

# What do I need to add someone to DEERS?

Be sure to bring the following documents with you to the MPF. We are open for walk-ins Monday through Friday, 0730-1630

- **For a marriage:** Marriage license, spouse birth certificate, social security card, and picture ID (such as driver's license)
- **For a newborn:** Proof of Birth Letter from the hospital is no longer accepted. Tricare requires the actual Birth Certificate and the Social Security Card be brought to the DEERS office for enrollment of a newborn child.
- **For newborn of unmarried male sponsor:** Voluntary Acknowledgement of Paternity and the Birth Certificate with the sponsor's name on it
- **For stepchildren:** marriage certificate to show linkage to the sponsor, step-child's birth certificate, and social security card
- **To add parent, sibling, etc. as a dependent:** You must start the process through 366 FAS via a Dependency Determination Package. Once DFAS approves the request, they will send the requesting Sponsor a letter telling them what to bring to DEERS to have the family member added. (note: the only medical provided is "space A" at the Base Hospital, no TRICARE will be authorized).
- **To add a Legal Custody Ward:** DEERS will need a court order stating Custody of the Ward for at least 12 consecutive months. And a favorable Dependency Determination processed through 366 FAS.
- **To add a 20/20/20 ex-dependent:** Prior spouse applies through the Air Force Project Office to have entitlements built in DEERS (base level DEERS cannot build this record), then prior Spouse can go to nearest DEERS to have I.D. card issued. The 20/20/20 translates out to Married at least 20 years, Military Person at least 20 years creditable service, and the overlap of marriage and service was at least 20 years. The application process will require a copy of the DD form 214, Marriage Certificate, and the Divorce Decree.

**For all others, please contact the Military Personnel Flight Customer Service at 208-828-2133 for more information.**