

Air Force Trifold
DMDC online renewal process for
dependent / retired military ID card
delivery by mail



Trifold provides key information on renewing a dependent or retired military USID card using an online DoD application.

Advantages:

1. DMDC pilot allows renewing dependent ID card without visiting an ID card office in person, and
2. The ID card is delivered by mail to your residence or mailing address listed in DEERS.

References:

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

OPR Trifold content:
HQ AFPC/DP3SA, DAF DEERS Project Office
Total Force Service Center 1-800-525-0102

Information reflected in trifold is subject to change without notice. Trifold current as of 29 May 2024.

Online service is limited to people who
currently are USID card holder

- ☐ Requestor must be registered to use DoD self-service logon (DS logon) or have a valid unexpired CAC
- ☐ 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 United States, Hawaii, or Alaska to include APO/FPO/DPO. Except 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
- ☐ Children enrolling as full-time student or permanent incapacitation require DEERS record update in person by sponsor before requesting USID renewal

The USID Online Process

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,” or retired military. **Note:** Online pilot does not apply to CAC members – must visit a RAPIDS site in person to renew / replace CAC!

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 new card. **Note:** If new card is not activated, entry to installation is denied!

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) or have a valid unexpired CAC
- ☐ 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 United States, Hawaii, or Alaska to include APF/FPO/DPO. Except 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
- ☐ Children enrolling full-time student or permanent incapacitation require DEERS record update in person by sponsor before requesting USID renewal

