

How do I Make Someone a Dependent

I would like to claim my family member as a dependent and enroll them in DEERS. Can I do that?

You can claim certain people as dependents automatically, such as your current spouse and your children. You can request to claim other people as dependents, such as a parent for whom you provide more than 50% support, and DFAS will review and then approve or disapprove your request.

What's the Process?

It's best to ask DEERS or Finance for specifics, but normally you have to complete DD Form 1172 (for spouse or children), DD 137-3 (for parents), or some other form, and you must include the relevant supporting documents. Submit your application to DFAS Indianapolis Center, ATTN: PMTECC/IN, 8899 E. 56th Street, Indianapolis, IN 46249-0885.

DFAS will send the proposed dependent a questionnaire verifying your information and his/her desire to become your dependent. The dependent must sign the questionnaire and have his or her signature notarized in the state where he/she lives. You will then receive notice that DFAS is processing your application. If the proposed dependent is approved, you must bring the approval document to your local ID card/DEERS office and request DEERS enrollment and an ID card. If the sponsor is not present, you will also need to present a completed DD Form 1172.

What qualifies a parent to be my dependent?

You must provide more than 50% of the qualifying person's support. This includes medical expenses, clothing, housing, food, etc.

What about my foster children or other circumstances?

There may be circumstances where you can claim as a dependent a "preadoptive" child, foster child, incapacitated child or a child who is a full-time student. Army Regulation 600-8-14 provides useful information for you. In addition, you can contact your local ID Card/DEERS office for more information.

What else do I need to know?

Everyone requesting an ID card will now have to provide two forms of identification – a current ID card, driver's license, social security card, passport, birth certificate – and at least one of those forms of ID must have a photo.

If I am able to claim someone as a dependent, is he or she automatically authorized full military benefits?

Not necessarily. Check with your local ID Card/DEERS office to determine the benefits your dependents are entitled to.

What documentation is required to make someone my dependent?

In addition to the DD Form 1172 or the DD Form 137-3, the documentation needed will be:

Spouse: Marriage certificate; Birth certificate; and photo ID (i.e. Passport, driver's license, government ID)

Children born during marriage: Birth certificate

Stepchildren: Birth certificate; Marriage certificate

Adopted Children: Adoption order; Birth certificate. Note: adoption from countries outside the U.S. must have been processed through an approved adoption agency. Contact the ID/DEERS office for more information.

Children born outside of marriage:

For female sponsors: Child's birth certificate showing the female sponsor as the mother

For male sponsors: Child's birth certificate showing male sponsor as the father; U.S. court-ordered paternity designation; U.S. court child support order; Approved dependency and residency determination (more than 50% support); DD Form 137-4

Parents/Parents-in-Law: Birth certificate of parent; Sponsor or spouse's birth certificate reflecting parent's name; DD Form 137-3

Legal custody wards: Court order from competent jurisdiction in the U.S. placing the child in the sponsor's home for at least 12 months.

Important Information about Japan and the SOFA agreement: Please take note that even if DFAS approves your dependency request, Japan has a more restrictive definition of dependent and does NOT recognize brothers, sisters, nephews, nieces, cousins, grandchildren, or even legal wards (pre-adoptive children). If they come to Japan, they are considered tourists and must depart within 90 days unless they obtain a VISA.

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How do I Make Someone a Dependent is distributed by the Camp Zama Legal Assistance Office, located in Building 101, Room CE209. Our office hours are 0830 to 1630 Monday, Tuesday, Thursday and Friday. On Wednesday, our hours are 0830 to 1200. You may call for an appointment at DSN 262-4698/ commercial 046-407-4698.