

APPLICATION FOR DEPENDENCY DETERMINATION (DOD CIVILIAN EMPLOYEES)

(Spouses, Former Spouses, Adopted Children, Wards, Parents and Parents-in-Law)

AUTHORITY: Public Law 93-64, E.O. 9397, AR 600-8-14, Appendix D

PRINCIPAL PURPOSE: Adjudication of claims for dependency determination. Verification of relationship and dependency. Eligibility for sponsor to include dependents under Overseas Allowances, Letter of Employment, SOFA Status, Issuance of ID Card and Ration Card, and eligibility for attendance at DoDDS.

DISCLOSURE: Disclosure of the requested information in this application is voluntary. However, failure to provide complete and accurate information may result in denial of privileges.

PENALTY PROVISION: Falsification, fictitious or fraudulent information submitted by the applicant on this form is subject to prosecution by the United States and shall be fined not more than \$10,000 or imprisoned not more than 5 years, or both and may be subject to removal from Federal Service (Sec 1001, Title 18 USC).

Required documentation and instructions on how to complete this form are provided in Parts VI and Parts VII of this document.

Part I - Employee/Sponsor Information:

1. SSN:	2. Name (Last, First, MI)	3. Organization/Address:	4. DSN Telephone
5. Your status in Korea: <input type="checkbox"/> Local Hire from within Korea <input type="checkbox"/> Recruited from another overseas area <input type="checkbox"/> Recruited from the United States		6. Your U.S. Government E-mail address:	

Part II - Dependent Information:

1. Who do you wish to claim as your dependent? *(Please See Part VI - Required Documentation and Part VII - Instructions)*

<u>Spouse</u>	<u>Unmarried Children</u>	<u>Parents/Parents-in-Law</u>
<input type="checkbox"/> Legal Spouse	<input type="checkbox"/> Child	<input type="checkbox"/> Sponsor's Mother ^{vvv}
<input type="checkbox"/> Common Law Spouse	<input type="checkbox"/> Child, from a former marriage	<input type="checkbox"/> Sponsor's Father ^{vvv}
	<input type="checkbox"/> Child, Adopted ^{vvv}	<input type="checkbox"/> Sponsor's Mother-in-Law ^{vvv}
	<input type="checkbox"/> Child, Stepchild	<input type="checkbox"/> Sponsor's Father-in-Law ^{vvv}
	<input type="checkbox"/> Child, Ward ^{vvv}	
	<input type="checkbox"/> Child, Student (age 21 to 23)	
	<input type="checkbox"/> Child, (age 21-23), incapable of self-support (handicapping/disability reasons only)	

Special Note: Items marked with asterisks (^{vvv}) above require completion of Part III - Dependency Affidavit. See Part VI - Required Documentation and Part VII - Instructions, for additional information. All documentation requires certification from either a U.S. State or County Court or U.S. Embassy or U.S. Consulate. Foreign court orders and documentation from a foreign court or foreign government must be translated into English and the local legal office must provide a statement attesting to the validity of the court order..

2. Name(s) of dependent(s) you wish to claim as a dependent *(see Part VII - Instructions):*

Part III - Dependency Affidavit (See Items 1-10 for Children and Items 11-23 for parent support):

Unmarried Children. Complete this section *(items 1-10)* for a child that you wish to claim as a Ward or for temporary custody. *(See Part VI - Required Documentation and Part VII - Instructions)*

1. Does this dependent child live with you? Yes No *(See Part VII - Instructions)*

2. Do you have a court order from a U.S. State, County, or foreign court which authorizes the temporary custody of the child or which grants custody as a Ward?
 Yes No *(See Part VI - Required Documentation)*

3. Name of the parents granting the authorization for temporary custody *See Part VII - Instructions):*

3a. Parents Name: Address of Parents: Telephone: Emergency Point of Contact:	3b. Name of Orphanage/State Agency: Address: Point of Contact: Telephone:
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4. Does this child's parents have any other relatives who are capable of taking temporary custody? Yes No

5. If you answered "Yes" to Item 4, please explain in detail why these relatives are not financially or for health reasons not capable of taking temporary custody of the child. You may use a separate sheet of paper or you may attach evidence which shows that the relatives cannot take temporary custody.

