

# How to Complete DD 1172 for DEERS Enrollment at Home

Information about Digital signature for DD Form 1172-2 / Sponsors' no longer have to be present when their dependents need an ID card AS LONG AS THE FOLLOWING HAS OCCURRED:

**\*\*\*ONLY COMMON ACCESS CARD (CAC) HOLDERS CAN DIGITALLY SIGN THIS FORM\*\*\***

**The website is: [https://www.dmdc.osd.mil/self\\_service](https://www.dmdc.osd.mil/self_service)**

(This site allows any sponsor using their CAC to log-in & Digitally sign the DD Form 1172 by:

- Select "Family Members" (3d box to the right)
- Select Your Dependents Name
- Select "Request 1172-2" (towards the right side of screen)
- Select "I do not agree" or "I agree" (if all info is correct on dependent-2d choice)
- Select "I certify" box (which might take a few seconds to appear)
- Select "I agree"
- CAC pin
- PDF form will appear (DD Fm 1172) already signed

(This form is automatically saved in DEERS, the dependent coming in might want to mention it to the clerk because it is a new change & each DEERS office needs to get used to looking for it). Form can be saved, emailed or printed.

**Note** - If there is a **RED X** &/or **YELLOW ?** in Blk 22 of the form, that is okay...it is still official according to DMDC.

**\*\*PLEASE NOTE:** Forms are valid for 90 days from signing