

DEERS/RAPIDS ID Office

Weekday Hours: Monday – Friday, 0830 to 1600 hours.

Appointments are highly encouraged. We cannot guarantee walk-in services to everyone based on customer volume. You may schedule an appointment in one of three ways:

1. Visit RAPIDS Site Locator, search for Site ID 151187 and click the link for "Schedule an Appointment."
2. Go directly to the link.
3. Or call the office at 717-861-8693

Hours of Operation

M-F 0830-1600 Excluding all federal holidays. Walk-in times may change if maximum capacity is reached. Customers with scheduled appointments take priority and will be seen at their scheduled time.

Office Location

The main entrance to Bldg. 14-99 faces Asher Miner Road and is in the vicinity of Strickler Parade Field/softball fields and the USO. Visitor parking is located just outside the main entrance to the building. GPS information grid location is 40.429142, -76.591789.

From I-81: Turn left on Asher Miner Road (immediately after you pass the entrance for the National Cemetery and across from Funck's Restaurant), and Bldg. 14-99 will be approximately 1 mile on the left. (If you come to a stop sign, you've gone too far.)

Scheduling for Multiple IDs/Transactions

To ensure the appropriate amount of time is booked to complete multiple ID Cards or transactions, please book back to back appointments. Please schedule one (1) appointment for every two (2) IDs under the same record.

Appointment Late Policy

Please arrive on time for your scheduled appointment. Appointments may not be honored more than 5 minutes past the scheduled appointment time.

In Need of Same Day Services?

Same day appointments are usually not available. If you choose to arrive as a walk-in, please note that walk-in customers are serviced between appointments and may be subject to cut-off prior to closing, if maximum walk-in capacity is reached.

Identification Requirements for ID Card – 18 Years of Age and Older

All customers 18 years of age and older must have TWO (unexpired) forms of ID to get a new ID card made, regardless of ID type to be issued. The primary ID must be a federal or state government issued photo identification. The secondary ID may also be a different federal or state government issued ID, or can be an original SSN card or birth certificate as well as other documents listed on the DoD ID Card Reference Center website. Please refer to http://www.cac.mil/Portals/53/Documents/List_of_Acceptable_Documents.pdf for the most recent identification requirements.

Identification Requirements for ID Card – 18 Years of Age and Older

All customers under 18 years of age must provide documentation for the initial verification of eligibility/relationship to the sponsor (original birth certificate).

IDs Not Accepted

Due to a recent system upgrade, ID card offices no longer accept the following: Student ID, Expired IDs, Veterans Identification Card (VIC), DMVA badges or locally produced badges, or Concealed Weapons Permits.

90 Day Renewal Policy

The policy regarding the timeline for renewing your ID is 90 days prior to the expiration date. Exclusions: Tricare Young Adult initial issuance, Medicare (age 65), and contract extensions.

Dependent ID Cards

In addition to identification requirements listed above, all dependents must have a DD Form 1172-2 signed by the Sponsor and a DEERS verifying official in order to be issued an ID card. The DD Form 1172-2 can be completed during the appointment if the sponsor is present; however, without a Sponsor present, the dependent must have an original, valid POA or DD Form 1172-2 pre-printed by a DEERS station that has been signed by the Sponsor and a Verifying Official ahead of time.

Retiree ID Cards

Due to a recent system update, Pre-Medicare Retiree ID cards with a previous "INDEF" end date will now be issued with an expiration date. The front expiration date will now reflect the date of the end of Tricare/Begin date of Tricare for Life. You must be enrolled in Medicare A & B to be eligible for Tricare for Life. DEERS can be updated the month prior to your Medicare start date, but you must provide your original Medicare Card & required ID listed above.

100% Disabled American Veteran (DAV) ID Cards

Required documents: 1) Letter from the U.S. Department of Veterans Affairs showing eligibility, 2) DD Form 214 [Member Copy 4], 3) birth certificate, 4) social security card, and 5) an acceptable form of picture identification.

Lost or Stolen CAC

All personnel whose CAC card has been lost or stolen must provide an original DA Form 4856 (Counseling Statement) along with required identification listed above to be issued a new CAC.

DEERS Enrollment, Spouse

Required documents: 1) original marriage certificate, 2) spouse's original birth certificate, 3) spouse's original social security card, and 4) an acceptable form of picture identification listed above.

DEERS Enrollment, Child

Required documents: 1) Child's original birth certificate and 2) child's original social security card. A marriage certificate is required for enrollment of step-children.

DEERS Enrollment, Child Born Out of Wedlock (Male Members)

Required documents: 1) Court order (judicial determination of paternity) or a Voluntary Acknowledgment of Paternity, 2) child's original birth certificate and 3) child's original social security card.

Foreign Documentation

All foreign documents MUST have a certified English translation (if applicable) AND an Apostille or Consular certification. Contact the document issuing facility to obtain authentication certification.

Full Time College Students

Required documents: 1) Letter from Registrar or National Student Clearinghouse stating enrolled/registered full time in an accredited college in pursuit of an Associate Degree or higher, and 2) Sponsor must also certify on the 1172-2 form they provide over 50% support to the child.

Full time student IDs are issued to the end of the current semester, graduation date (if information is provided on school letter), or age 23, whichever occurs sooner.

Disclosure

This list includes the most commonly encountered scenarios at this facility, but is not comprehensive nor all inclusive. If the information above is not clear or if your scenario is not described above, please call the ID Card Office or visit www.cac.mil BEFORE arriving to ensure the DoD requirements will be met for your requested DEERS transaction to take place.