6. Is there anyone else providing support to this child? Yes No

6a. If YES, who?

07. List the goods and services that you provide to the child. If there is anyone else providing support, list their contributions. Amounts shown should be annual contributions.

Item	Your Annual Contribution	Third Party Contributions (List Who is Providing Additional Support)		
Person's Name Providing Support				
Income/Allowance Payments				
Food				
Clothing				
Shelter (Do not list if you collect LQA)				
Medical				

8. List personal income and amounts from outside sources (other than what you provide) the child receives (Please see Part VII – Instructions):

9. List any property or capital assets and their value the child owns in any part of the world (Please see Part VII – Instructions):

10. List bank accounts the child has and the amount in each account (Please see Part VII – Instructions):

11. Parents and Parents-in-Law (Complete Items 12-23. See Part VI - Required Documentation and Part VII – Instructions):

12. Do the parents and/or parents-in-law live with you? Yes No (See Part VII – Instructions)

13. Do your parents or parents-in-law have any children that are living? Yes No

14. If you answered "Yes" to Item 13, please indicate who they are and where do they live:

15. Do your parents or parents-in-law own a house, apartment or any living accommodation: Yes No

16. If you answered "Yes" to item 15, please indicate the value: \$ _____ (Please see Part VII – Instructions).

17. If you answered "Yes" to Item 15, please explain on a separate sheet of paper why your parents/parents-in-law are not living in this residence.

18. If you answered "Yes" to Item 15, is someone else living in the dwelling? Yes No

19. If someone else is living in the dwelling, please describe the relationship of the person(s) living in the apartment and the amount of rent, if any, that is being charged.

20. List the goods and services that you provide to the parents/parents-in-law. If there is anyone else providing support, list their contributions. Amounts shown should be annual contributions. A separate sheet of paper may be used.

Item	Your Annual Contribution	Third Party Contributions (List Who is Providing Additional Support)		
Person's Name Providing Support				
Income/Allowance Payments				
Food				
Clothing				
Shelter (Do not list if you collect LQA)				
Medical				

21. List personal income and amounts from outside sources (other what you provide) received (Please see Part VII – Instructions):

22. List any property or capital assets owned and their value in any part of the world (Please see Part VII – Instructions):

23. List bank accounts and the amount in each account (Please see Part VII – Instructions):

PART IV – Certification:

- I will immediately notify my personnel office of any change in my dependent's status, financial circumstances, or should the dependent no longer reside with the sponsor to which dependency was granted.
- I swear (or affirm) that all of the foregoing statements are true and correct. I further swear (or affirm) that I have read the penalty provisions on page 1 for submitting false, fraudulent or misleading information.

1. Date

2. Signature of Sponsor

Part V For Official Use only

CPAC/CPOC Determination:	<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED	CPAC/CPOC Signature:	Date:
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CPAC/CPOC Remarks:

PART VI – Required Documentation:

