-services/language-services/document-translation-services-from-military-onesource/>