

# *The Online Renewal Process for expiring Dependent ID Cards*

- ☐ The requestor (sponsor) must be registered to use DoD self-service logon (DS logon) Call 1-800-368-3665 if having DS Logon issues.
- ☐ 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. If your dependent does not have an eligible email in DEERS, please contact your local MPS to get it updated.
- ☐ 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

**If online renewal is not an option for you, you can schedule an in person appointment at this link. <https://idco.dmdc.osd.mil/idco/>**

## Meet eligibility criteria

On Base Member Hours:

**Monday:** 0700-1530

**Wednesday:** 1230-1530

**Friday:** 0700-1530

## Request Online

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”

## Activate new 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.

## Return old card

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

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