

**STEPS FOR PROCESSING MAIL IN ID CARD RENEWALS & DEERS UPDATES FOR ELIGIBLE MEMBERS
RESIDING IN THE PHILIPPINES**

The sponsor must complete and mail in the following to apply for ID Card Renewal or DEERS updates for themselves and their dependents:

1. Complete the [DD Form 1172-2](#). This must be signed and notarized by the sponsor. A Philippine notary is acceptable as long as it is completed in English and all documents are in English.

2. Enclose an 8x10 or 5x7 portrait type photograph of the individual needing the ID Card.

-One person per photograph.

-Write the name of the person on the back of the photograph.

3. Sponsor must provide supporting documentation such as Marriage Certificates, Birth Certificates, Death Certificates, Divorce Decrees, etc. depending on the situation.

-All documents must be originals or certified true copies. Originals will be returned with the completed ID card. Photo copies will not be accepted.

-For a complete list of items for each situation reference Air Force Instruction 36-3026_IP, paragraph 11.12 on page 107. For a list of acceptable forms of identification refer to Air Force Instruction 36-3026_IP attachments 5 and 20.

4. Include an email address and complete phone number in case the processing agent has questions.

5. If you have an RAO/FPO mailbox, use that address for the return address.

6. Mail completed application via certified mail to any one of the locations below:

- 254th FSS/MPS Anderson AFB, GUAM

Mailing address:

Department of the Air Force
Guam Air National Guard
254 FSS/MPS
Unit 14021
APO AP 96543-4021

Street Address:

Department of the Air Force
Guam Air National Guard
254 FSS/MPS
Bldg. 21018, Bonins Blvd
Andersen Air Force Base
Yigo, Guam 96929

- 292nd CBCS Kahului, Hawaii

Street and mailing address:

292 Combat Communications Squadron
75 Kuleana Street
Kahului, HI 96732-2330

- Personnel Support Detachment Yokosuka, Japan

Mailing address:

Officer In Charge
PSD Yokosuka
PSC 473 Box 19
FPO AP 96349

Local address:

Yokosuka Naval Complex, Japan
Bldg. 1555
Personnel Support Detachment Yokosuka
Tomari cho 1 Banchi Yokosuka Base
Yokosuka, 2380001

*Note: Addresses for additional RAPIDS sites may be found at : www.dmdc.osd.mil/rsl/

DD Form 1172-2 may be downloaded by following this link: <http://www.cac.mil/docs/dd1172-2.pdf> or [1172-2](#).

Steps for completing the DD Form 1172-2 are available at: <http://www.cac.mil/docs/1172-2-Instructions.pdf> or [1172-2 Instructions](#)