

HOW TO OBTAIN THE DD FORM 1172-2

1. Access ID Card Office Online <<https://idco-pki.dmdc.osd.mil/idco/>>.

The screenshot shows the ID Card Office Online homepage. At the top left is the Department of Defense seal and the text "ID Card Office Online". At the top right are "Help" and "Feedback" links. Below the header is a welcome message: "Welcome to the RAPIDS ID Card Office Online. Select an option below to update your CAC, manage sponsor or family member ID card information, or find a RAPIDS ID Card Office." There are four service tiles, each with a "CONTINUE" button at the bottom:

- ID Card Office Locator & Appointments:** Find a RAPIDS ID Card Office, Make an Appointment, More Info.
- Common Access Card:** Update Email Address, Add Joint Data Model Applet, Extend Academy Student Certificate, More Info.
- Family ID Cards:** View Sponsor/Family ID Card, Nominate Family Member, Renew Family Member ID Card, Print Family List, More Info.
- My Profile:** Update Contact Information, Update GAL Information, Opt-in TSA PreCheck (DoD Civilians Only), More Info.

2. Select "Family ID Cards."

This screenshot is identical to the one above, but with a red rectangular box highlighting the "CONTINUE" button at the bottom of the "Family ID Cards" tile.

HOW TO OBTAIN THE DD FORM 1172-2

3. Type in your DS Logon Username & Password or CAC Login.

The screenshot shows a login interface with two tabs: "DS Logon" (selected) and "CAC". Under "DS Logon", there are two input fields: "Username" and "Password". Below these fields is a "Login" button. There are also links for "Forgot Username?" and "Forgot Password?". At the bottom, there is a section titled "You can also:" with four buttons: "Create New Account", "Activate Account", "Manage Account", and "Need Support?".

4. Verify all dependents and select "PRINT FAMILY ROSTER."

DMDC is piloting a program to print replacement USID cards and mail them directly to the cardholder. You will only see this option if a USID card is eligible for the pilot. Visit www.cac.mil for more information.

The screenshot shows the "ID Card Office Online" interface. At the top, there is a navigation bar with "Home", "Help", "Feedback", and "Logout" links. Below the navigation bar, there is a section for "Sponsor" with a "CAC" icon, "Active Duty, Air Force", and an expiration date of "4/22/2024". Below that, there is a section for "Family Members" with a "USID" icon, "Spouse: Active Duty, Air Force", and an expiration date of "5/22/2024". Below the family members section, there is a "Family Member Nominations" section with a "Nominate Family Member" link. At the bottom, there is a "PRINT FAMILY ROSTER" button.

5. Select all dependents that require verification (2 dependents per form).

The screenshot shows the "ID Card Office Online" interface. At the top, there is a navigation bar with "Home", "Help", "Feedback", and "Logout" links. Below the navigation bar, there is a progress indicator with four steps: "1 Select Dependents", "2 Privacy Act", "3 Summary", and "4 Confirmation". Below the progress indicator, there is a "Sponsor" section with a "Select Dependents" heading. Below the heading, there is a sub-heading "Select any of the dependents below to be included in the DD Form 1172-2." and a checkbox labeled "Regene Williford (Spouse)" which is checked.

HOW TO OBTAIN THE DD FORM 1172-2

6. Read the Privacy Act and click the “I agree” box, then press “NEXT.”

Progress: 1 Select Dependents | 2 Privacy Act | 3 Summary | 4 Confirmation

Sponsor
Regene

Selected Family
Regene

Please Read Carefully
Read the Privacy Act Statement and acknowledge you understand how your data may be used and your responsibility for providing accurate data that may affect DoD benefits and entitlements.

Privacy Act

AUTHORITY
5 U.S.C section 301; 10 U.S.C. chapter 147; 10 U.S.C. Sections 1061-1065, 1072-1074, 1074a - 1074c(1), 1076, 1076a, 1077, 1095(k)(2); 50 U.S.C. chapter 23; E.O. 10450, as amended.

PRINCIPAL PURPOSE(S)
To apply for and enroll in the Defense Enrollment Eligibility System (DEERS) for DoD benefits and privileges include, but are not limited to, medical coverage, DoD Identification Cards, access to DoD installations, buildings or facilities, and access to DoD computer systems and networks.

ROUTINE USE(S)
To Federal and State agencies and private entities; individual providers of care, and other, on matters relating to claim adjudication, program abuse, utilization review, professional quality assurance, medical peer review, program integrity, third party liability, coordination of benefits and civil and criminal litigation, and access to Federal government and contractor facilities, computer systems, networks, and controlled areas. The DD Form 1172-2 currently covers the RUs that would include retirees and dependents. To the Department of Health and Human Services, the Department of Veterans Affairs, the Social Security Administration, and to other Federal, state, and local government agencies to identify individuals having benefit eligibility in another plan or program. For a complete list of DEERS routine uses, visit:
<http://dpcld.defense.gov/Privacy/SORNSIndex/DODwideSORNArticleView/tabid/6797/Article/627618/dmdc-02.dod.aspx>

Applicant information is subject to computer matching within the Department of Defense or with other Federal or non-Federal agencies. Matching programs are conducted to assure that an individual eligible under a Federal program is not improperly receiving duplicate benefits from another program. A beneficiary or former

I agree

CANCEL BACK NEXT

7. Click “CONFIRM” on the Summary Page.

Progress: 1 Select Dependents | 2 Privacy Act | 3 Summary | 4 Confirmation

Sponsor
Regene

Selected Family
Regene

Please Read Carefully
Suspected fraud will be adjudicated in accordance with applicable law and DoD policy.

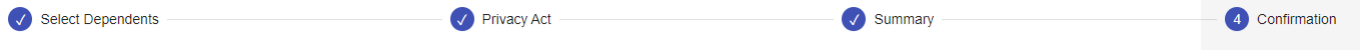
Summary

Press the confirm button to generate the DD Form 1172-2 for the selected dependents.

CANCEL BACK CONFIRM

HOW TO OBTAIN THE DD FORM 1172-2

8. Select “DISPLAY FORM”



Confirmation

You have successfully generated DD Form 1172-2 with the specified dependent(s). Click on Display Form to view and print the form.

THIS FORM IS PRINTED FOR INFORMATIONAL PURPOSES ONLY AND MAY NOT BE USED FOR ID CARD ISSUANCE.

DONE

DISPLAY FORM

BACK

9. Ensure the Sponsor signs and dates the form in Box 22 & 23 to confirm the dependents in Section V of the DD Form 1172-2.