

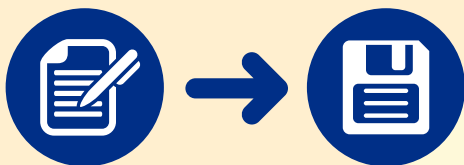
MacDill Online ID Card Renewal

FOR DEPENDENTS & RETIREES

**NOTE: ONLINE RENEWALS CAN ONLY BE SENT SUN-WED,
VIA AMRDEC, TO ENSURE ALL DOCUMENTS ARE RECEIVED.**

Customers will be contacted within 3 days to ensure all documentation has been received.

1



SIGN & SAVE

Step 1

Sign & Save the forms below.

- [ID Card Renewal Form](#)
macdillfss.com/images/AllImages/pdfs/CustomerSvs/ID_Dep-ID-Renewal-App1_18Aug18.pdf
- [Online Form 1172](#)
(w/ Sponsor Signature)
dmdc.osd.mil/self_service/rapids/unauthenticated?execution=e1s1

2



SMILE & CLICK

Step 2

Take photo against white background.
Face camera directly, full face & top of
shoulders in view. Neutral facial expression,
both eyes open, no head gear.

(Photos must be no smaller than 5"x7")

- Need help? Review [guidelines](#)
travel.state.gov/content/travel/en/passports/requirements/photos.html

▶ **Have a military-affiliated email address?**

No need to upload to AMRDEC.

Send all documents in Step 3 directly to:

6FSS.FSPS.Macdillonlinerenewal@us.af.mil

*** Please note: If you experience issues with any of the hyperlinks, copy and paste the URL into your browser**

3



UPLOAD & EMAIL

Step 3

Upload the below documents to [AMRDEC](#).
safe.amrdec.army.mil/safe

- ID Card Renewal Form (from Step 1)
- Form 1172 (if notarized or manually completed)
- Current Photo (from Step 2)
- [Two \(2\) Forms of ID](#)
cac.mil/Portals/53/Documents/List_of_Acceptable_Documents.pdf?ver=2017-04-04-090608-297

▶ In the "Recipient" field, add the following:

6FSS.FSPS.Macdillonlinerenewal@us.af.mil

▶ Follow the AMRDEC prompts to verify your email address and submit your application.

▶ **The hours for pickup are Mon-Fri 9-11 am and 1-3 pm.**

