



# **How to use RAPIDS Appointment Scheduler Online**

# URL:

<https://idco.dmdc.osd.mil/idco/#/>

The screenshot shows a web browser window with the URL <https://idco.dmdc.osd.mil/idco/>. The browser tabs include 'CCE Single Sign-On', 'SMT', 'Overview', 'Policies', and two instances of 'ID Card Office Online'. The website header features the Department of Defense logo on the left and 'Home', 'Help', and 'Feedback' links on the right. The main heading is 'D Card Office Online'. Below the heading is a welcome message: 'Welcome to the RAPIDS ID Card Office Online. Select an option below to update your CAC, manage sponsor or family member ID card information, or find a RAPIDS ID Card Office.' There are three main content boxes: 1. 'ID Card Office Locator & Appointments' with options 'Find a RAPIDS ID Card Office' and 'Make an Appointment', and a 'CONTINUE' button circled in red. 2. 'Common Access Card' with options 'Update Email Address', 'Activate PIV Authentication Certificate', 'Add Joint Data Model Applet', and 'Add Personnel Category Code', and a 'CONTINUE' button. 3. 'Sponsor/Family' with options 'Renew Family ID Card', 'Update Contact Information', 'Add Family Member', and 'Print Family List', and a 'CONTINUE' button.

Click Continue

# Site will transition to:

<https://idco.dmdc.osd.mil/idco/locator>

The screenshot shows the 'ID Card Office Online' website interface. The main heading is 'ID Card Office Locator & Appointments'. There are three search tabs: 'Search for Site by Address' (highlighted with a red circle and arrow), 'Search for Site by Name or ID', and 'Search for Existing Appointment'. Below the tabs, there are several search fields: 'City, State, Zip, Country' (with a 'Location' label above it), 'Radius' (set to '10 miles' with a dropdown for 'miles' and 'km'), 'Search For' (with radio buttons for 'All', 'Appointments', and 'Walk-Ins'), 'Time' (with 'Begin Time' and 'End Time' fields), and 'Date Range' (with 'Begin Date' and 'End Date' fields). At the bottom right, there are 'RESET' and 'SEARCH' buttons. A text box at the bottom of the screenshot contains the instruction: 'Select 'Search for Site by Address''.

