

**INSTRUCTIONS/INFORMATION FOR SCHEDULING APPTS FOR DEERS UPDATES AND ID CARDS
175TH WING, FORCE SUPPORT SQUADRON, MPF CUSTOMER SERVICE
ADDRESS: 28 LYNBROOK ROAD, MIDDLE RIVER, MD 21220**

STEP-BY-STEP INSTRUCTIONS FOR SCHEDULING YOUR APPOINTMENT: (Please schedule one appointment per person, if you are planning to getting ID's for more than one family member)

1. Go to the RAPIDS Appointment Scheduler Website by clicking on Link below, or by going to www.Google.Com then typing: **RAPIDS Appointment Scheduler** in the search box.
<https://rapids-appointments.dmdc.osd.mil>
2. Click on "Make Appointment (Top left-hand corner)
3. In the Building or Site Name Block (2nd Block Down), Type: **175th FSS/FSMPS**

The screenshot shows the 'RAPIDS Appointment Scheduler' website. At the top, there are three buttons: 'Make Appointment', 'Find Appointment', and 'Cancel Appointment'. Below this is a section titled 'Find a CONUS Identification Card Issuance Office'. Underneath, it says 'Search by Geographic Location'. There are two search options: 'Select a state:' with a dropdown menu set to 'MD' and a 'Go' button; and 'Or Search by Building or Site Name' with a text input field containing '175th FSS/FSMPS' and a 'Go' button. A red arrow points to the 'Go' button. Below this is another section 'Or Select the Location Closest to You' with a 'Zip Code:' input field and a 'Go' button. At the bottom, there is a section 'Find an OCONUS Identification Card Issuance Office' with 'Select a Country:' dropdown set to 'Afghanistan' and a 'Go' button.

4. On the next screen, Click **Select**

The screenshot shows the 'RAPIDS Appointment Scheduler' website displaying search results. The title is 'Find an Identification Card Issuance Office'. Below it, it says 'Select one of the following locations'. There is a single result box containing the address: '175th FSS/FSMPS', '28 Lynbrook Rd', 'Middle River, MD 212200000', and '(410) 918-6204'. A red circle with a slash is overlaid on the result box. Below the result box is a 'Select' button with a red arrow pointing to it. At the bottom left, there is a '<< Search Again' button. At the bottom of the page, there is a footer with links: 'About | Security Notice | Accessibility/Section 508 | Contact DMDC | USA.gov | No Fear Act Notice | v1.1.0.10 | Owned and Maintained by DMDC'.

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5. Click on the preferred date (on the calendar), as seen below:

175th FSS/FSMPS at 175th Wing Maryland ANG Baltimore

28 Lynbrook Rd
Middle River, MD 212200000

Commercial: (410) 918-6204
Fax: (410) 918-6660

Hours of Operation:
Appointments only, except for THURSDAY WALK-INS T-F 0800-1530 UTA (SAT-SUN) 0800-1300 Military Base Populous ONLY

APPOINTMENTS
Appointments are designed to accommodate an entire family. Please do not use multiple appointments for your family members. Verifying Official can assist up to 4 family members per appointment. This doesn't include for multiple CACs.

APPOINTMENTS BY ARRIVAL TIME
Please bring at least two forms of official government or state issued picture identification. The second ID can be an original SSN card. Please arrive 5-10 minutes BEFORE scheduled Appointment Time

UNSCHEDULED CANCELLATIONS
The 175 FSS/FSMPS may experience network connectivity problems beyond our control. Your patience is appreciated.

CANCEL/RESCHEDULE APPOINTMENTS
Customers will need to know their confirmation number to cancel/reschedule an appointment. Please keep a copy of your appointment confirmation page (first page). If more than FIVE minutes late for your appointment you will need to reschedule.

IDENTIFICATION REQUIREMENTS
All customers who are age 21 and older must have two (unexpired) forms of ID to get a new ID card made. One of them must be a state or government issued photo ID. This applies to all customers.

(RAPIDS Site ID: 102373)

Available Appointment Days

Mar	April 2016					May
Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
1	2	3	4	5	6	7

6. Click on the preferred **Time**, as seen below:

Available Appointment Times for 175th FSS/FSMPS at 175th Wing Maryland ANG Baltimore

Date: 4/19/2016 Day: Tuesday Available Times: [8:20](#), [8:40](#), [9:00](#), [9:20](#), [9:40](#), [10:40](#), [11:00](#), [11:20](#), [12:00](#), [12:20](#), [12:40](#), [13:20](#), [13:40](#), [14:00](#), [14:20](#), [14:40](#), [15:00](#), [15:20](#) and [15:40](#)

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7. Type the requested information into the blocks, as seen below, then Click **Submit**

Your Selected Appointment

Site: 175th Wing Maryland ANG Baltimore Building: 175th FSS/FSMPS Date: 4/19/2016 Day: Tuesday Time: 8:20

Instructions

- Complete the form below to reserve your appointment.
- Enter your email address to receive a confirmation with your appointment date and time.

Your Information

First Name: Last Name: Initial: Telephone: (in format: ###-###-####) Email:

Personnel Type: **Retired** Branch of Service: **Air National Guard**

<< Back **Submit**

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8. An email confirmation will be sent to the email address you provided, and that email will come from:
RAS.support@osd.pentagon.mil

Please read that email as it will provide details to include what documents you and/or your family member must bring, and how to cancel or reschedule your appointment.

If you have any questions, please email the 175th MPF at: usaf.md.175-wg.list.mpf@mail.mil or call our customer service section at: 410-918-6204, or DSN 243-6204.

ADDITIONAL (HELPFUL) INFORMATION:

****PLEASE NOTE:** If your current military ID is expired, it CANNOT be used as one of the two forms of required identification in order to be issued a new ID Card.

We are located in the Wing Headquarters Building, after passing through the front gate; make a left into the parking lot directly across the street from the 1st building you see. The Customer Service Entrance is on the opposite end of this building. Follow the sidewalk down, past the main entrance, and our door is just around the corner on the far end.

Hours of Operation:

Tuesday: 0800 – 1600 (4pm) by appointment only

Wednesday: 0800-1600 (4pm) by appointment only

Thursday: 0800-1600, (4pm) by appointment only

Friday: 0800-1600 (4pm) by appointment only

Effective 12 Feb 2018, there are no walk ins! The last appointment will be taking at 1530 (3:30).

Please understand that we occasionally close for training, wing events, or to support out-processing/in-processing requirements for deploying Airman. On those rare occasions, we will block out appointment times on the day these events occur. Please understand there may also be times when the system is goes down, or equipment fails, and this will prevent us from being able to assist. Please call ahead of time. We make every effort possible to notify customers in advance of their arrival if this occurs but appreciate your patience and understanding when this happens without notice.

FOR Tricare Information, please visit their website at:

<http://tricare.mil/Plans/Eligibility/DEERS/RequiredDocuments.aspx>

FOR a Pre-Arrival Checklist (for your appt), and additional Information on DEERS enrollment and Military ID Cards, please visit the following website:

<http://www.cac.mil/>