

## Renewal of ID/CAC Cards

Renewal of ID/CAC cards must be within 30 days prior to the expiration date. (Exception: Deploying Members with orders whose expiration date is within the dates of the deployment)

## Lost/Stolen OR Confiscated ID Card

If you lost your ID card, you will need to fill out a [lost ID letter](#) in our office and provide two forms of ID. For lost/stolen CAC cards, you will need one of the following items below in addition to two forms of identification, one of which must be an unexpired photo ID:

- Police report
- A statement or document as provided by the Service or agency (e.g., counseling document) or
- Letter or memorandum from the activity's security manager, the individual's supervisor, or the First Sergeant.

## Contractor ID/CAC card

Ensure your Trusted Agent (TA) has you in the CVS system. Contractors must have TWO (unexpired) forms of ID. One must be a state/government issued photo ID. If going overseas, please ensure you have your current (within 30 days) LOA. **\*\*BADGES ARE NOT A FORM OF IDENTIFICATION\*\***

\*\*If this is your First CAC/ID card, please ensure you have arrangements to access the installation.

**\*\*Any documents must be Original/Certified. Photocopies are NOT acceptable\*\***

## Retirees

**Active Duty in the process of Retiring:** If you are an Active Duty member in the process of Retiring you will need to come in 7 days before your retirement (recommended) to receive your new Retiree ID card. You will need to provide the following documents:

-Two forms of unexpired ID

- Retirement Orders

You may submit your request utilizing our Kiosk which will have your card ready within 7 business days or you may walk-in and receive a ticket. (Wait times may vary) Kiosks are located in Bldg 537 Room 101 or in the Medical Clinic.

**Reserve/National Guard Retirees (Retiree with pay):** Orders/Letter transferring to Retired List and authorizing retired pay. If Medicare eligible, the Medicare Card along with the two (unexpired) forms of ID.

**Turning 65 - Tricare for Life:** If you are turning 65 years old and will be on TRICARE for Life, you must provide your Medicare card showing Part A and B along with TWO (unexpired) forms of ID. ID card application can only be submitted the month prior to the members 65<sup>th</sup> birthday not earlier.

## **Civilian Retirees**

Civilians retiring must have SF Form 50 and have TWO (unexpired) forms of ID (No Badges). One must be a state/government issued photo ID.

**\*\*Documents must be Original/Certified. Photocopies are NOT acceptable\*\***

Civilian Employees Civilians must have TWO (unexpired) forms of ID (No Badges) to receive new ID card. One must be a state/government issued photo ID.

Civilian Employees (Overseas Position) Provide DD Form 2365, SF Form 50 annotating that person is assigned to an Overseas Emergency Essential Position, and two (unexpired) forms of ID (no badges). One must be a state/government issued photo ID.