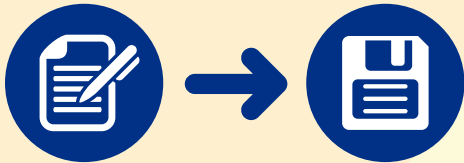


# MacDill Online ID Card Renewal

## Dependents & Retirees

**NOTE: WHEN CLICKING ON BELOW LINKS, HOLD DOWN THE "CTRL" KEY (PC) or "CMD" KEY (MAC) TO OPEN LINK IN NEW WINDOW**

# 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

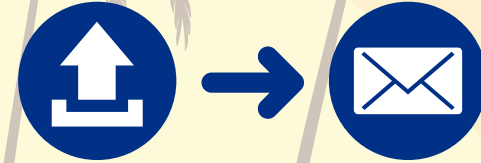
#### Step 2

Take a photo against a white background.

- Need help? Review [guidelines](#)  
(Attn: photos must be no smaller than a 4"x6")  
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](mailto: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
- Lost ID Letter (if applicable)
  - [Dependents/Retirees](#)  
macdillfss.com/images/AllImages/Word-Docs/CustomerSvs/ID\_Lost-Stolen-ID-Card-Dep\_21Aug18.docx

▶ In the "Recipient" field, add the following:  
[6FSS.FSPS.Macdillonlinerenewal@us.af.mil](mailto:6FSS.FSPS.Macdillonlinerenewal@us.af.mil)

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