Search for Site by Address

Search for Site by Name or ID

Search for Existing Ap

Enter Location

City, State, Zip, Country

95903

Search For

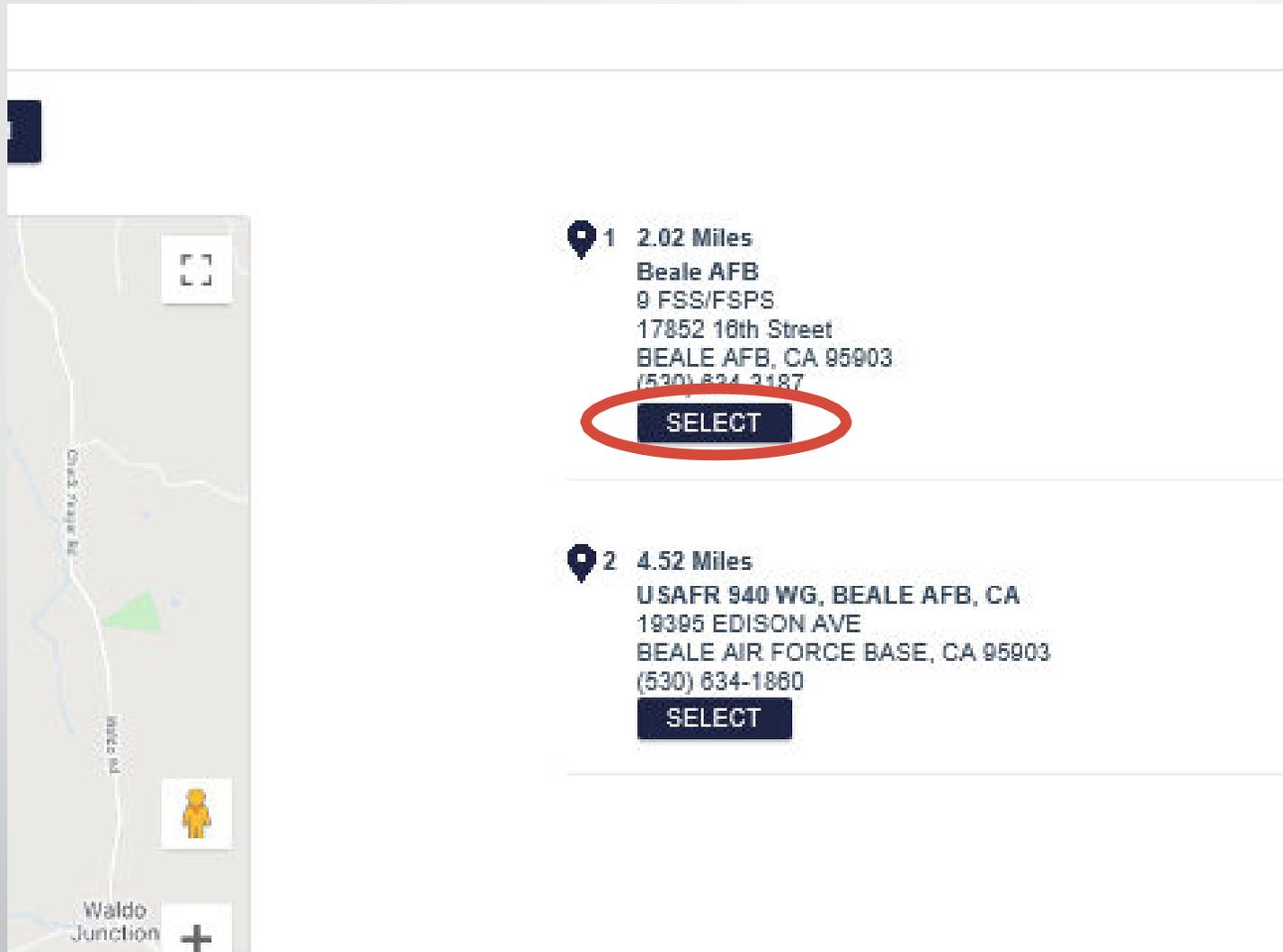
All  Appointments  Walk-Ins

Date Range

Begin Date 

Type in the zip code '95903' or 'Beale AFB' with a '10 mile' radius and select the 'Beale AFB gFSS/FSPS' option

Click on 'Select' for Beale AFB 9 FSS/FSPS

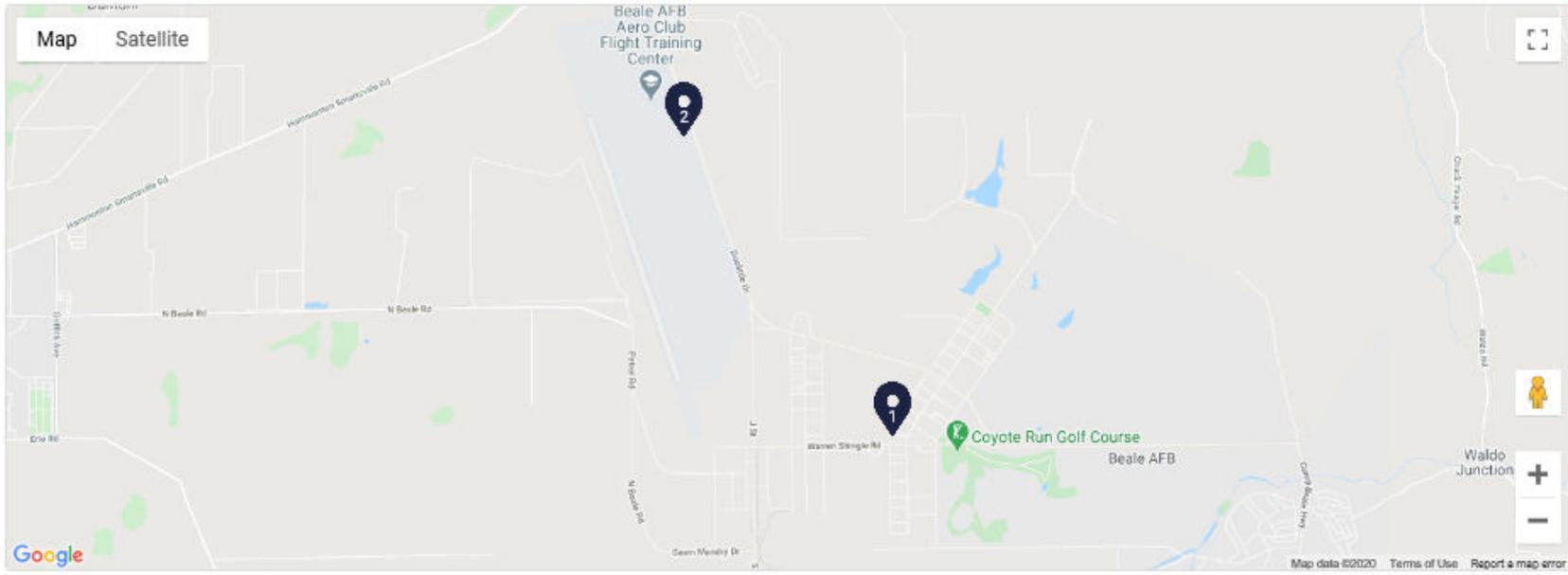


1 2.02 Miles  
Beale AFB  
9 FSS/FSPS  
17852 16th Street  
BEALE AFB, CA 95903  
(530) 634-3187  
**SELECT**

