

## RAPIDS Requirement – Two Forms of Identification - REVISED

(Any previous MOTD release of the following guidance is obsolete and should not be referenced)

14-MAY-2025

**BLUF:** Definition of **valid forms of identification** as it pertains to this message means – *unexpired forms of identification that are NOT a CAC, that a customer should have on file* (e.g. Driver's License, Passport, Birth Certificate, Social Security Card, etc.). There are records in RAPIDS where the customer only ever presented one form of ID (example: Driver's License) to receive their initial CAC, having never provided an appropriate secondary form of identification. These are the records SSM/VOs are being asked to keep a look out for, to request and validate a second form of identification when located. If the customer has two valid forms of identification (other than a CAC) on file in RAPIDS, then their current CAC can be used as a form of identification for the purpose of CAC reissuance.

—BREAK—

Security Managers (SSMs) and Verifying Officials (VOs) must verify that all CAC sponsors have two valid forms of identification (ID) on file within RAPIDS. This is a mandatory requirement for both the initial issuance and re-issuance of a CAC. Any record lacking scanned documentation of two forms of ID is considered non-compliant with FIPS 201-3, DoDI 1000.13, and DoDM 1000.13 Volume 1, RAPIDS item.

**\*NOTE\*** If a record is not compliant with having two valid forms of identification (non-CAC identification) on file, RAPIDS will **NOT** allow CAC reissuance.

### Important Clarifications:

- **Before initiating a CAC reissuance**, it is critical to check the individual's record to verify whether they have ever presented **two valid forms of ID**. If two forms are not documented in the "Documents" tab, the individual is considered out of compliance and must provide the required documentation before reissuance can proceed.
- A **previously issued CAC that does not have valid forms of ID on record is not considered a valid form of ID** for reissuance.
- A **state-issued driver's license is still an acceptable form of ID**, regardless of whether it is Real ID compliant or not.

### Best Practices for SSMs and VOs:

- Always verify that two valid forms of ID are recorded under the customer's record before initiating the CAC reissuance process
- Information regarding acceptable forms of ID can be found in the "DoD List of Acceptable Identity Documents"
- If the customer does not have two valid forms of ID on file, request the necessary documentation to ensure compliance with policy. **CAC reissuance cannot occur unless two forms of valid ID are on file**

### Reference Materials: