

**Parent/Parent In-law Enrollment:**

An initial Parent/Parent In-Law application will need to be completed by Sponsor. The application consists of the completion of the DD Form 137-3 and submission of form and all documentation to the DFAS. DFAS will mail back the Letter of Approval to the sponsor. The package can be obtained in the ID card office located in Bldg 537 Room 101.

Once received provide our office the following documents:

- DFAS Letter of Approval
- Sponsor Birth Certificate
- Parent's Birth Certificate
- Parent's Photo ID
- Parent's Social Security Card.

For renewal of any sort, you will need to re-accomplish the DFAS application process, obtain another Letter of Approval in order to be issued a new Dependent ID card.

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