

INITIAL/RENEWAL OF COMMON ACCESS CARD (CAC)

- Walk-ins are for Active Duty/GS Civilians/Contractors for CAC initial issue, lost CAC, PIN resets, or CAC expiring within 3 business days.
- Two Valid forms of DoD Accepted ID – old CAC must be presented if renewing.

LOST CAC

Please provide the following if your ID card is lost, stolen, or confiscated.

- Police Report (Stolen CACs)
- Report From an Installation Security Office
- Statement/Document(s) as Provided by the Service/Agency (e.g., Counseling Document)
- Letter or memo from the member's security manager, Commander, First Sergeant, or the sponsoring TASS Trusted Agent. The letter or memo must be prepared on the activity's letterhead, dated and signed with a wet signature or digitally signed using a CAC.
 - AGO KY Form 1000-13

DEPLOYING CONTRACTOR

Please print the updated LOA (orders) and bring with you prior to arrival at MPF.

ACTIVE DUTY DEPENDENT RENEWAL

- Dependents must be accompanied by their sponsor. If not, a completed DD Form 1172-2 must be either wet signed by the sponsor and notarized or digitally signed (using a CAC) (within the past 90 days) or the dependent must have a current Power of Attorney.
- Two DoD Acceptable forms of ID for any one over the age of 18.
- Renewals can be made by making an appointment.

MEMBERS TURNING 65

- Provide your Medicare Part A & B Card
- Two DoD Acceptable forms of DoD ID
- Renewals can be made by making an appointment.

DEPENDENT CHILD 10-17

- Age requirement for dependent children is now 10 years old.
 - Exceptions apply to dual mil or single families.
- Renewals can be made by making an appointment.

DEPENDENT CHILD 18-20

- 2 Valid Forms of DoD Acceptable IDs.
- Renewals can be made by making an appointment.
- Completed DD Form 1172-2 or Sponsor present.

DEPENDENT CHILD 21+

- Unmarried biological, stepchildren and adopted children are eligible for TRICARE until age 21 (or 23 if: Your child is enrolled in a full course of study at an approved institution of higher learning and you (the sponsor) are still providing more than half of their financial support).
 - Provide a school enrollment letter stating they are full-time and have their graduation date. If the sponsor is not accompanying the dependent, the DD Form 1172-2 must state in Item 21 (Remarks) that "the sponsor is 50% and over responsible for the dependent."
- Eligibility may extend beyond these age limits if he or she has an incapacitated determination.
- At age 21, he or she may qualify to purchase TRICARE Young Adult.
- At age 23 (or after ending full time college) dependent will need to be enrolled in Tricare Young Adult
- Two DoD Acceptable Forms of ID.
- Renewals can be made by making an appointment.