Dependent Add / Change Smart Pack

Purpose: Provide a reference guide outlining what a Marine must do to complete a dependency addition or loss.

References:
(a) DD Form 10922

Steps Forward:

1. Schedule a 30-minute appointment with the MARDET Adjutant.

2. To add or lose a dependent, Marines will need to provide an original copy of the dependent's birth certificate / SSN Card / Marriage Certificate / Divorce Decree to the Adjutant.

a. Name changes as a result of marriage will require two forms of ID reflecting the new last name.

b. If spouse has previously served or is currently serving in the Armed Forces, be prepared to provide their DoD ID number, inclusive dates of service, branch, and rank.

c. If married, and for all DD Forms 10922, you will need to provide the date of legal marriage, state, and county of marriage.

3. At your appointment with the Adjutant, you will conduct a Basic Individual Record and Record of Emergency Data audit and sign the DD Form 10922 with your dependent's updated information.

4. All changes will be submitted via an Electronic Personnel Action Request (EPAR) in MOL.