

**Air Force Trifold  
DMDC online renewal process for  
dependent ID card, delivered by mail**



The purpose of this trifold is to provide key information on applying for dependent USID card using an online application. DMDC test pilot allows renewing dependent ID card(s) without visiting an ID card office in person. Then, the USID is delivered by mail.

References:  
<https://www.cac.mil/Next-Generation-Uniformed-Services-ID-Card/Renewing-Online/>

OPR Tri-Fold content:  
HQ AFPC/DP3SA  
AF DEERS Project Office, 1-800-525-0102

Information reflected in trifold is subject to change without notice. Trifold current as of 16 January 2024.

**This online service is limited to people  
who currently are USID card holder and  
meet eligibility criteria below:**

- The requestor must be registered to use DoD self-service logon (DS logon)
- Has an active email address in DEERS that the card recipient has authorized DoD to use for communications. You must opt in under the “my profile” when visiting IDCO
- Mailing address stored in DEERS must be in the continental United States, Hawaii, or Alaska; no Post Office box.
- The sponsor’s personnel status must not terminate within the next 30-days
- The dependent must already be enrolled in DEERS
- The dependent existing photograph in DEERS is not older than 12-years
- The request is not to replace a lost, stolen, or missing ID card; and must visit in person
- Children enrolling full-time student, qualify for permanent “incapacitated”, or enrollment under TRICARE young-adult must apply in person and are not eligible

**The USID online process**

If you meet the eligibility criteria:

The sponsor must visit ID Card Office Online (IDCO)  
<https://idco.dmdc.osd.mil/idco/>

Verify and opt into receiving communications through email under “my profile” within IDCO

Request dependent ID card by selecting “renew family member ID card”

Once processed, the requestor will receive an email confirmation once the card is shipped

Once the card is received, the sponsor must login back into IDCO and activate the received card.

Once activated, the old card is terminated

The terminated card may be dropped off at the nearest ID card office <https://idco.dmdc.osd.mil/idco/> or mailed to DMDC:

Defense Manpower Data Center  
2102 E. 21st Street N  
Wichita, KS 67214

# *The Online Renewal Process for expiring USIDs*

- The requestor must be registered to use DoD self-service logon (DS logon)
- Has an active email address in DEERS that the card recipient has authorized DoD to use for communications. You must opt in under the “my profile” when visiting IDCO
- Mailing address stored in DEERS must be in the continental United States, Hawaii, or Alaska; no Post Office box.
- The sponsor’s personnel status must not terminate within the next 30-days
- The dependent must already be enrolled in DEERS
- The dependent existing photograph in DEERS is not older than 12-years
- The request is not to replace a lost, stolen, or missing ID card; and must visit in person
- Children enrolling full-time student, qualify for permanent “incapacitated”, or enrollment under TRICARE young-adult must apply in person and are not eligible



**Meet eligibility criteria**

**Request Online**

**Activate new card**

**Return old card**

The sponsor must sign into IDCO using his/her CAC.  
<https://idco.dmdc.osd.mil/idco/>

Request dependent ID card by selecting “renew family member ID card”

Once processed, the requestor will receive an email confirmation once the card is shipped

Once the card is received, the sponsor must login back into IDCO and activate the received card.

The terminated card may be dropped off at the nearest ID card office or mailed to DMDC:

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