

****Two forms of ID are required for all transactions****

Newborn/Children

Birth Certificate/Certificate of Live Birth authenticated by the attending physician/Hospital Proof of Birth and SSAN (if received)

Unwed Male Sponsors – Court order establishing paternity/State Voluntary Acknowledgement of Paternity Form/Affidavit of Parentage as determined by the base Staff Judge Advocate (SJA), Child's Birth Certificate, legal documents showing paternity was judicially determined.

Name change for Children Provide Official Original/Certified legal documentation (Court Order or Birth Certificate) for name change of children.

SSAN must be updated within 1 year.

Stepchild

Birth Certificate/Certificate of Live Birth authenticated by the attending physician/Hospital Proof of Birth, Marriage Certificate and SSAN for Stepchild

Name change for Children Provide Official Original/Certified legal documentation (Court Order or Birth Certificate) for name change of children.