



# Retiree & Dependent ID Card Renewal Application

Complete a separate application for each dependent requesting new card

## Sponsor Information

First Name:

Last Name:

E-mail Address:

Phone Number:

duty cell

DOD ID Number:

Completed 1172-2 online Yes No (sponsor must complete BEFORE submitting)

(<https://www.dmdc.osd.mil/milconnect>)

Sign in > more goals > view ID card info > select "Replace ID Card" under applicable dependent(s) > go through final process.

Alternate site: [https://pki.dmdc.osd.mil/self\\_service](https://pki.dmdc.osd.mil/self_service)

\*\*If you are unable to sign the 1172-2 online, you can get the fillable version on our website.

Complete it with the instructions and have a notary witness the sponsor signing it. \*\*last resort\*\*

## Dependent Information (if applicable)

First Name:

Last Name:

ID Expiration Date (mm/dd/yyyy):

Reason for new ID card:

Lost/Stolen

Damaged

Expired/Expiring

Does the application packet include an 8"x10" or 5"x7" portrait type photo?

Was the photo taken within the last 6 months?

(NOTE: Photographs will have a plain background. White is highly recommended, light shades of neutral colors may be used in lieu of white.)

## Address of member getting the ID Card:

Street Address:

City:

State:

Zip Code:

## Dependent Child Information (If Applicable)

1. Is the child > 21 yrs?

Yes (go to #2, must be full time student)

Yes, enrolled in Tricare Young Adult Program

No

2. Full time students MUST have a letter from the school's registrar

Yes, letter is attached

## **Two forms of identification submitted**

**Note:** copies of both must be submitted with application. The same forms must be presented to the customer service technician at the MPF by the dependent picking up the card.

#1 –

#2 –

Comments:

**NEXT STEPS:** Send an **encrypted** email, **Subject line: IDRenewal\_Last, First name (of sponsor)** with this form and all applicable "certified" color, copies of source documents identified to **55FSS.FSPS.CustomerService@us.af.mil** **Can't send encrypted message?** You can also send a password protected PDF by following these steps: Click on File>Properties>Security Tab>Security Method Drop Down>Select Password Security>Check "Require a password to open document" box>Type desired password>Click OK>Type Password again>Click OK>Save Document. Once you have password protected your document, email it to our org box above. Send a second email containing the password. Please allow **up to 5 duty days** for actions to be completed before calling 294-5019 to check on the status. An email will be sent to the provided email address when the update has been made or if there are follow up questions. \*Disclaimer: Even though use of a password-protected PDF adds a layer of security and minimizes risk, we cannot fully guarantee the security of personally identifiable information sent unencrypted from a non-governmental email address -- by using this method, you understand this underlying risk and choose to accept the risk (IAW Air Force Instruction 33-332).\*

**ACTIONS to be completed by the MPF ONLY** (enter date & initials of customer support technician completing action)

Request received:

Card was created:

E-mail was sent for pick up:

Dependent picked up card: