



How to complete a Digital DD-1172 before ever going to a RAPIDS/DEERS office

Service Member and Family Care
DEERS/RAPIDS office
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DD-1172

- The DD-1172 is required to be completed by all sponsors for their dependents to receive an ID card
- The DD-1172 must be digitally signed for the following statuses: M-Day, all ADOS, all AGR, all mobilized SM's, unless the sponsor signed it in front of a DEERS verifying official
- DD-1172 is good for 90 days once signed



ID Card Office Online

- [ID Card Office Online \(osd.mil\)](https://osd.mil) (IDCO) replaced milconnect for ID card services online
- The DD-1172 can be completed by the sponsor on IDCO with a CAC enabled computer or external reader
- The DD-1172 completed in IDCO uploads to DEERS automatically and is good for 90 days



IDCO DD -1172 how to

Step 1: go to IDCO in your internet browser at <https://idco.dmdc.osd.mil/idco/>

Step 2: Click on continue under family ID cards

South Carolina National Guard - x General (NGSC-Service Member - x ID Card Office Online - x +

https://idco.dmdc.osd.mil/idco/

Sign In Community: SINET... LeaveTracker Case... Defense Travel Syst... Workout Routines f... J1 - Human Resour... OPS (NGSC-Service... Installation Status R... SCCS Monthly Certi... US BANK

If unable to find an appointment, please click Help then review the FAQs prior to contacting your local RAPIDS ID Card Office for assistance.

Home Help Feedback

ID Card Office Online

Welcome to the RAPIDS ID Card Office Online. Select an option below to update your CAC, manage sponsor or family member ID card information, or find a RAPIDS ID Card Office.

<h3>ID Card Office Locator & Appointments</h3> <p>Find a RAPIDS ID Card Office</p> <p>Make an Appointment</p> <p>CONTINUE</p>	<h3>Common Access Card</h3> <p>Update Email Address</p> <p>Activate PIV Authentication Certificate</p> <p>Add Joint Data Model Applet</p> <p>Add Personnel Category Code</p> <p>CONTINUE</p>	<h3>Family ID Cards</h3> <p>View Sponsor/Family ID Card</p> <p>Nominate Family Member</p> <p>Renew Family Member ID Card</p> <p>Print Family List</p> <p>CONTINUE</p>	<h3>My Profile</h3> <p>Update Contact Information</p> <p>Update GAL Information</p> <p>Opt-in TSA PreCheck (DoD Civilians Only)</p> <p>CONTINUE</p>
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IDCO DD-1172 how to

Step 3: Click CAC

Step 4: Click on LOGIN and enter your CAC's PIN

The screenshot shows a web browser window with the URL <https://myaccess.dmdc.osd.mil/identitymanagement/authenticate.do?execution=e1s1>. The page title is "ID Card Office Online". In the top right corner, there is a link for "Frequently Asked Questions". A prominent orange-bordered box contains the following text:

ATTENTION ALL USERS: PLEASE READ THE BELOW INFORMATION IN ITS ENTIRETY

ACTION NEEDED: Phone Numbers can be updated by yourself by logging into your DS Logon account and going to "UPDATE CONTACT INFORMATION." This will take you to a screen to update your own phone number and email. Please ensure your phone (e.g., cell, landline) and email address is accurate as future security features will be enabled soon and you won't have access to your DS Logon account if the phone number is not one you can access.

IMPORTANT: After visiting DS Logon or one of our partner sites, CLOSE your browser window AND all open tabs. This will help protect your information and privacy. If you choose not to close your browser and all open tabs, this can enable third parties access to your PRIVATE HEALTH and BENEFIT INFORMATION.

Below the text box, there are two tabs: "DS Logon" and "CAC". The "CAC" tab is highlighted with a red circle. Underneath the "CAC" tab, there is a graphic of a sample CAC card for "DOE JOHN C." with the text "SAMPLE" and "JAN2014". Below the card graphic, there is a "Login" button, which is also highlighted with a red circle. At the bottom left of the page, the text "UNCLASSIFIED//FOUO" is visible.



IDCO DD-1172 how to

Step 5: Click OK

DMDC *Serving Those Who Serve Our Country*

DEERS ID Card Office Online

Self-Service Consent to Monitor

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG beneficiary self-service-authorized use only.

By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- While all personal identifying information (PII) data stored on this IS is protected under the Privacy Act of 1974, all communications using this IS, and the data captured to support this IS, are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

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OK



IDCO DD-1172 how to

Step 6: Click on request ID for the dependent you wish to get a new ID card

The screenshot shows a web browser window with the URL <https://idco-pki.dmdc.osd.mil/idco/view-family-info>. The page title is "Family ID Cards" and it includes navigation links for "Help", "Feedback", and "Logout".

Sponsor

ID	Sponsor
	Winters, Richard

Family Members

ID	Name	Relationship	Expiration
	Winters, Wife	Spouse)	Expiration 1/30/2023
	Winters, Kid 1	(Child)	Expiration N/A
	Winters, Kid 2	(Child)	Expiration 1/30/2023

The "Request ID Card" link for Winters, Wife is circled in red.



