

Attachment 5

**BASIC DOCUMENTATION OR ACCEPTABLE INFORMATION SOURCES
REQUIRED TO DETERMINE ELIGIBILITY**

A5.1. Basic Documentation Required to Determine Eligibility. A photo identification is required in addition to the documentation listed below in all instances (except for children), see Table A5.1, **Note 8** for lost or stolen ID card.

A5.1.1. A Social Security Card, passport, driver's license, or other official document is required when enrolling a member or dependent in the DEERS or when issuing ID cards. **Note:** Refer to Attachment 20, Department of Homeland Security (see attached Form I-9, Employment Eligibility Verification) and Lists of Acceptable Documents in reference to identity proofing for DEERS enrollment, eligibility, and ID card issuance purposes.

A5.1.2. Effective 11 May 2008, a Federal agency may not accept, for any official purpose, a driver's license or identification card issued by a State to any person unless the State is meeting the requirements established within Public Law 109-13, 11 May 2005, Title II - Improved Security for Drivers' Licenses and Personal Identification Cards, Section 202. See Attachment 20.

Table A5.1. Documentation/Information Sources.

	A	B
R U L E	If status is	then eligibility is verified by
1	Active duty	an entry in the personnel data system, a current document in the personnel record, or an order that specifies 31 days or more.
2	Guard and Reserve	a document in the personnel record, commissioning oaths, enlistment contracts, DD Form 214, Separation Orders, entry in the personnel data system, an order, or the ROTC unit commander.
3	Individual Reservists	enlistment contracts, assignments commissioning oaths, orders (see Note 1).
4	Service Academy Cadets, Midshipmen, Coast Guard Cadets and Merchant Marine Academy Midshipmen	the Cadet or Midshipman's Personnel Office or Director of Science Merchant Marine Academy at Kings Point, NY, as appropriate.
5	Retired with Pay	a retirement order or DD Form 214.
6	Reserve Members Eligible for Retired Pay at Age 60 (Former Members)(See terms)	(1) Notice of Eligibility for Retired Pay at Age 60 or a retired pay order showing they are receiving pay, (2) discharge order relieving the member from assignment in their respective Reserve component.

7	Reserve Retired Eligible for Retired Pay at Age 60 (Gray Area Retiree)	enrollment in DEERS, Notice of Eligibility for Retired Pay at Age 60 from the appropriate Reserve Personnel Center; or a retired pay order showing they are retired with pay on their 60 th birthday or later.
8	100 percent DAV	a DD Form 214 and a letter from the VA stating that the honorably discharged veteran is 100-percent disabled from a service-connected injury or disease, whether a reevaluation is necessary, and that commissary and exchange are authorized. (The applicant must present a letter for issue, reissue, or renewal of a card if their status is DAVTMP.)
9	Medal of Honor recipient	a departmental order or citation.
10	Red Cross employee	a document that the American Red Cross or CCPF confirms.
11	Civilian employee	an SF Form 50, <i>Notification of Personnel Action</i> ; Supervisors Employee Brief. Emergency essential civilians should present a DD Form 2365, <i>Overseas Emergency Essential Position Agreement</i> ; have the Civilian Personnel Office annotate in item 89 of DD Form 1172 that person is assigned to an Emergency Essential position; or present appropriate Service documentation.
12	Civilian contractor	the document establishing the contract employee relationship when stationed or employed in foreign countries. Exception: The Contractor Verification System (CVS) shall be the primary enrollment for DEERS and CAC issuance to eligible contract personnel.
	A	B
R U L E	If status is	then eligibility is verified by
13	Military Affiliate (formerly Foreign military member) and his or her dependents	the Invitational Travel Order (ITO) or other document establishing his or her sponsorship or invitation to the United States in lieu of a marriage certificate. A foreign passport and Visa may be used to verify foreign military personnel dependents since the dependents need legal documents to accompany the member to the United States. A secondary form of identification may include foreign driver's license (if not in English, will require English translation).

