



## Retiree & Dependent ID Card Renewal Application

Complete a separate application for each dependent requesting new card

### Reason for new ID card:

Damaged      Expired/Expiring      Lost/Stolen (If lost or stolen, complete memo located on 325fss.com.)

### Sponsor Information

First Name:

Last Name:

E-mail Address:

Phone Number:

DoD ID Number:

Completed 1172-2 online      Yes      No (sponsor must complete BEFORE submitting for dependents only)

ID Expiration Date (mm/dd/yyyy):

(<https://www.dmdc.osd.mil/milconnect/>)

Sign in > more goals > view ID card info > select "Replace ID Card" under applicable dependent(s) > go through final process.

Alternate site: [https://pki.dmdc.osd.mil/self\\_service](https://pki.dmdc.osd.mil/self_service)

### Dependent Information (N/A for Retiree ID Renewal)

First Name:

Last Name:

ID Expiration Date (mm/dd/yyyy):

### Dependent Child Information (If Applicable)

1. Is the child 21 yrs or older?

2. Full time students MUST have a letter from the school's registrar

Yes, enrolled in a full time accredited institution of higher learning  
(Proceed to Question #2)

Yes, letter is attached

Yes, not enrolled in a full time accredited institution of higher learning

No

### Address of member getting the ID Card:

Street Address:

City:

State:

Zip Code:

**Photo was taken within last 7 days:**

**Two forms of identification submitted** (not required for children under age 18):

**Note:** Names must match and not be expired. Copies of both must be submitted with application. The same forms must be presented to the customer support technician at the MPF by the dependent picking up the card.

#1 –

#2 –

Comments:

**NEXT STEPS:** Upload this completed renewal application with 2 forms of identification a photo of dependent (taken on white/off-white background, shoulders up) to AMRDEC SAFE at <https://safe.amrdec.army.mil/safe/> and e-mail to 628th Customer Support Section at [628FSS.FSMP.IdCards@us.af.mil](mailto:628FSS.FSMP.IdCards@us.af.mil). Please put subject as: **Online Retiree & Dependent ID Card request**. An encrypted message can also be sent to the e-mail address above. Please allow up to 5 business days before calling **843-963-4521** to check the status. An e-mail will be sent to the provided e-mail address when card is ready for pick up. The Sponsor does not need to be present for pick up. The member(s) receiving the card will need to sign the ID at pick up.

**ACTIONS to be completed by the MPF ONLY** (enter date & initials of customer service technician completing action)

Request received:

Card was created:

E-mail was sent for pick up:

Dependent picked up card: