

**Table 4.11 per AFI 36-3026
Processing Procedures for Legal Custody Wards**

STEP	ACTION
1	Review court order and birth certificate and other documents as appropriate (letter from registrar, physician's statement, etc.).
2	Complete the DD Form 1172-2 (formerly DD Form 1172) or a blank computer generated application. For initial applications, do not generate a DD Form 1172-2 from a RAPIDS workstation that automatically assigns benefits and privileges to the legal custody ward. Refer to Attachment 2 for entitlements, Attachment 4 for MC effective and expiration dates, and Attachment 5 for documentation requirements.
3	Upon review of documents, list these items in block 21 of the DD Form 1172-2.
4	A dependency determination is required for initial issuance and renewal of each ID card for legal custody wards of the Uniformed Services. See Attachment 5, Rule 18g, and Service specific Chapters 19-23.
5	Complete verification process and ensure sponsor reads the Privacy Act before signing the DD Form 1172-2 (formerly DD Form 1172).
6	Give the sponsor a copy of the DD Form 1172-2 if appropriate and advise application is good for 90 days from date of verification.
7	Scan the DD Form 1172-2 (formerly DD Form 1172) into RAPIDS for DEERS.