

Military/Retiree/Civilian Dependent ID Card Renewal/Replacement

ON-LINE RENEWAL/REPLACEMENT INSTRUCTIONS

For Military Retiree Renewal/Replacements and ALL Military/Retiree/Civilian Dependent ID Cards.

- **Step 1. Fill out the [Application to Renew form](#).**
- **Step 2. For Dependent ID Cards ONLY, Retirees proceed to Step 3**
 - Sponsor Certify the DD Form 1172 online:
 - Have the sponsor (CAC holder or Retirees can create a DS log-on) access the DMDC website to certify the DD Form 1172 for the dependent who is renewing his/her ID card via the following link: [DMDC website](#).
 - Once logged into DMDC, click "Replace ID Card" under appropriate Family Member. The system will notify you once the DD Form 1172 has been successfully submitted.
- **Step 3. Submit Pictures of Retiree or Dependent and 2x Supporting IDs via AMRDEC SAFE.**

Open [AMRDEC SAFE](#) and submit the following documents to 45 FSS/FSPS at custrsvc@us.af.mil.

- 1. Two Supporting Identifications (2 forms of unexpired ID with the EXACT same name, front only)
- 2. Photo of Retiree or Dependent for the ID card that has been taken within 7 days of submission (shoulders up, white/off white background)
- 3. Completed "Application to Renew" form
- 4. If ID card was lost or stolen, you must also upload a memorandum from Security Forces stating the lost/stolen ID card was reported.

NOTE: Reference [Supporting ID Regs](#) for additional guidance on supporting identifications and pictures.

The ID card will be ready for pick up in 7 calendar days. Must bring the original two supporting identifications used to create the ID card with you upon pick-up. The sponsor is not required to be present for Dependent ID card pick-up. Please ensure that you provide correct information on the Dependent Renewal Application (Ex. DoD ID/SSN) for fast service. Newly Widowed/DAV/Initial Enrollment/ID for age 21 does not fall under the ID card renewal process. Member must visit the MPF for service.

Edit: for Website page manager

Application to renew form link: The attached PDF file ID renewal in separate document

DMDC link is: https://www.dmdc.osd.mil/self_service/rapids/unauthenticated?execution=e1s1

AMRDEC SAFE Link is: <https://safe.amrdec.army.mil/safe/>

Supporting ID Reqs: Attached PDF file in separate document