

Request an Account: In-Person Proofing

To obtain a DS Logon, your identify must be verified through a proofing process. If you do not have a Common Access Card or DFAS myPay id, then your identify may be verified online through Remote Proofing or in person at a variety of locations. This guide focuses on the in-person proofing process.

Please note that the appearance of the screens shown here may vary based on the manner in which DS Logon is accessed; the procedure, however, remains the same.

- 1 Determine the appropriate location to complete the in-person identity proofing process.

In-Person Proofing Location	Veterans	Service Members	Retirees	Spouses & Dependents
Veterans Affairs Regional Office (VARO)	x			
TRICARE Service Center (TSC) - Visit www.tricare.mil/contacts to find the nearest TSC		x	x	x



TIP: Call ahead to ensure that the location provides identity verification services.

- 2 Bring two I9 Identity documents to the proofing facility. Primary (government issued photo IDs) and Secondary (non-picture or acceptable picture ID not issued by federal or state government) forms of identification are accepted.

Note: Applicant’s name must be the addressee on the document, and the document must be dated within the last 30 days.



TIP: A list of acceptable I9 Identity Documents can be found at the DS Logon My Access Center.

- 3 Once the proofing process is complete and a DS Logon account is requested, you will receive a DS Logon activation code in the mail within 7-12 business days. See the quick guide entitled “Activate Your Account” for step-by-step instructions.