

# Adding or Updating Marriage/Dependency Data

DEERS/CAC at Pass & ID office:

You may add or remove family members to your DEERS record at the nearest military ID card issuing facility.

To determine what documentation you will need to take with you, such as a Birth Certificate, Marriage Certificate, or Divorce Decree, please read the **DoD Identity and Eligibility Documentation Requirements** ([https://www.cac.mil/Portals/53/Documents/List\\_of\\_Acceptable\\_Documents.pdf](https://www.cac.mil/Portals/53/Documents/List_of_Acceptable_Documents.pdf)). If your situation is not listed, contact your nearest military ID card issuing facility for instructions.

SGLI/FSGLI:

Remember to update your Life Insurance preferences with regards to your spouse or children as needed. See the SGLI/FSGLI info sheet for guidance.

RED/DA updates:

- Visit <https://www.nsips.navy.mil/my.policy> to log onto NSIPS
- RED/DA Start Page
- Add a Dependent/Beneficiary or Contact
- There is a packet on the board outside of ADMIN showing the steps to update this information on NSIPS for your RED/DA

\*Recommendations:

We recommend having 5 or more original copies of your marriage certificate as you will need to present original copies in the future.

It is also helpful to have more than one original of your/ your dependent's birth certificate and Social Security Cards for safe keeping.