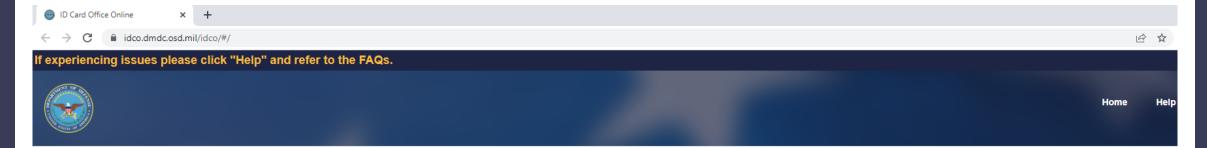# Scheduling a DEERS/ID Card Appointment
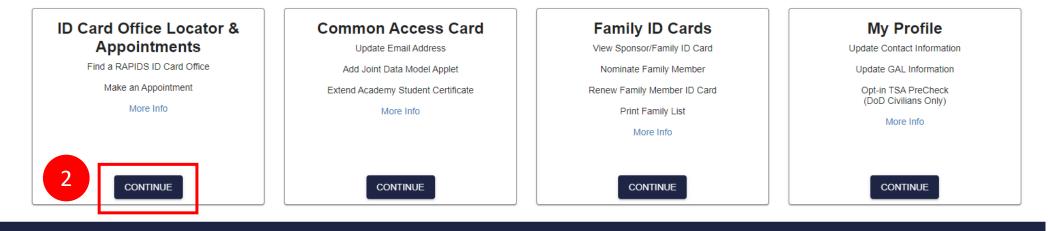
Military Personnel Flight
374th Force Support Squadron
Yokota AB, Japan

1. Navigate to RAPIDS ID Card Office Online: https://idco.dmdc.osd.mil/idco/#/
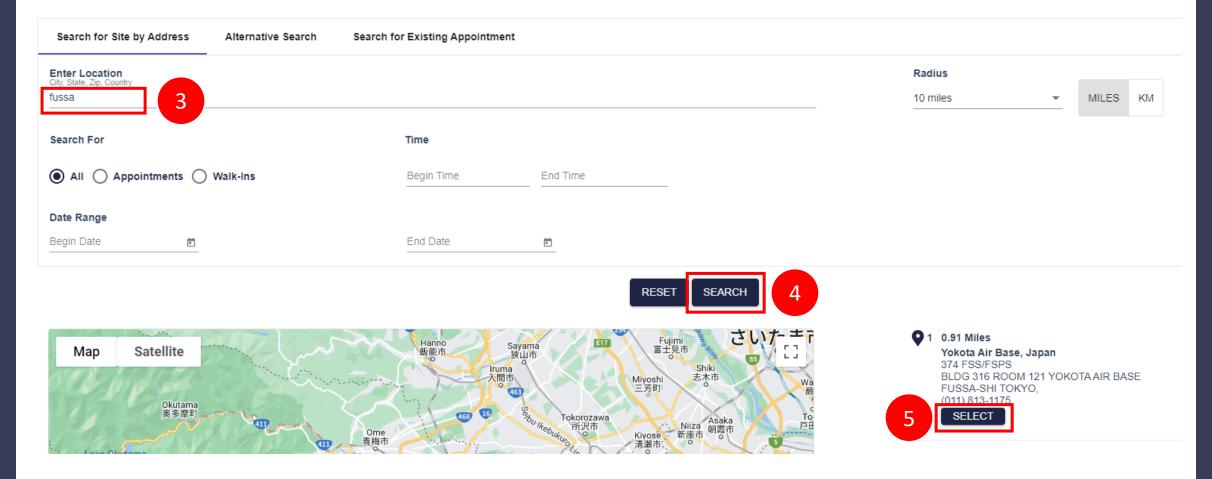2. Select "CONTINUE" under "ID Card Office Locator & Appointments"

3. Enter "fussa" in the search box
4. Select "SEARCH"
5. Select Yokota Air Base, Japan

6. Select "SCHEDULE AN APPOINTMENT"

0.91 Miles

Yokota Air Base, Japan
Site ID: 700162
374 FSS/FSPS
BLDG 316 ROOM 121 YOKOTA AIR BASE
FUSSA-SHI TOKYO,
(011) 813-1175

⭐ **GET DIRECTIONS**

ⓘ **MORE SITE INFO**

SCHEDULE AN APPOINTMENT ⑥

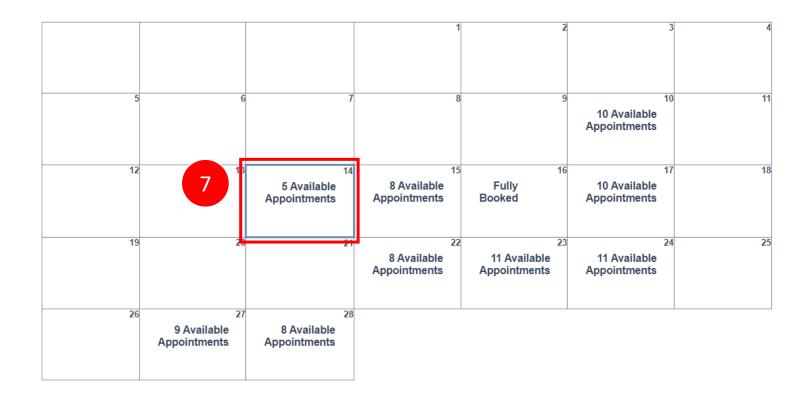**Office Hours**
Sunday:
Monday: 8:00 AM - 3:00 PM
Tuesday: 8:00 AM - 3:00 PM
Wednesday: 8:00 AM - 3:00 PM
Thursday: 8:00 AM - 3:00 PM
Friday: 8:00 AM - 3:00 PM
Saturday:

Walk-In Hours
Sunday:
Monday: 12:00 PM - 3:00 PM
Tuesday: 12:00 PM - 3:00 PM
Wednesday: 12:00 PM - 3:00 PM
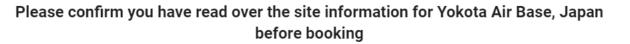**Thursday:** 12:00 PM - 3:00 PM
Friday: 12:00 PM - 3:00 PM
Saturday:

7. Select the appointment date

8. Select the appointment time

9. Read the information; then select "CONFIRM"

Please confirm you have read over the site information for Yokota Air Base, Japan before booking

Important Site Information:

Hours of Operation:
Hours of Operation: Monday - Friday, 0800-1500 (appointments from 0800 to 1200 / Walk-in hours are from 1200 to 1500). We are closed on Federal Holidays/5th AF Family Days, and weekends. Walk-ins times are Monday - Friday 1200 - 1500. Required Documents: All Categories (2 Forms of ID / DD Form 1172-2 / signed by sponsor, HR, or TASS / Contractors must present LOA). Additional documents may be required for eligibility. Please visit https://www.cac.mil/Portals/53/Documents/List_of_Acceptable_Documents.pdf for list of acceptable identification documents and https://www.cac.mil/Portals/53/Documents/required_docs.pdf for required eligibility documents.

Appointments:
1 appointment consist of (1)CAC ID or (1)Dependent ID card only. Any deviation from this rule will result in the customer being redirected to utilize our walk-in hours. Please schedule multiple appointments based on the number of ID cards needed. Please arrive on time for your scheduled appointment. Upon arrival, sign in the kiosk with your scheduled time for your appointment. Appointments are not required for DEERS Enrollment or CAC Pin Resets. For DEERS Enrollment, please utilize our walk-in hours. For CAC Pin Resets or Blocked Cards, you can walk-in at anytime.

Dependent ID Cards:
DEPENDENTS WITHOUT SPONSOR MUST present: All Dependents without their Sponsor present must have a valid DD Form 1172-2 and 2 forms of identification. The DD Form 1172-2 must be signed by the sponsor ahead of time in front of an ID Cards technician (commonly known as Verifying Official (VO)). If not signed in front of a VO, DD Form 1172-2 must be notarized upon sponsor signature. If sponsor will be accompanying their dependent during appointment or walk-in, we can print the DD Form 1172 on the spot. For Civilian Employee dependents, DD Form 1172-2 must also be signed by HR and accompany their orders/LOE. For Contractor dependents, LOA must also be present. DD Form 1172-2 can also be electronically signed and sent to DEERS via https://idco.dmdc.osd.mil/idco/ (CAC access is required from the sponsor). DD From 1172-2 can be found at the following site: https://www.cac.mil/Portals/53/Documents/dd1172-2.pdf or https://www.dmdc.osd.mil/self_service. FOR CIVILIANS, DD FORM 1172-2 MUST BE SIGNED BY HR/CPO. For Contractors, LOA must be presented each time.

Civilian CACs (OCONUS Local Hire, GS, NAF etc.):
If you are a civilian and needs a CAC, you must bring the following: DD Form 1172-2 signed by your HR/CPO and 2 forms of ID. Additional documents may be required for eligibility. Please visit https://www.cac.mil/Portals/53/Documents/List_of_Acceptable_Documents.pdf for list of acceptable identification documents and https://www.cac.mil/Portals/53/Documents/required_docs.pdf for required eligibility documents.

Contractors CACs:
If you are a contractor and need a CAC, you must bring the following: LOA from SPOT system, your TASS agent must verify your profile in TASS and sign a DD Form 1172-2, and 2 forms of identification. Please visit https://www.cac.mil/Portals/53/Documents/List_of_Acceptable_Documents.pdf for list of acceptable identification documents and https://www.cac.mil/Portals/53/Documents/required_docs.pdf for required eligibility documents. If you are a contractor but not covered under SOFA (no benefits), please bring a signed DD Form 1172-2 from your TASS agent instead of the LOA from SPOT.

COVID-19 Guidance:
For more information about ID Card Services during COVID-19, please visit: https://www.cac.mil/Coronavirus/

CANCEL   CONFIRM   9

10. Fill out the form to book your appointment.

Questions?

Please contact us at
374FSS.FSPS.CustomerSupport@us.af.mil