Dependent	Required Documentation
<u>Spouse</u>	
Lawful Spouse (Common Law & Legal Marriage)	<ul style="list-style-type: none"> ▪ Marriage certificate, translated if not in English. ▪ Divorce Decree if spouse was previously married. ▪ If a Common Law marriage, a statement from USFK Legal Office which certifies that the state from which the Common Law marriage was declared is recognized by that state. If the Common Law marriage is not recognized in the state where it was declared, then dependency can not be approved. ▪ A Common Law marriage from a foreign country, including the Republic of Korea, is not acceptable. ▪ If you were legally married in a foreign country, your marriage certificate must be translated, if not in English, and registered/certified by a U.S. Embassy or U.S. Consulate or a U.S. State or County Court who has jurisdiction over the event. ▪ If member's former spouse died, a copy of the death certificate is required.
<u>Unmarried Children</u>	
Child	<ul style="list-style-type: none"> ▪ Birth Certificate, translated if not in English. ▪ If birth certificate is from a foreign country, it must be registered/certified by U.S. Embassy or U.S. Consulate or U.S. State Court/County Court with jurisdiction over the case. ▪ A male sponsor presents a court order that establishes his paternity ▪ The male sponsor presents an approved dependency determination.
Child, from a former marriage	<ul style="list-style-type: none"> ▪ Birth Certificate, translated if not in English. ▪ Divorce Decree. The Divorce Decree must clearly state who has custody of the child. If there is joint custody, the Divorce Decree must clearly state that the child may leave the state or country that has jurisdiction over the case.
Child, Adopted	<ul style="list-style-type: none"> ▪ Birth Certificate ▪ Approval by a U.S. State Court or County Court which has jurisdiction over the adoption proceedings. ▪ If there is a temporary custody or trial period as a condition to the final adoption, the court documents must clearly dictate that the child can leave the state that has jurisdiction over the case and the United States. The court documents must also clearly award temporary custody, pending final adoption approval. ▪ If the adoption is in the Republic of Korea, you must provide a certified statement from an approved Korean Adoption Agency which authorizes you temporary custody, pending final adoption approval, of the child. Additionally, you must also provide proof that the parents have contacted the Consular Officer, at the U. S. Embassy and that the adopted child is eligible for issuance of either an IR-3 or IR-4 Visas and that all pre-adoption requirements of the child's future state of residence have been met. Without statement from approved Korean Adoption Agency the child can not be considered a legal dependent. ▪ If the adoption is from another foreign country, the same procedures outlined above apply.
Child, Stepchild	<ul style="list-style-type: none"> ▪ Birth Certificate ▪ Divorce Decree from previous marriage or marriages, if applicable, which awards custody of the child to the parent. If there is a joint custody from the previous marriage, court documentation must be amended to authorize full custody of the child and that the child may leave the state which has jurisdiction over the case.
Child, Ward	<ul style="list-style-type: none"> ▪ Birth Certificate which shows both parents. ▪ Divorce decree if applicable. Divorce decree must specifically state which parent has custody of the child. If the divorce decree awards temporary custody to the child's original parents, the divorce decree must be amended by the State/County Court to show that the child can be awarded temporary custody to a third party. ▪ Documentation which authorizes temporary custody of the child as a Ward must be from a U.S. State Court or County Court, as described by the laws of that state. If the child is a Korean National, documentation must be certified by Korean Family Court. The approved temporary custody document must be translated and certified as a valid court order by the local Legal Office. ▪ The Court document which authorizes temporary custody <i>must</i> specifically state that the child is authorized to leave the state which has jurisdiction of the case; and the United States. ▪ Court documents from a foreign country must be translated into English and the local legal office must provide a statement attesting to the validity of the court order.
Child, Student (age 21 to 23)	<ul style="list-style-type: none"> ▪ Birth Certificate ▪ A letter from the school's registrar which states the child is a full-time student.
Child, (age 21-23), incapable of self-support (handicapping/disability reasons only)	<ul style="list-style-type: none"> ▪ Birth Certificate ▪ A letter from current physician (dated within 90 days) certifying indicating when incapacitation occurred. The letter must indicate whether there is an expectancy that the child will recover. ▪ A letter from the Social Security Administration stating that the child is not eligible for Medicare. ▪ A statement from the Sponsor that the child is not married. ▪ The sponsor must be providing over 50 percent support
<u>Parents/Parents-in-Law</u>	
Sponsor's Mother	<ul style="list-style-type: none"> ▪ Birth Certificate and documentation that shows sponsor is providing over 50 percent support.
Sponsor's Father	<ul style="list-style-type: none"> ▪ Birth Certificate and documentation that shows sponsor is providing over 50 percent support.
Sponsor's Mother-in-Law	<ul style="list-style-type: none"> ▪ Birth Certificate and documentation that shows sponsor is providing over 50 percent support.
Sponsor's Father-in-Law	<ul style="list-style-type: none"> ▪ Birth Certificate and documentation that shows sponsor is providing over 50 percent support.

PART VII – Instructions for Completing the Form:

- All information requested on this form is voluntary; however, failure of the applicant to provide the requested information may impact on the final dependency determination.
- All documentation that is required must be certified by a U.S. State or County Court, and where applicable, from the United States Embassy or Consulate
- Documentation from an ROK Court, ROK Government Agency, or other foreign court must be translated into English and the local legal office must provide a statement attesting to the validity of the court order.
- If you are Retired Military, all applications for dependency determination, other than spouse and child must be processed through the DEERS/RAPIDS system at any local ID Card Section. Form DD 1172 must be certified by the Military Personnel Office/ID Card Section and brought to the CPAC for processing.

