

Married to the Air Force!

The following items should be completed as soon as possible after marrying an Air Force member. The active duty member must accompany the new spouse, or provide a specific power of attorney to the new spouse, if he or she cannot be there.



1. DEERS Enrollment and ID Card issue, at the base ID card office. Required documents:

- Marriage Certificate
- Picture ID, such as driver's license
- Social Security card
- If there are stepchildren, the following documents are required:
 - Parents' marriage certificate
 - Divorce decree with custody information
 - Child's birth certificate
 - Child's Social Security card
- If there are adopted children, the following documents are required:
 - Final adoption decree
 - Child's birth certificate
 - Child's Social Security card
- If there are wards entrusted by court order, the following documents are required:
 - Child's birth certificate
 - Legal degree from a US court of competent jurisdiction
 - Child's Social Security card
 - The sponsor must also certify that he or she has had legal custody or will have custody for at least 12 consecutive months, and that dependency and residency requirements are met.

NOTE: Marriage certificates, divorce decrees and birth certificates must be certified. Copies are permissible. A 120-day temporary ID card may be issued until the certified copy of the marriage certificate or birth certificate is received.

The Department of Defense requires mandatory disclosure of the social security number in order for family members to be enrolled in DEERS and receive Uniformed Services health care.

- 2. TriCare Enrollment, at the base TriCare office, and Dental Plan enrollment (if desired)**
- 3. Establish new medical records, at the base Military Treatment Facility**

The Air Force member should also:

- 1. At MPF:**
 - Update DD Form 93, Record of Emergency Data (this can also be done on-line at <http://www.afpc.randolph.af.mil/vs/default.htm> - see the section in this handbook on Military Personnel Records)

- Name change (if applicable)
 - Update MILPDS
 - Update Dog Tags (if applicable)
2. At the unit orderly room/commander's support staff:
- Change BAS/BAH entitlement (if applicable)
 - Update address (if applicable)
 - Indicate beneficiary on Servicemember's Group Life Insurance
 - Complete AF Form 357, Family Care Plan (if applicable)
3. At Finance/Military Pay:
- Finalize change to BAS/BAH entitlements (if applicable)
4. At the Legal Office:
- Update or change wills
 - Get powers-of-attorney if the military member is deployable

Many new spouses do not know that military retirement pay ends when the member dies. If the member has an accident or serious illness and dies right after retiring, the spouse will not receive the retirement pay. The Survivor Benefit Plan (SBP) is an option so that the spouse can receive a portion of the retirement pay if the member dies after retirement – a premium is withheld from the retirement pay, and the surviving spouse will get a percentage of the retirement pay. It's important that spouses know about the SBP at the beginning; the Plan is not the best option for everyone, and some military families may want to explore other options to plan their financial future. Talk to the Casualty Assistance Officer at your local MPF, or look at the website: <https://www.afpc.randolph.af.mil/sbp/benecatspouse.htm>

Getting a new Social Security Card

For complete information, and to download forms, go to http://www.ssa.gov/replace_sscard.html -- this website also has directions to all locations where you can apply for your Social Security card, including directions on how to get a new Social Security card overseas.

In addition to completing the form you need to furnish identification:

- To get a replacement card, you usually need one identifying document. Your replacement card will have the same number as your old card. Some documents that are acceptable as proof of identity are:
 1. Driver's license
 2. Marriage or divorce record
 3. Military records
 4. Employer ID card
 5. Adoption record
 6. Insurance policy
 7. Passport
 8. Health Insurance card (not a Medicare card)
 9. School ID card

- For a name change on your card, you also need documentation that shows your old name and your new name. Your new card will show your new name but will have the same number as your old card. Your old Social Security card can NOT be accepted as evidence of identity.
- For a new card, you will need to provide documents that show your age, citizenship or lawful alien status, and who you are; for example, a birth certificate and a school record. If you have downloaded the form, additional examples are listed.
- NOTE: The Social Security Administration cannot accept photocopies of documents. You must submit original documents or copies certified by the custodian of the record. Notarized copies are not acceptable.
- If you were born outside the United States, you also generally must show proof of U.S. citizenship or lawful alien status.

Applying for a new Social Security card for a child

It's easy to apply at birth. When you give information for your baby's birth certificate, you'll be asked if you want to apply for a Social Security number for your baby. If you say "yes," you should provide both parents' Social Security numbers. The Social Security Administration will assign your baby a number and mail the Social Security card directly to you.

If you wait to apply for your baby's number at a Social Security Administration office, you'll need to:

- fill out an application (you should provide both parent's Social Security numbers);
- show evidence of your child's age, identity and citizenship; and
- show evidence of your identity.