14	Lawful spouse, including common law, abused, widow, or widower (DoD Beneficiary)	a photo ID, social security card, birth and a marriage certificates for lawful spouse; a photo ID and SJA statement certifying common-law marriage for common law spouses; a photo ID and a death certificate or DD Form 1300, <i>Report of Casualty</i> (see Notes 4 and 7) for a widow or widower. A widow or widower of a Reserve member who was eligible to receive retired pay at age 60 (gray-area retiree) must present a photo ID and a marriage certificate, death certificate, and either the sponsor's notification of eligibility for retired pay at age 60 (20-year letter), or the sponsor's retired pay order. An abused spouse should present a photo ID and an approved DD Form 2698, <i>Application for Transitional Compensation</i> or a photo ID and a letter from DFAS-CL, Code L, approving receipt of a portion of retired pay, as appropriate. A spouse or widow of a Philippine Scout must present a photo ID and a letter from the Department of Veterans' Affairs indicating eligibility to commissary, exchange privileges and that the member separated and applied for benefits under Public Laws 77-140 and 79-51.
	A	B
R U L E	If status is	then eligibility is verified by
15	<u>Unremarried Former Spouse: (DB) (20-20-20) and (20-20-15).</u> An individual who was married to a Uniformed Service member for at least 20 years, and the member had at least 20 years of service creditable toward retirement, and the marriage overlapped by (1) 20 or more years (20-20-20), (2) 15, but less than 20 (20-20-15)	A marriage certificate (or statement from the SJA certifying common-law marriage) and divorce decree (see Note 7); a Statement of Service or complete set of DD Forms 214 or dates of inclusive service from the servicing personnel office if active duty. In addition, DD Form 1172, block 89, must contain a statement that the former spouse has not remarried and does not have an employer-sponsored health care plan. (For renewal or reissue, the former spouse certifies in item 89 of DD Form 1172 that he or she has not remarried and is not enrolled in an employer-sponsored health plan.).

16	<p><u>Unremarried Abused Former Spouse (10-20-10). (DB)</u> An individual who was married to a Uniformed Service member for at least 10 years, and the member had at least 20 years of service creditable toward retirement, and the marriage overlapped by at least 10 years (see paragraph 5.3) and member was separated due to dependent abuse on or after 23 October 1992.</p>	<p>A letter from DFAS-CL, Code L, approving receipt of a portion of retired pay.</p>
17	<p>Abused Former Spouse (DB), eligible for Transitional Compensation. Member was on AD over 30 days (not retirement eligible) and was separated from active duty or forfeited all pay and allowances under a court-martial sentence resulting from a dependent abuse offense, or administratively separated from active duty, if the basis for separation includes a dependent-abuse offense, on or after November 30, 1993.</p>	<p>A DD Form 2698, <i>Application for Transitional Compensation</i> from the parent service or a letter from the US Army Community and Family Support Center for Army abused dependents in paragraph 5.3. See Attachment 18.</p>
	A	B
R U L E	It status is	then eligibility is verified by

b.	Remarried (Abused Former Spouse, DB)	Not eligible for benefits and privileges.
c.	Unmarried (Abused Former Spouse, DB)	Marriage certificate(s) or a statement from the SJA certifying one or more common-law marriages, prior divorce decrees, or death certificates. In addition, DD Form 1172, block 89, must contain a statement that the former spouse is not currently married (see Note 7). Abused former spouses who remarry and become unmarried are reinstated with benefits and privileges. Refer to Table 5.2, step 6).
18	Child, unmarried and under age 21:	
a.	Legitimate	Parents' marriage certificate and child's birth certificate (see Note 7).
b.	Adopted	Child's birth certificate and final adoption decree (see Note 7).
c.	Stepchild	Parents' marriage certificate and child's birth certificate (see Note 7).
d.	Female member's illegitimate child of record	Child's birth certificate, to include mother's and child's full name (see Note 7).
e.	Male member's illegitimate child of record. Note: The father's name on the birth certificate does not establish paternity for ID entitlements.	
(1)	Whose paternity has been judicially determined	Child's birth certificate and legal documents showing paternity was judicially determined (see Note 7).
(2)	Whose paternity has not been judicially determined	A child's birth certificate, favorable dependency and residency determination where the sponsor is providing over 50 percent of child's support (see Notes 5 and 7); or a notarized voluntary acknowledgement of paternity signed by both parents.
	A	B
R U L E	If status is	then eligibility is verified by
18 (3)	Whose blood parents subsequently marry	A marriage certificate and child's birth certificate (see Note 7).
f.	Spouse's illegitimate child (the sponsor's illegitimate step-child)	A marriage certificate, child's birth certificate, and statement of dependency and residency in block 89 of DD Form 1172 (see Note 7).

