

Online ID Card Renewal Request Form

Sponsor Information:

Full Name: _____

Email: _____

Phone: _____

DOD ID or SSN: _____

Date of Birth: _____

Has Sponsor completed DD Form 1172-2? Yes / No

****If the answer is no, the sponsor MUST be present the day of ID pick up****

Sign a DD Form 1172 at the following website: <https://idco.dmdc.osd.mil/idco/>

Dependent Information:

Name: _____

DOD ID or SSN: _____

Type of Dependent (check one): Spouse / Child / Parent / Other

2 Forms of ID Presented [if over 18 years old]:

NOTE: If the dependent is over 21 yrs of age, they must be enrolled full time in college. A letter from the school register office MUST be attached to application

Application Submission Requirements:

- **Scanned 2 Forms of unexpired ID (both Sponsor and Dependent)**
 - o *Acceptable forms of ID can be found on the "DoD List of Acceptable Identity Documents" page of this packet*
- **Passport style photo**
 - o *Must be white background and forward facing*
 - o *Cannot wear hat/head covering (unless for religious purposes), no sunglasses/headphones/masks/items covering your hairline or face*
- **Completed application**
- **Supporting documents (if applicable)**
 - o *Letter from School, Signed DD Form 1172-2*

Submit completed application and supporting documents 42fss.fsmps@us.af.mil.

Upon completion of your request, we will contact you at the phone number provided.

NOTE: Processing timelines are typically between 7-10 business days. Renewed ID cards cannot be mailed

Location for Pick-Up

42 FSS
50 Lemay Plaza S, Building 804
Montgomery AL 36112

Hours of Operation

Mon-Tues-Fri – 0800-1600
Wed – 0900-1600
Thurs – 0800-1200

Contact Information

Phone: 334-953-6489
Email: 42fss.fsmps@us.af.mil

Department of Defense List of Acceptable Identity Documents

Applicants are required to provide two forms of identity source documents in original form. The identity source documents must be bound to that applicant and shall be neither expired nor cancelled. If the two identity source documents bear different names, evidence of a formal name change must be provided.

Primary Identity Source Document

- U.S. Passport or a U.S. Passport Card;
- Permanent Resident Card or an Alien Registration Receipt Card (Form I-551);
- Foreign passport;
- Employment Authorization Document that contains a photograph (Form I-766);
- Driver's license or an identification (ID) card issued by a state or possession of the United States provided it contains a photograph;
- U.S. Military ID card;
- U.S. Military dependent's ID card; or
- Personal Identity Verification (PIV) Card.

Secondary Identity Source Document

The secondary identity source document may be from the list above, but cannot be of the same type as the primary identity source document.¹ An expired Common Access Card (CAC) or Uniformed Services Identification (USID) card may be used as a secondary identity source document for reissuance of the same type of identification card, but is not acceptable for initial issuance.

