

**MARINE (Active & Retired)**  
**INCAPACITATED MILITARY ID**  
**(Instructions for designating a disabled child (over 21) as a permanent dependent)**

Process time: 3 months prior to 21<sup>st</sup> birthday

1. DD Form 1172, Sep 2005 : Application for Uniformed Services ID Card - DEERS Enrollment
2. DD Form 137-5, Oct 2004 : Dependency Statement - Incapacitated Child Over Age

Link for forms: <http://www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm>. Once it opens, look on the left side for DD Forms and click on the numerical number of those forms.

Send/Fax:

3. Current medical statement within the last 3-4 months, preferably from the child's PCM, explaining in narrative format:
  - a. the onset of the disability,
  - b. the child's current physical and cognitive status,
  - c. functional level (what the child cannot do or needs assistance doing is better than what the child can do)
  - d. current treatments
  - e. prognosis for recovery
  - d. prognosis for self supporting
4. Copy of the child's birth certificate
5. Verification of Medicare A & B (or disapproval letter from Social Security)
6. Photo ID
7. Updated information (eye color, hair color, height & weight)
8. Copy of birth certificate
9. Copy of Social Security Card
10. Recent proof of support if the child does NOT live with the member
11. Recent proof of child's income

The entire packet gets mailed to the appropriate address below:

**Active Duty Marines:**

Headquarters Marine Corps	Phone: 1-703-784-9529
Manpower Reserve Affairs (MRP-1)	
3280 Russell Road	
Quantico, VA 22134	FAX: 1-703-784-9827

**Retired Marines:**

Headquarters Marine Corps	Phone: 1-703-784-9311
Manpower Reserve Affairs (MMSR-6)	
3280 Russell Road	
Quantico, VA 22134	FAX: 1-703-784-9834

First Stage, package is reviewed by BUMED board. This is the medial board that will review the documents that you will submit to see if the child is a Permanent INCAP, Temporary INCAP, or if packet is insufficient and/or need more documents.

Second Stage, MRP (Dependency Determination Section) will assess the financial side. They will determine if the member is providing 50% or more of their child's support and to see if the child's income does not exceed their expenses. Current TRICARE prescriptions cost goes under "the value of the USIP card".