g.	Ward, including foster children and children for whom a managing conservator has been designated. Entrusted to Sponsor Through Court Order	A child's birth certificate, legal decree from a United States court of competent jurisdiction that establishes legal custody for no less than 12 consecutive months and an approved dependency determination. In addition, sponsor certifies in block 89 of the DD Form 1172 that he or she has had legal custody for at least 12 consecutive months. The sponsor must also certify in item 89 on DD Form 1172 that dependency and residency are met. Exception: An approved dependency determination is required for Navy, Air Force, and Marine Corps wards each time an ID card is issued. Dependency determination not required for Army wards, however, sponsor must certify in block 89 of the DD Form 1172, reflecting over 50 percent support and residency. See paragraphs 20.10, 21.16, and 22.6 for additional requirements.
h	Pre-Adoptive Children	Document from Placement Agency (recognized by the Secretary of Defense) in the United States or a US territory licensed <i>for the purpose of adoption</i> by the state or territory in which the adoption procedures will be completed, which reflects child is in a pre-adoptive stage. In all other locations, a request for recognition must be approved by the appropriate Assistant Secretary of the Military Department concerned or an appropriate official to whom he or she has delegated approval authority. Note: If the date of birth is not documented in the Placement Agency letter, a child's birth certificate is required.
R U L E	If status is	then eligibility is verified by
19	Children, unmarried:	
	over 21 years of age:	
a.	Incapacitated	the parents' marriage certificate, the child's birth certificate, a medical sufficiency statement, or physician's statement from a uniformed services Medical Treatment Facility (MTF), a favorable dependency determination, letter from the Social Security Administration indicating that the child is not eligible for Medicare, Part A, and a statement that the child is unmarried (see Note 6). (For Marine Corps members, see paragraph 22.4). Incapacitated children of honorably discharged

		members rated 100 percent disabled by the Department of Veterans' Affairs or Medal of Honor recipients are not required to present a dependency determination since medical care is not authorized through the Uniformed Services (see Attachment 2, A2.5 and A2.6).
b.	Student (age 21to 23)	the parents' marriage certificate; the child's birth certificate; a letter from the school registrar certifying enrollment in a full-time course of study leading to an associate degree or higher, and anticipated graduation date. Note: Most colleges and universities contract with third parties, National Student Clearinghouse, to verify student enrollment. These third parties must comply with Family Educational Rights and Privacy Act (FERPA) regulations and are considered official agents of the institution for that purpose. Such documentation (including web application forms) shall be accepted in lieu of a letter from the registrar's office. For graduate students, a letter of acceptance of enrollment signed by an authorized officer of the college or university is required.
	A	B
R U L E	If status is	then eligibility is verified by
		Note: Students attending two institutions less than full-time may not combine courses from both institutions to meet full-time student status (Title 10, Section 1072). In addition, DD Form 1172, block 89, must contain a statement that the sponsor is (or was at time of death) providing more than 50 percent of the student's support (see Note 7).

c.	Incapacitated Student (age 21 or 22)	<p>the parents' marriage certificate, the child's birth certificate, a letter from the school certifying full-time status at the time the incapacitation took place. Note: Most colleges and universities contract with third parties, National Student Clearinghouse, to verify student enrollment. These third parties must comply with Family Educational Rights and Privacy Act (FERPA) regulations and are considered official agents of the institution for that purpose. Such documentation (including web application forms) shall be accepted in lieu of a letter from the registrar's office.</p> <p>A medical sufficiency statement, or physician's statement from a uniformed Services Medical Treatment Facility (MTF), and a favorable dependency determination, letter from the Social Security Administration indicating that the child is not eligible for Medicare, Part A, and a statement that the child is unmarried. If the sponsor is deceased, a copy of the death certificate is also required (see Notes 6 and 7). For Marine Corps members, see paragraph 22.4.</p> <p>Incapacitated students of honorably discharged members rated 100 percent disabled by the Department of Veterans' Affairs and Medal of</p>
	A	B
	Incapacitated Student (age 21 or 22) (Continued).	Honor recipients are not required to present a dependency determination since medical care through the Uniformed Services is not authorized (See Attachment 2, Table A2.5. and A2.6).

