



Officer Support Branch
Division of Commissioned Personnel
5600 Fishers Lane, Room 4-20
Rockville, MD 20857-0001

To PHS Applicants for DEERS Enrollment/ ID Card Issuance or Renewal by Mail

DD Form 1172, "Application for Uniformed Services Identification Card/DEERS Enrollment," may be used to enroll new dependents in the Defense Enrollment Eligibility Reporting System (DEERS), and/or to apply for issuance or renewal of **dependent** identification (ID) card(s).

To enroll dependents in DEERS, you must complete the form and return it to the address below along with copies of appropriate documentation verifying the dependent relationship, i.e., marriage certificate (for your spouse), birth certificate (for spouse and each dependent child), adoption decree or placement order from a court of competent jurisdiction or approved adoption agency establishing guardianship, etc. If not signed in the presence of a Public Health Service (PHS) verifying official, **your signature must be notarized**. If you have dependents over the age of 10 they are also required to have a Uniformed Services ID card.

To have dependent ID cards issued or re-issued by mail, along with the completed and notarized form, you must also provide a photograph or photocopy of each ID card recipient. **The image must be no smaller than 4"x 6"** (or larger) showing the head and shoulders only. The image should be sharp, with good definition and a plain contrasting background. (*Unacceptable images, i.e., group photographs, or photographs in which the recipient's face is small and indistinguishable, will be returned along with the application form and you will have to reapply with new photographs.*) Forms and photographs should be mailed to this office at the following address:

Division of Commissioned Personnel
Officer Support Branch
ATTN: DEERS
Rockville, MD 20857-0001

NOTE: Forms and photographs submitted by mail must be notarized. (The photographs should be notarized on the back with the name of the beneficiary depicted.)

Where appropriate, partially completed ID card(s) will be prepared and sent to you for signature by the respective ID card recipient(s). Once the card(s) is/are signed, you must return it/them to this office (**by certified mail, return receipt requested**) and we will finalize, laminate, and return the completed card(s) to you along with the original photograph(s). As a result of this process, the card recipient(s) will be updated in DEERS with an expiration date concurrent with the expiration date on the ID card.

If you are applying for enrollment or an ID card for a **full-time student over the age of 21**, you must include a letter from the school stating that the student is **attending** classes full-time and **the expected date of his/her graduation**.

If you are applying for enrollment or an ID card for an **incapacitated child over the age of 21**, you must include a statement from the attending physician which includes a diagnosis, prognosis, date of onset, expected date of recovery, and an explanation of how the condition renders the dependent incapable of self-support.

If you are applying for enrollment or an ID card for a dependent parent, you must also complete and return the following forms which are available at the Division of Commissioned Personnel's Web site—<http://dcp.psc.gov/DCPForms.asp>:

1. Form PHS-1637-1, "Public Health Service Commissioned Officer's Request for Dependency Determination";
2. Form PHS-1637-2, "Parent's/Parent-In-Law's Statement"; and
3. DD Form 1172, "Application for Uniformed Services Identification Card/DEERS Enrollment."

You must complete the request and the application form and your parent must complete the statement. Please ensure that **all** items on the **parent's statement** are completed and that the form is **notarized** before returning it to this office. To qualify as a dependent, the parent must meet the following four eligibility requirements:

1. *The parent's income, not counting the member's contribution, **must be less** than one-half of the parent's monthly living expenses;*
2. *The member's contribution **must be more** than the parent's income from all sources;*
3. *The member's contribution **must be more** than one-half the parent's monthly living expenses; and*
4. ***The parent must reside in the sponsor's household or a household maintained for or by the sponsor.***

You have the burden of proving that your parent is a **bona fide** dependent. This is accomplished by providing documentation of your parent's expenses, i.e., copies of receipts, and by documenting your contributions, e.g., copies of canceled checks/money orders which are either made payable to your parent, or which specifically state that they were written to pay for expenses incurred by your parent. **Stating that you gave cash is not acceptable** in determining the amount you contributed to his/her support. You should also document (where appropriate) the method used to determine the fair rental value of that portion of your home that your parent occupies. Poor record keeping, by either you or your parent, may be reason for your dependency request to be disapproved.

If you have any questions, you should phone the Officer Support Branch, DCP, at 301-594-3384.