

\*\*\*\*\* **Requesting a DEERS Record Change** \*\*\*\*\*

To correct an error in a contractor's DEERS record a DEERS Record Correction letter explaining the problem needs to be faxed to the DMDC Support Office. Along with faxing the correction letter the required supporting document(s) that authenticates the change need to be included. If additional documents are needed, or if there are questions, the DMDC Support Office will call the person/office that submitted Request Letter. It normally takes 2-4 days for DMDC to complete the record correction. Once the correction(s) is made DMDC will call to let you know the requested change(s) has been made. They will not send an email.

By modifying the wording in the correction letter it can used to request the repair of multiple DEERS record errors, such as:

**I. Correcting an incorrect Date of Birth:**

- (1) Click [here](#) to get a copy of a Record Correction letter or you can log into TASS, click on the My Profile tab, then click on the Contact link under the Quick Links column and a link to the form will be there.
- (2) A copy of the applicant's **Birth Certificate** will need to be faxed along with the Record Correction letter, as the supporting document.

**II. Correcting an incorrectly spelled name**

- (1) Click [here](#) to get a copy of a Record Correction letter or you can log into TASS, click on the My Profile tab, then click on the Contact link under the Quick Links column and a link to the form will be there.
- (2) If name is misspelled, supporting document is a **Birth Certificate**.
- (3) If name change due to marriage, submit the **Marriage Certificate** as the supporting document.
- (4) If name change due to divorce, submit the **Divorce Decree** as the supporting document.
- (5) Other reasons for name change, submit the **Court Document(s)** as the supporting document.

### **III. Correcting an incorrect SSN:**

- (1) Click [here](#) to get a copy of a Record Correction letter or you can log into TASS, click on the My Profile tab, then click on the Contact link under the Quick Links column and a link to the form will be there.
- (2) A copy of the applicant's **Social Security Card** will need to be faxed along with the Record Correction letter, as the supporting document.

### **IV. Fixing an incorrect citizenship status:**

- (1) Click [here](#) to get a copy of a Record Correction letter (or you can log into TASS, click on the My Profile tab, then click on the Contact link under the Quick Links column and a link to the form will be there). Modify the wording on any one of the template letters to state the correction involves correcting citizenship status.
- (2) If individual is a U.S. citizen but was born outside of the U.S., supporting document is the **Naturalization Certificate**.
- (3) If individual is a U.S. citizen living in the U.S., supporting document is a **Birth Certificate** or **U.S. Passport**.
- (4) If individual is a U.S. citizen born outside the U.S. to a parent in the military, supporting document is a **Birth Certificate**.

### **V. Repairing multiple records by requesting they be merged into one record.**

- (1) Click [here](#) to get a copy of a Record Correction letter (or you can log into TASS, click on the My Profile tab, then click on the Contact link under the Quick Links column and a link to the form will be there). Modify the wording on any one of the template letters to state the correction involves merging records.

**Please contact your TASM if you have questions, problems or require assistance. If you do not have a TASM, you can email Navy CAC PMO at [CACPMO.fcm@navy.mil](mailto:CACPMO.fcm@navy.mil) .**

Navy TASS Project Manager  
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