20	Father, mother, father-in-law, mother-in-law, stepparent, parent-by-adoption	The sponsor's or spouse's birth certificate reflecting parent's name (as applicable)(if not enrolled in DEERS). A favorable dependency determination (over 50 percent support), and a personal ID are required each time an ID card is issued. Exception: (see Note 5). Notes: 1. Parents, parents-in-law, step-parent, and parent-by adoption of sponsors of honorably discharged members rated 100 percent disabled by the Department of Veterans' Affairs and Medal of Honor recipients are not required to present a dependency determination as no medical care through the Uniformed Services is afforded (see Attachment 2, Tables A2.5 and A2.6). Sponsor certifies dependency and residency are being met in block 89 of the DD Form 1172. 2. Parents, parents-in-law, step-parent, and parents-by-adoption of civilian employees reflected in Attachment 2, Tables A2.16 and A2.18 are not required to present a dependency determination. Sponsor certifies dependency and residency is being met in block 89 of the DD Form 1172 (see paragraph 22.5 for Marine Corps dependents).
21	In loco parentis	None. People in this status do not receive ID cards. See Terms.
22	Involuntarily separated member (TAMP or TAP); voluntarily separated member (SSB or VSI)	a DD Form 214 or separation order. Refer to Service specific separation authority, instruction or regulation.
23	TRICARE-eligible beneficiaries who are entitled to Medicare under age 65 because of disability	Medicare health insurance card showing entitlement to Medicare, Part A, and Medicare, Part B (see paragraph 7.2).
24	Involuntary separated member under the Selected Reserve Transition Program.	the sponsor's reassignment order (see paragraph 6.6).
25	Civilian Affiliate (formerly, Foreign National)	a valid (unexpired) foreign passport as the primary form of identity. Additional documentation used
	A	B
25		identity documentation must be original or certified copies in English translation. DoD OCONUS organizations consult with local consular affairs office to determine identity documentation in accordance with host nation's agreements.

Notes:

1. Refer questions to parent Service (see paragraph 25.1).
2. For a member on TDRL who is receiving the second 30-month blue card to receive TRICARE entitlement, DD Form 1172, block 89, must contain a statement that the member is not receiving Medicare, Part A. (**Exception:** See paragraph 7.1).
3. Reserve retired members who are age 60 or older and enrolled in DEERS (gray area retiree) should present a Notice of Eligibility for Retired Pay at Age 60 from the appropriate Reserve Center or a retired pay order showing they are retired with pay. Former members are entitled to the DD Form 1173 or the DD Form 2765 and must present a discharge order relieving them from assignment from their respective Reserve component and a letter from the appropriate Reserve Center or a retired pay order showing they are retired with pay on their 60th birthday or later.
4. For a card reissue to a widow or widower, DD Form 1172, block 89, must contain a statement that he or she has not remarried.
5. Require a dependency determination each time a card is issued. **Exception:** If card is lost or stolen, reissue ID card to original expiration date. No new dependency and residency determination is required. In the case of deceased sponsors, the dependency and residency determination currently in effect or accomplished at the time of the member's death may be used for subsequent renewals.
6. Incapacitation. Permanent: Do not require a current medical sufficiency statement or physician's statement when renewing an ID card for a permanently incapacitated child. The letter that originally established the permanent incapacitation may be used each time the ID card is reissued. Require a current dependency determination (over 50 percent support). **Exception:** If card is lost or stolen, reissue ID card to original expiration date. No new dependency determination is required. In the case of deceased sponsors, the dependency determination currently in effect or accomplished at the time of the member's death may be used for subsequent renewals. **Note:** Surviving dependents of Air Force members must accomplish a dependency determination at the time of the sponsor's death. A letter of approval from the Bureau of Naval Personnel is required when renewing ID cards for Navy or Marine dependents. Temporary ID card issuance: Require a current medical sufficiency statement or physician's statement from a Uniformed Service Medical Treatment Facility and a current dependency determination when renewing an ID card for a child whose incapacitation is temporary.
7. Marriage certificates, divorce decrees, and marriage dissolutions or annulments must be certified for sponsors and their dependents. Birth certificates must be properly certified or certificate of live birth authenticated by the attending physician or other responsible person from a United States (US) hospital or medical treatment facility (MTF) or an FS-240, Consular Report of Birth Abroad. Birth certificates must also show the name of at least one parent. Copies are permissible. A temporary ID card may be issued until the certified copy of the marriage certificate or birth certificate is received. **Note:** For certified documents, this includes official copies of documents (whether called certified copies or not), as long as they qualify under the laws of the state where made to be introduced into evidence in court. Usually such copies will be accompanied by a statement (either attached or on the copy itself) of the records custodian attesting to the copy's authenticity and will be signed by the custodian. See paragraph 10, Examining Documents.

