

## **USID Card Request BY Mail**

### **Procedures for Applicants Who Cannot Report in Person (2025-2026)**

#### **Procedures restricted to Patrick Space Force Base ONLY!**

\*\*\* Candidates will be considered for Patrick Space Force Base on a Case-by-Case basis\*\*

\*\*\*Patrick Space Force Base currently does not have a budget to support the mail-in process. Those individuals requesting a USID card by mail MUST provide a pre-paid and addressed return envelope for the USID card to be mailed to. \*\*\*

#### **Examples of eligible patrons:**

1. Are physically handicapped
2. Have no means of transportation
3. Are hospitalized or too sick to come into an office
4. Bedridden

#### **Required documents for mail-in process:**

1. One recent (within the last year) 8 x 10 color photograph (portrait style) that includes the following on the reverse:
  - a. Applicant's full name
  - b. Applicants' birthday
  - c. Applicants' social security number
  - d. Sponsor's social security number
  - e. Notary signature and seal (seal must be current and legible)

\*\*Photo must be a front shot and cut slightly below the shoulders.\*\*

2. Photocopy of two forms of unexpired identification (one photo ID card) with notary signature and seal (seal must be current and legible)

##### Examples include:

Driver's License  
State Identification Card  
VA Health ID Card  
Passport Card or Book  
Social Security Card  
Birth Certificate  
Voter Registration Card

3. A letter from an attending physician with the following:
  - a. Must be on attending physician's office letter head paper.
  - b. Must state your incapacitated status and medical problems.
  - c. Must be signed by the attending physician within 90 days of the request.
  - d. Notary signature and seal (seal must be current and legible)

4. Sponsors do not require a DD1172-2 form when requesting a mail-in I.D. card for themselves.

Dependent spouses do require a signed and notarized DD1172-2.

- A DD Form 1172-2 2025 needs to be signed by the military sponsor (the military member or surviving spouse) and **notarized** unless signed at a DEERS ID card issuance facility.
- Any use of the Power of Attorney must provide a notarized copy with the mail-in request.
- If the I.D. card request is for the dependent of an incapacitated sponsor that isn't cable of signing DD1172-2, a notarized letter by an attending physician must be included explaining why the sponsor is not capable of providing a signature.

5. Please send all the information **INCLUDING A PRE-PAID RETURN FLAT RATE ENVELOPE** to the following address:

45 FSS/FSPS

Attn: Customer Service

620 O'Malley Road, Building 537

Patrick SFB, FL 32925

6. PLEASE EXPECT THIS PROCESS TO TAKE NO LESS THAN **4 WEEKS** TO COMPLETE.
7. QUESTIONS CAN BE DIRECTED TO [CUSTRSVC@US.AF.MIL](mailto:CUSTRSVC@US.AF.MIL) (please do not call main office number regarding this process).