



## ✓ What information should you bring to be issued a Common Access Card?

**Military and Civilian Employees** (including appropriated and non-appropriated funded and direct and indirect hire foreign nationals)

1. **A picture ID**
2. **Your government email address** if you use a government computer. Be sure to print clearly your full-unclassified Internet email address (not your display name). Your computer system administrators can assist you with documenting your email address.
  - ▶ If you bring the wrong address and/or it is entered incorrectly, you will have to return later to correct it.
  - ▶ Personal email addresses (e.g., aol accounts) will not be accepted
3. **A six (6) to eight (8) digit number to use as a Personal Identification Number (PIN).** It should not be a number derived from something easily known about you such as part of your SSN, birthday or anniversary date of you or a family member, telephone number, or address.

### **New DoD Civilian Employees, Government Contractors, or Others not listed above**

1. **Two picture Ids**
2. **Your email address (see above)**
3. **A six (6) to eight (8) digit number (see above)**
4. **Completed and signed DD 1172-2**

For more information regarding the  
Common Access Card, please access us  
on the web at:

<http://www.dauic.osd.mil/smartcard/>

DEERS/RAPIDS Program Office  
United States: (703) 696-2000  
Europe: 011 49 6371 921 829  
Western Pacific: 011 671 472 1000