7.1. Translating foreign documents. When foreign documents are presented, an English translation is required, no exceptions.

7.1.1. Authenticating foreign documents. An Apostille, a certificate from a high-level authority in that country the signature on the document is genuine and was issued by the office purported to have issued it; or documents originating from those countries that have not adopted the Hague Legalization Convention, a U.S. Consular officer in the foreign country of issuance can provide, for a fee, a form of certification that verifies, by the seals and signatures, that the document was issued by an appropriate official in that country. See which documents may be apostilled at http://www.hcch.net/index_en.php?act=publications.details&pid=3770&dtid=28.

7.1.2. Sponsors presenting documents from countries which have adopted the Hague Convention of 5 October 1961, Abolishing the Requirement of Legalisation for Foreign Public Document (Hague Apostille Convention) must have an accompanying original Apostille (certification) from a higher-level authority in the country verifying the document was issued by the office purported to have issued it and the signature on it was genuine. Sponsor should be advised that information on obtaining an Apostille from a member nation may be obtained at http://www.hcch.net/index_en.php?act=text.display&tid=37. Competent Authorities by member nation are listed at http://www.hcch.net/index_en.php?act=conventions.authorities&cid=41.

7.1.3. Adoption documentation from all other foreign nations must have an accompanying original Certificate of Authentication by a U.S. Consular Officer in the foreign country of issuance which attests to the genuineness of the signature and seal, or the position, of the foreign official who executed, issued, or certified the foreign document(s) being presented to substantiate the dependency relationship to the sponsor. Sponsors should be advised that information on how to request issuance of Certificate(s) of Authentication from a U.S. Consular official may be addressed by phone or email to the appropriate U.S. Embassy, Consulate, or Diplomatic Mission. In this regard, websites of all worldwide embassies, consulates, and diplomatic missions are at <http://www.usembassy.gov/>.

7.1.4. Pending receipt of the required original Apostille or original U.S. Consular official certification, adopted foreign national dependents (adopted at age 6 or older) may be only temporarily enrolled in DEERS, and, if appropriate, issued a temporary family member ID card, valid for no more than 180 days. If a sponsor does not provide the required Apostille, or original Certificate of Authentication, as applicable, by the expiration of the 180-day enrollment period, the family member record in DEERS shall be terminated.

8. All eligible individuals require photo ID, except children under the age of 10. If the applicant is replacing a lost or stolen ID card and has no photo ID, refer to Attachment 20, Department of Homeland Security (see attached Form I-9, Employment Eligibility Verification) and Lists of Acceptable Documents in reference to identity proofing for DEERS enrollment, eligibility, and ID card issuance purposes. (See paragraphs 1.5.4, 2.4, Table 2.4, paragraph 8.2, Table 8.2).

9. Eligible dependents of honorably discharged veterans rated 100% disabled by the DVA due to a service connected injury or disease shall present a letter from the Department of Veteran Affairs indicating eligibility to commissary, exchange, and Morale, Welfare, & Recreation (MWR) (formerly Theater) facilities.

10. Examining documents. Closely evaluate the document(s) for basic security features visible to the naked eye, and details in design (touch and feel), and information:

- 10.1. Check for unusual appearance of text alignment, capitalization, spacing, or
- 10.2. Interwoven lines, rainbow background, or repeated patterns, or
- 10.3. Pictures of an individual interwoven or overlapped with other objects, or
- 10.4. Quality of State or Federal seals, or
- 10.5. Watermarks, ghost images, holograms, and raised seals, or
- 10.6. Separations in the document for lamination, alterations, creases, misspellings, stains, and peeling.