

ID CARDS AND DEERS IMPORTANT INFORMATION

GENERAL PUBLIC SCHEDULE

Monday & Tuesday, 7:30-11:30am & 12:30-2:00pm
914 AW Bldg 314 (716) 236-2197

Wednesday & Thursday, 7:30-11:30am & 12:30-2:00pm
107 AW Bldg 901 (716) 236-2435

Fridays- alternates between buildings
7:30-11:00am ONLY (No afternoon hours)

REQUIRED DOCUMENTATION

Two forms of identification are required for sponsors and dependents 20 years of age and older when enrolling a member or dependent in DEERS or when an ID Card is issued.

One form must be a photo ID and not expired.

The following is a list of **acceptable** forms of identification:

- Military ID
- Driver's License
- Foreign Driver's License
- Social Security Card
- Birth Certificate
- School ID with Photo
- Another form of Federal, State or Local Government issued Photo
- Identification Line Badge
- US Passport
- Weapons Permit
- Voter's Registration Card
- Foreign Passport
- INS Documentation

DD Form 1172 is Required and MUST be filled out and signed by the sponsor either in front of a notarizer or DEERS Operator for issuance of a dependent/spouse ID card at any time an initial or replacement id card is requested. NO EXCEPTIONS! If sponsor is incapacitated, talk to a DEERS operator for further guidance.

IF YOUR ID CARD IS LOST OR STOLEN, YOU MUST GO TO THE VISITORS CENTER FIRST & FILL OUT A REPORT (UNLESS YOU HAVE A POLICE REPORT) IN ORDER TO BE ISSUED A REPLACEMENT ID CARD. NO EXCEPTIONS!

We will also need the documentation for the action that is being accomplished.

Promotion - Promotion order with effective date

Marriage - Marriage License, Spouses Birth Certificate, Spouses SSN card & photo ID

Divorce - Divorce Decree

Re-enlistment - enlistment document DD Form 4 or extention documents

Retirement- Retirement order, DD Form 214 if active duty / Retirement order

Death of a sponsor, spouse, or dependent - Death certificate

Child Birth- Birth certificate and SSN Card (Un-Married Parents MUST bring in "Voluntary Acknowledgment of Paternity")

For 100% Disabled Vet: Letter from VA showing 100% Service connected Disability OR 70% disabled but Unemployable, Commissary/exchange Privilege letter , DD form 214 and 2 forms of ID one must be an un-expired photo ID

Student (Children ages 21 - 23) - A letter from the school registrar that certifies enrollment in a full time course of study leading to an associate degree or higher and the anticipated graduation date.

Dependents with disabilities- Letter from VA/ DFAS determination that states permanent/temporary disability

All of This information can also be accessed at www.niagara.afrc.af.mil

You can also add a family member, update and complete a DD Form 1172 on line at [\(https://www.dmdc.osd.mil/milconnect/\)](https://www.dmdc.osd.mil/milconnect/)

Documentation for the following actions can also be faxed to the 914 AW ARS- Fax # is 716-236-2024 or email to the org box 914fss.fsmps@us.af.mil , *include sponsors DOD EDI/ SSN*

For Marriage - Marriage License, Spouses Birth Certificate, Spouses SSN card & photo ID

Child Birth- Birth certificate and SSN Card. (Un-Married Parents MUST bring in "Voluntary Acknowledgment of Paternity")

Student (Children ages 21 - 23) - A letter from the school registrar that certifies enrollment in a full time course of study leading to an associate degree or higher and the anticipated graduation date.

If Divorced – a Divorce Decree

914 AW ~ 
107 AW ~ 

CLOSED:  **HOLIDAYS:** Jan 1 New Year's day ~ Jan 18 Martin Luther King Day ~ Feb 15 President's Day
May 30 Memorial Day ~ Jul 4 Independence Day Observation ~ Sep 5 Labor Day ~ Oct 10 Columbus
Nov 11 Veteran's Day ~ Nov 24 Thanksgiving Day ~ Dec 26 Christmas Day

914 AW & 107 AW ID CARD SCHEDULE CY16

JANUARY						APRIL						JULY						OCTOBER					
SUN	MON	TUE	WED	THR	FRI	SUN	MON	TUE	WED	THR	FRI	SUN	MON	TUE	WED	THR	FRI	SUN	MON	TUE	WED	THR	FRI
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31												31						30	31				
FEBRUARY						MAY						AUGUST						NOVEMBER					
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28	29					29	30 H	31				28	29	30	31			27	28	29	30		
MARCH						JUNE						SEPTEMBER						DECEMBER					
SUN	MON	TUE	WED	THR	FRI	SUN	MON	TUE	WED	THR	FRI	SUN	MON	TUE	WED	THR	FRI	SUN	MON	TUE	WED	THR	FRI
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