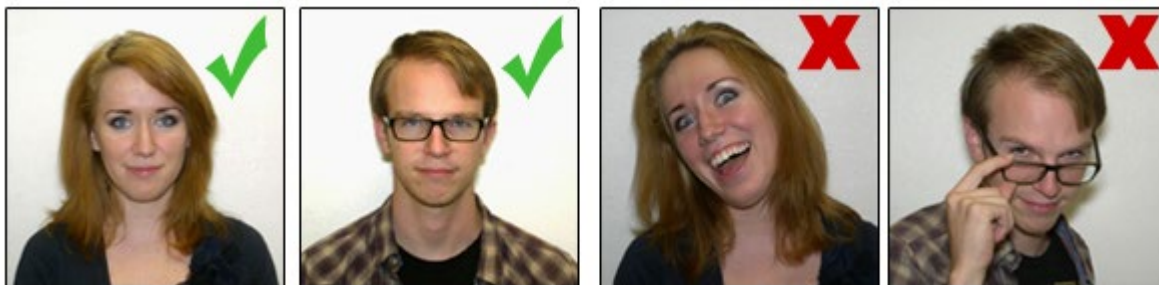
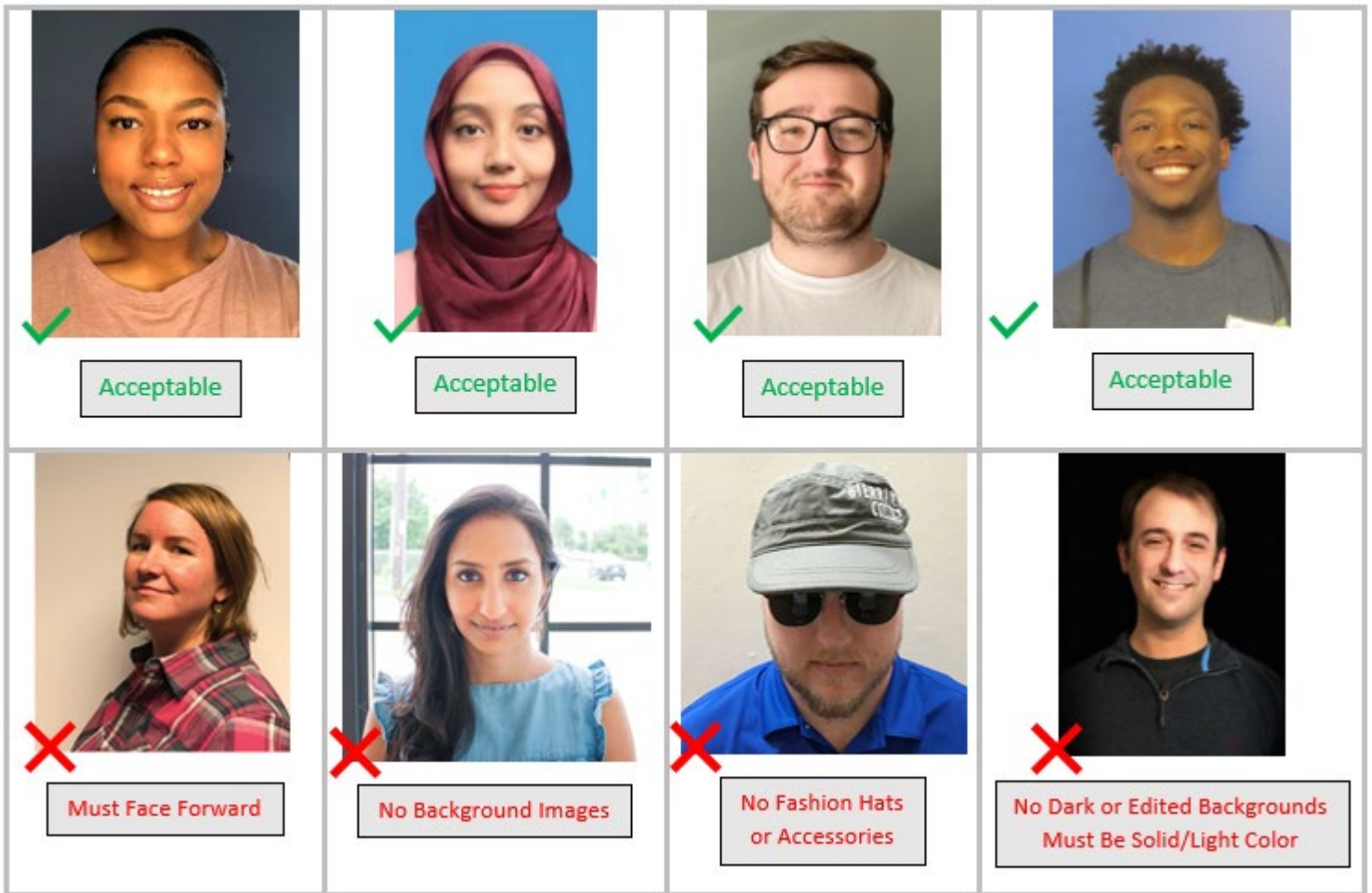
- U.S. Social Security Card issued by the Social Security Administration;
- Original or certified copy of a birth certificate issued by a state, county, municipal authority, possession, or outlying possession of the United States bearing an official seal;
- ID card issued by a federal, state, or local government agency or entity, provided it contains a photograph;
- Voter's registration card;
- U.S. Coast Guard Merchant Mariner Card;
- Certificate of U.S. Citizenship (Form N-560 or N-561);
- Certificate of Naturalization (Form N-550 or N-570);
- U.S. Citizen ID Card (Form I-197);

¹ For example, if the primary source document is a foreign passport (e.g., Italy), the secondary source document should not be another foreign passport (e.g., France).

- Identification Card for Use of Resident Citizen in the United States (Form I-179);
- Certification of Birth Abroad or Certification of Report of Birth issued by the Department of State (Form FS-545 or Form DS-1350);
- Temporary Resident Card (Form I-688);
- Employment Authorization Card (Form I-688A);
- Reentry Permit (Form I-327);
- Refugee Travel Document (Form I-571);
- Employment authorization document issued by Department of Homeland Security (DHS);
- Employment Authorization Document issued by DHS with photograph (Form I-688B);
- Foreign ID with photograph;
- Driver's license issued by a Canadian government entity;
- Native American tribal document; or
- Foreign Birth Certificate with certified English translation (USID ONLY).



PHOTO STANDARDS



- Face forward
- You may NOT wear hats or head coverings, except for religious or medical purposes.
- Nothing may cover your hair or hairline.
- No headphones, sunglasses, or similar items can be worn.
- NO MASKS.
- Nothing should be covering your face.