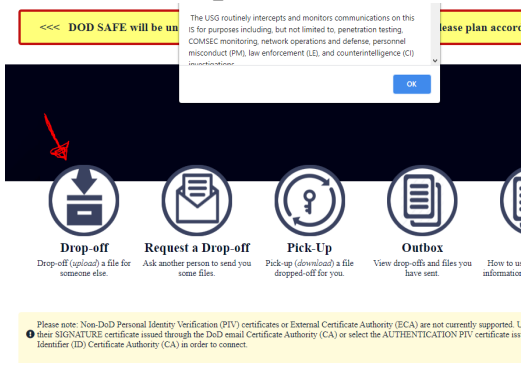
DoD Safe Instructions

CAC Holders can use *DoD Safe* to submit documents for USID issuance

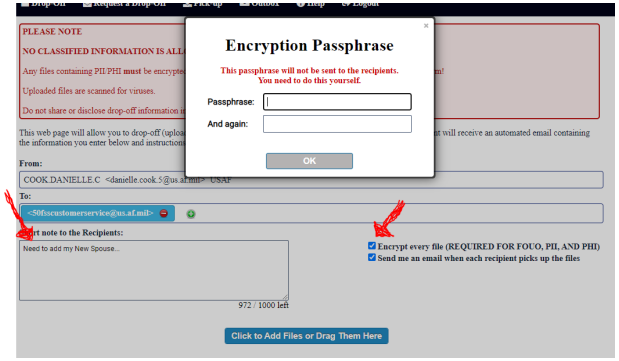
Site address: *safe.apps.mil*

1. Choose “drop off” documents icon



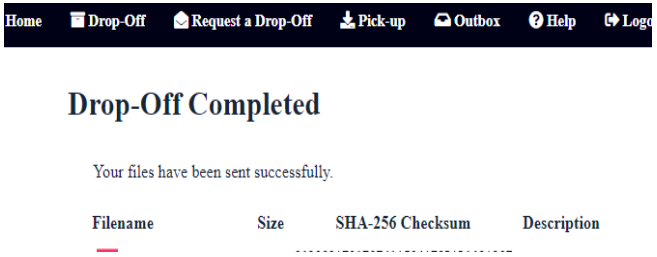
2. In the ‘Add Recipients’ box, enter the dependents name: ‘Doe, John’ and Email of MPF: 50fsscustomerservice@us.af.mil then click ‘Add & Close’

3. Enter Reason for Drop Off In Notes, then Click ‘Encrypt every File,’ then create your own 10 digit phrase



4. “Click to add files or drag them here” and after all files are added, Click “Drop Off Files”

5. A ‘Drop Off Complete’ page will appear once done



Once your documents are sent via DoD SAFE, you need to send Customer Support an email with your unique 10 digit passphrase for your files to be properly retrieved and your ID to be created. Please include your name in the subject line.