

# A STEP-BY-STEP HOW TO ENROLL IN TRICARE



This information is for CAF members covered under the NATO Status of Forces Agreement (SOFA) and/or Reciprocal Health Care Agreement. Family members are able to submit claims to TRICARE for services received from COS date until registered in DEERS (Defense Enrollment Eligibility System) after which they may seek medical care from US Military Medical Treatment Facilities (MTF)

## STEP #1

CAF member obtains their ID for their new post (Common Access Card/Base Access Pass) according to local unit procedure.

## STEP #2

CAF member makes an appointment with the local ID card service facility on their base for the whole family. All CAF dependents ages 10 and older will receive their own military ID card, to be used for base access, base services and TRICARE. CAF dependants will also be registered in DEERS (Defense Enrollment Eligibility Registration System) at this time. DEERS enrollment initiates coverage with TRICARE.

## STEP #3

CAF member completes DD form 1177-2: [Application for Identification Card/DEERS Enrollment](#) and brings it and all other required documents to this appointment for DEERS enrollment.

Documents include:

- Passport
- Birth Certificate
- Posting Message
- Marriage Certificate (if applicable) - must be in English
- Driver's License
- Social Security Number (SSN) if applicable)

For more information and a list of acceptable documents for ID Card Issuance, visit [www.cac.mil](http://www.cac.mil)

## STEP #4

The entire CAF family will be identified by the Sponsor's (CAF member) Foreign Identification Number (FIN). This number is not found on the CAC or ID card. It is recommended that you keep this number written down in a safe place for future use. Note: This number will be provided to the CAF member at their enrollment if they do not have a SSN. You will be asked for the Sponsor's Social Security Number (SSN) when communicating with the MTF, instead you will provide the FIN.

## STEP #5

Proceed to the Patient Administration Office at your local Military Treatment Facility (MTF) for enrollment. It is recommended that you bring your passports and posting message. Though CAF dependents will have comprehensive medical coverage under the Public Service Healthcare Plan (PSHCP) through MSH Intl., this policy DOES NOT need to be declared as an "Other Health Insurer" (OHI). Privately purchased or employer provided policies from a US based insurer will need to be indicated at this point on the [TRICARE OHI Form](#).

CAF members will be enrolled as active duty foreign military receiving TRICARE Prime benefits, while family members will be entitled to most TRICARE Select Group B benefits.

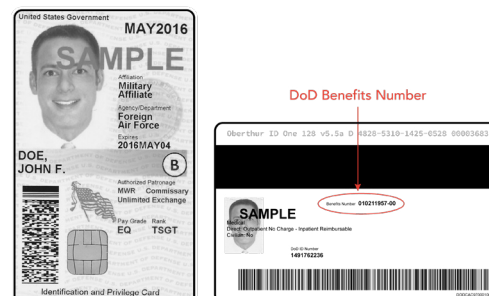
## ADDITIONAL TIPS

- When registering with DEERS and your local MTF, confirm the CAF member is registered as "Active Duty – NATO Affiliate" as opposed to "Foreign Military". This ensures entitlement to medical benefits under the NATO Status of Forces Agreement.
- Those residing in the District of Columbia, California, Georgia, Hawaii, Maryland, North Carolina, Texas, Virginia, and Washington, should also confirm you are registered as receiving benefits under a "Reciprocal Healthcare Agreement."
- Your Military CAC (members) and/or DEERS ID card (dependants) is your TRICARE insurance card when off base.

## Department of Defense (DoD) Benefits Number

The DoD Benefits Number (DBN) is an 11-digit number found on the back of the ID cards that can be used to verify eligibility, file claims and for doctor's office use.

### Common Access Card (CAC)



### All Other ID Cards