IDCO DD-1172 how to

Step 7: Click I agree

Step 8 : Click on next

Community: S1NET... LeaveTracker Case... Defense Travel Syst... Workout Routines f... J1 - Human Resour... OPS (NGSC-Service... Installation Status R... SCCS Monthly Certi... US BANK

1 Privacy Act 2 Acknowledgment 3 Confirmation 4 Additional Documents

Winters, Wife

Card Type
05

Expiration Date
1/30/2023

Please Read Carefully
Read the Privacy Act Statement and acknowledge you understand how your data may be used and your responsibility for providing accurate data that may affect DoD benefits and entitlements.

Privacy Act

AUTHORITY
5 U.S.C section 301; 10 U.S.C. chapter 147; 10 U.S.C. Sections 1061-1065, 1072-1074, 1074a - 1074c(1), 1076, 1076a, 1077, 1095(k)(2); 50 U.S.C. chapter 23; E.O. 10450, as amended.

PRINCIPAL PURPOSE(S)
To apply for and enroll in the Defense Enrollment Eligibility System (DEERS) for DoD benefits and privileges include, but are not limited to, medical coverage, DoD Identification Cards, access to DoD installations, buildings or facilities, and access to DoD computer systems and networks.

ROUTINE USE(S)
To Federal and State agencies and private entities; individual providers of care, and other, on matters relating to claim adjudication, program abuse, utilization review; professional quality assurance; medical peer review, program integrity, third party liability, coordination of benefits and civil and criminal litigation, and access to Federal government and contractor facilities, computer systems, networks, and controlled areas. The DD Form 1172-2 currently covers the RUs that would include retirees and dependents. To the Department of Health and Human Services, the Department of Veterans Affairs, the Social Security Administration, and to other Federal, state, and local government agencies to identify individuals having benefit eligibility in another plan or program. For a complete list of DEERS routine uses, visit:
<http://dpclid.defense.gov/Privacy/SORNsIndex/DODwideSORNArticleView/tabid/6797/Article/627618/dmdc-02.dod.aspx>

I agree

CANCEL NEXT



IDCO DD-1172 how to

Step 9: Click I agree

Step 10 : Click on next

https://idco-pki.dmdc.osd.mil/idco/replace-id-card

community: S1NET... LeaveTracker Case... Defense Travel Syst... Workout Routines f... J1 - Human Resour... OPS (NGSC-Service... Installation Status R... SCCS Monthly Certi... US BANK

✓ Privacy Act 2 Acknowledgment ✓ Confirmation 4 Additional Documents

Winters, Wife

Card Type
05

Expiration Date
1/30/2023

Please Read Carefully
Penalty for presenting false claims or making false statements in connection with claims: fine of up to \$10,000 or imprisonment for up to five years or both.

Acknowledgment

I, John Gallman, certify that the following information provided in connection with the eligibility requirements of this form is true and accurate to the best of my knowledge:

Janet Gallman is my Spouse.

I AGREE. The above information is correct.

I DO NOT AGREE. The above information is incorrect.

I understand that the action of requesting this ID Card issuance is audited and digitally signed by my DS Logon.

Your CAC will be used to digitally sign the Application For Identification Card/DEERS Enrollment (DD Form 1172-2). You may be prompted to enter your PIN to perform this operation.

The signed form will then be saved for use when the family member ID card is created.

CANCEL **BACK** **NEXT**



IDCO DD-1172 how to

Step 11: You're now confirmed, click on next

The screenshot shows a web browser window with the URL <https://idco-pki.dmdc.osd.mil/idco/replace-id-card>. The browser's address bar and tabs are visible at the top. Below the browser, a progress bar indicates four steps: 1. Privacy Act (checked), 2. Acknowledgment (checked), 3. Confirmation (active), and 4. Additional Documents. The main content area displays the name "Winters, Wife" and the following details:

Card Type	05
Expiration Date	1/30/2023

Confirmation

The DD Form 1172-2 has been successfully submitted.

Verification must be completed within 90 days of this request.

Additional documentation may be needed as well. Please click Next to view the additional documentation.

Appropriate original, or certified copies, of identity and eligibility documents must be presented to get a new ID card.

At the bottom of the screen, there are three buttons: "DONE", "DISPLAY FORM", and "NEXT". The "NEXT" button is circled in red.



IDCO DD-1172 how to

Step 12: Observe the required documents needed to bring with you

https://idco-pki.dmdc.osd.mil/idco/replace-id-card

Privacy Act Acknowledgment Confirmation **4** Additional Documents

Winters, Wife

Card Type
05

Expiration Date
1/30/2023

Required Documents

Two identity documents are required for Janet Gallman to get an ID card.
Please bring either two items from the first column or one from each column.

Primary Document	Secondary Document
DoD CAC/PIV ID Card	Birth Certificate
DoD Civilian Retiree ID Card	Canadian Driver's License
DoD or Uniformed Service ID Card	Employment Authorization Document issued by DHS
Driver's License	Form FS-545 or Form DS-1350
Family Member DoD ID Card	INS Form I-179
Foreign National ID with photograph	INS Form I-197
Foreign Passport	INS Form I-327
Form I-766 that contains a photograph	INS Form I-571
ID card issued by US state or possession containing a photograph	INS Form N-550 or N-570
INS Form I-151 or I-551	INS Form N-560 or N-561
Other Federal Department PIV compliant ID containing a photograph	Native American tribal document
U.S. Passport Book or Passport Card	Photo ID Card issued by federal, state, or local government
Uniformed Service CAC/PIV ID Card	U.S. Coast Guard, Merchant Mariner Card
	U.S. Social Security Card
	Voters registration card

CANCEL **BACK**