2 4.52 Miles  
USAFR 940 WG, BEALE AFB, CA  
19395 EDISON AVE  
BEALE AIR FORCE BASE, CA 95903  
(530) 634-1860  
**SELECT**

# Click on 'Schedule An Appointment'

RESET SEARCH



**2.02 Miles**  
Beale AFB  
Site ID: 101627  
9 FSS/FSPS  
17852 18th Street  
BEALE AFB, CA 95903  
(530) 634-3187

[GET DIRECTIONS](#)

[MORE SITE INFO](#)

**SCHEDULE AN APPOINTMENT**

**Office Hours**  
Sunday:  
Monday: 7:30 AM - 3:30 PM  
Tuesday: 7:30 AM - 3:30 PM  
Wednesday: 7:30 AM - 3:30 PM  
Thursday: 7:30 AM - 3:30 PM  
Friday: 7:30 AM - 3:30 PM  
Saturday:

## Find and select a date with available times

9/1/2020



September



2020

Available Dates



**Sunday**

**Monday**

**Tuesday**

**Wednesday**

**Thursday**

**Friday**

**Saturday**

			1	2	3	4	5
6	7	8	9 Available Appointments	10 Available Appointments	11 Available Appointments	12 Available Appointments	12
13	12 Available Appointments	14	12 Available Appointments	15	12 Available Appointments	16	12 Available Appointments
17	18	19	20	21	22	23	24
25	26	27	28	29	30		

## Select a time and click on 'Book This Appointment'

			1	2	3	4	5
6	7	9 Available Appointments	8 10 Available Appointments	9 11 Available Appointments	10 12 Available Appointments	11	12
13	12 Available Appointments	14 12 Available Appointments	15 12 Available Appointments	16 12 Available Appointments	17 12 Available Appointments	18 12 Available Appointments	19
20	11 Available Appointments	21 12 Available Appointments	22 12 Available Appointments	23 12 Available Appointments	24 12 Available Appointments	25 12 Available Appointments	26
27	12 Available Appointments	28 12 Available Appointments	29 12 Available Appointments	30			

Time

Sep 8, 2020 12:30:00 PM

BOOK THIS APPOINTMENT

Sep 8, 2020 12:30:00 PM

BOOK THIS APPOINTMENT

Sep 8, 2020 1:00:00 PM

BOOK THIS APPOINTMENT

Sep 8, 2020 1:30:00 PM

BOOK THIS APPOINTMENT

Sep 8, 2020 1:30:00 PM

BOOK THIS APPOINTMENT

Sep 8, 2020 2:00:00 PM

BOOK THIS APPOINTMENT

Sep 8, 2020 2:00:00 PM

BOOK THIS APPOINTMENT

Sep 8, 2020 2:30:00 PM

BOOK THIS APPOINTMENT

Sep 8, 2020 3:00:00 PM

BOOK THIS APPOINTMENT

Fill out required information (first four lines)

### Book Appointment for: Sep 8, 2020 12:30:00 PM

First Name \*

John

Last Name \*

Doe

Phone Number \*

555-555-5555

Email \*

john.doe@gmail.com

Sponsor's Personnel Type

Active Duty

Sponsor's Branch of Service

Air Force

CANCEL

SAVE

## You will receive a confirmation email

The following appointment has been scheduled:

Appointment Date: Monday, September 21, 2020 Appointment Time: 01:30 PM Customer Name: John Doe Confirmation Number: 0000525047

**Location:**

Beale AFB

9 FSS/FSPS

17852 16th Street

BEALE AFB, , CA, 95903

Phone Number: (530) 634-3187

If you are unable to keep this appointment, please cancel online <https://idco.dmdc.osd.mil/idco/#/appointment>

**Proper Identification**

Proper identification is required for all transactions. To be issued an ID card, 2 forms of unexpired identification are required for adults, one of which must be a current photo ID. CHILDREN under 18 years of age, only one form of ID is needed. (Ex. SSAN card, Birth certificate, school ID or current military ID card). For additional guidance on ID cards such as Pre Arrival Checklist and how a Sponsor can certify the DD Form 1172 online and not have to accompany their dependent for an ID card renewal, please use the following link: [http://www.cac.mil/Portals/53/Documents/required\\_docs.pdf](http://www.cac.mil/Portals/53/Documents/required_docs.pdf)

[SiteInformationBlocks]

Directions: <http://maps.google.com/maps?q=39.1139,-121.3975&hl=en>



# Contact Information:

Beale AFB

9 FSS/FSPS – DEERs / ID Card

17852 16<sup>th</sup> Street Building 25216

Beale AFB, CA 95903

530-634-3187