



Navy Project Office | CAC and USID In-Person Appointments

POC: MyNavy Career Center

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BLUF

Sailors, veterans, and families who need a new Common Access Card (CAC) or Uniformed Services Identification Card (USID) **can have a better customer experience** at their RAPIDS Site by scheduling in-person CAC appointments online using the ID Card Office Online, and **knowing what they need to bring** to the ID lab.

Who needs to know?

- **Sailors, veterans, and families** who require CAC or USID services
- Command triads and CPPAs
- RAPIDS Site Verifying Officials and employees

Sample POD/POW Note

Know before you go: Need a new sponsor CAC or USID? Plan ahead for your RAPIDS Site visit! Find the accepted forms of ID at https://www.cac.mil/Portals/53/Documents/List_of_Acceptable_Documents.pdf. Schedule your appointment using the ID Card Office Online, <https://idco.dmdc.osd.mil/idco/> (Find a RAPIDS ID Card Office). Questions? Contact MNCC at (833) 330-6622 or askmncc@navy.mil.

Questions and Answers: Basic Information

Q: What's the difference between a CAC and a USID?

A: The Common Access Card (CAC) is for active duty and Selected Reserve (SELRES) military personnel, Defense Department (DOD) civilian employees, and eligible contractors. The Next Generation Uniformed Services Identification Card (USID) is for military family members and retirees to access benefits and privileges, featuring an updated design and security features to deter counterfeiting and fraud.

Find CAC types, affiliation, color coding, and eligibility criteria at <https://www.cac.mil/Common-Access-Card/>.

Find USID types, affiliation, color coding, and eligibility criteria at <https://www.cac.mil/Next-Generation-Uniformed-Services-ID-Card/>.

Q: Am I a sponsor? If not, who's my sponsor?

A: A sponsor is the person affiliated with the DOD or other federal agency who takes responsibility for verifying and authorizing the applicant's need for an ID card. Your sponsor registers you in the Defense Enrollment Eligibility Reporting System (DEERS). Most CAC holders (military or DOD civilian) are sponsors.

Detailed sponsorship and eligibility information can be found at <https://www.cac.mil/ID-Card-Lifecycle/#sponsorship>.



Questions and Answers: What to Bring to an In-Person Appointment

Q: What do I need to bring to get a new CAC or Sponsor USID?

A: You must bring two valid forms of identification.

Q: What do I need to bring to get a new Dependent USID?

A: You must bring two valid forms of identification, and a completed DD Form 1172-2.

Q: What constitutes a completed DD Form 1172-2?

A: The completed form can be:

- Digitally signed and submitted using RAPIDS Self Service (available for sponsors with a CAC), or
- Signed by your sponsor in front of the Verifying Official at the RAPIDS Site, or
- Signed by your sponsor and notarized (wet or digital signature is acceptable), or
- Signed using a General Power of Attorney (wet or digital signature is acceptable).

Q: What are considered valid forms of identification?

A: Applicants must provide two forms of identity source documents in original form. These must:

- Belong to the applicant,
- Be neither expired¹ or cancelled, and
- If the two documents bear different names, evidence of a formal name change (e.g., marriage certificate, divorce decree, etc.) must be provided.

Original or state-certified primary identity source documents include:

- U.S. Passport, U.S. Passport Card, or foreign passport
- Permanent Resident Card or an Alien Registration Receipt Card (Form I-551)
- Employment Authorization Document with photograph (Form I-766)
- State- or U.S. possession-issued ID or driver's license or an identification (ID) card with photograph
- U.S. military or U.S. military dependent's ID card
- Personal Identity Verification (PIV) Card

¹ An expired CAC or USID **may be used** as a secondary identity source document **for reissue of the same type of card** but is **not acceptable for initial issue**.



Original or state-certified secondary identity source documents include:

- U.S. Social Security Card
- State- or U.S. possession-issued original or certified copy of a birth certificate bearing an official seal
- Federal, state, or local government agency or entity ID card with photograph
- Voter Registration Card
- U.S. Coast Guard Merchant Mariner Card
- Certificate of U.S. Citizenship (Form N-560 or N-561)
- Certificate of Naturalization (Form N-550 or N-570)
- U.S. Citizen ID Card (Form I-197)
- Identification Card for Use of Resident Citizen in the United States (Form I-179)
- Certification of Birth Abroad or Certification of Report of Birth issued by the Department of State (Form FS-545 or Form DS-1350)
- Temporary Resident Card (Form I-688)
- Employment Authorization Card (Form I-688A)
- Reentry Permit (Form I-327)
- Refugee Travel Document (Form I-571)
- Employment Authorization Document issued by Department of Homeland Security (DHS) with photograph (Form I-688B)
- Foreign ID with photograph
- Canadian government driver's license
- Native American tribal document
- Foreign birth certificate with certified English translation (USID ONLY)

The secondary identity source document may be from the list of primary identity source documents but cannot be the same primary identity source document.

References & Resources

- [DEERS Enrollment and RAPIDS Site Pre-Arrival Checklists | \(CAC.mil\)](#)
- [ID Card Office Online | \(idco.dmdc.osd.mil/idco\)](#)
- [Common Access Card \(CAC\) Information | \(CAC.mil\)](#)
- [Uniformed Services Identification Card \(USID\) Information | \(CAC.mil\)](#)
- [USID Frequently Asked Questions | \(CAC.mil\)](#)