Item	Instructions
Part I	Employee/Sponsor Information
1	Self Explanatory
2	Self Explanatory
3	Self Explanatory
4	Self Explanatory
5	Self Explanatory
6	Please list your complete U.S. Government E-mail Address.
Part II	Dependent Information
1	<ul style="list-style-type: none"> ▪ Chose the dependent that you wish to declare. Dependent categories marked with asterisks (^v^v) requires Part III – Dependency Affidavit - to be completed. ▪ A child is incapable of self-support because of a mental or physical incapacity that existed before age 21. ▪ A child, age 21-23, is considered incapable of self-support upon certification from sponsor that the child is not married, presentation of statement from current physician indicating when incapacitation occurred. If after turning age 21 and prior to turning age 23, if during that time child was enrolled full-time in an institution of higher learning approved by the Secretary of Education. ▪ Is 21 or 22 years old and enrolled full-time in an institution of higher learning (College).
2	Enter the name(s) of the dependent(s) you wish to declare (Last Name, First Name, Middle Initial).
Part III	Dependency Affidavit (Items 1-10 are for children. Items 11-23 are for parents and parents-in-law)
1	<ul style="list-style-type: none"> ▪ A child must be unmarried and reside with the sponsor in order to be declared a dependent. If the child is in school, away from post, the child may be declared a dependent; however, the child may not use U.S. Military facilities in the United States unless the child's sponsor is retired military and the ID Card specifically states retired military.
2	<ul style="list-style-type: none"> ▪ Self Explanatory. ▪ See Part VI for required documentation.
3	<ul style="list-style-type: none"> ▪ Item 3a. Self Explanatory. ▪ If you are using an adoption agency, you must complete Item 3b.
4	Self Explanatory
5	<ul style="list-style-type: none"> ▪ If you answered "Yes" to Item 4, you must fully document and prove that the child's other relatives are incapable of providing support.
6	Self explanatory. You must all third parties who are providing support to the child while in your custody. See item 7.
7	<ul style="list-style-type: none"> ▪ List amounts paid for food, clothing, shelter, education and medical expenses on an annual basis. If you are receiving Living Quarters Allowance (LQA), then you can not list any items related to housing, i.e., rent, utilities, etc. You may list items such as travel expenses, educational and entertainment expenses. You may be required to fully document these expenditures if documentation is requested. If other individuals provide support, list their contributions. You may be required to provide proof of all expenses that you list.
8	<ul style="list-style-type: none"> ▪ Self explanatory. Income received from child support, social security, death benefits, interest income from stocks, banks, court awards, etc, are considered income. Please provide statements for the past 12 months.
9	<ul style="list-style-type: none"> ▪ Include cars, personal property, such as house, boat, stocks, bonds, IRAs, trusts, or any asset that has a "cash" value. Documentation which supports these amounts must be provided. Please provide statements for the past 12 months.
10	Please provide bank account statements for the past 12 months.
11	N/A
12	The parents/parents-in-law must reside permanently at your residence.
13	Self Explanatory
14	<ul style="list-style-type: none"> ▪ If you answered "yes" to item 13, you must also indicate why these children are not capable of supporting the parents and/or parents-in-law that you wish to claim. You may use a separate sheet of paper to document this.
15	Self Explanatory
16	<ul style="list-style-type: none"> ▪ Please provide official documentation which shows the value of the dwelling. This may be bank records, tax forms. All records which shows value of property must be dated within the last 3 months.
17	Self Explanatory
18	Self Explanatory
19	<ul style="list-style-type: none"> ▪ If rent is being received now or within past 12 months, provide records for the previous 12 months which reflects income received.
20	<ul style="list-style-type: none"> ▪ List all income. This may include, but not limited to employment income, retirement income, 401K earnings, earnings from stocks, bonds, interest from bank accounts, death benefit, social security, IRAs, lawsuits won, rent from property. Provide documentation from the previous 12 months which supports income.
21	Please provide statements from the previous 12 months.
22	Please provide statements from the previous 12 months.
23	Please provide statements from the previous 12 months.
Part IV	Certification: Self Explanatory
Part V	For use by CPAC/CPOC officials only.