

## Renewal of ID/CAC Cards

Plan accordingly: You can schedule an appointment as early as 60 days from your ID card expiration date. Your appointment will be scheduled within 30 days prior to the expiration date. (Exception: Deploying Members with orders whose expiration date is within the dates of the deployment).

## Lost/Stolen OR Confiscated ID Card

Stolen: All military personnel whose CAC has been stolen must bring an AGO KY FORM 1000-13.  
Lost: Lost CAC of current military members or CAC holders must inform their command or trusted agent that they have lost their CAC. Then along with two forms of government/state issued ID, you must also bring the following form (completely filled out): Access and complete the AGO KY FORM 1000-13 in order to replace a CAC. This does not apply to retiree or dependent USIDs.

## Contractor ID/CAC card

Ensure your Trusted Agent (TA) has you in the CVS system. Contractors must have TWO (unexpired) forms of ID. One must be a state/government issued photo ID. If going overseas, please ensure you have your current (within 30 days) LOA. **BADGES ARE NOT A FORM OF IDENTIFICATION.**

If this is your First CAC/ID card, please ensure you have arrangements to access the installation.  
**Any documents must be Original/Certified. Photocopies are NOT acceptable.**

**Reserve/National Guard Retirees (Retiree with pay):** Orders/Letter transferring to Retired List and authorizing retired pay. If Medicare eligible, the Medicare Card along with the two (unexpired) forms of ID.

**Turning 65** - Tricare for Life: If you are turning 65 years old and will be on TRICARE for Life, you must provide your Medicare card showing Part A and B along with TWO (unexpired) forms of ID. If you renew your ID card on or after you turn 65, then the ID will be indefinite.

## Civilian Retirees

Civilians retiring must have SF Form 50 and have TWO (unexpired) forms of ID (No Badges). One must be a state/government issued photo ID.

**Documents must be Original/Certified. Photocopies are NOT acceptable.**

## Civilian Employees

Civilians must have TWO (unexpired) forms of ID (No Badges) to receive new ID card. One must be a state/government issued photo ID.

## Civilian Employees (Overseas Position)

Provide DD Form 2365, SF Form 50 annotating that person is assigned to an Overseas Emergency Essential Position, and two (unexpired) forms of ID (no badges). One must be a state/government issued photo ID.