

Certificate to Establish Identity of Annuitant Checklist

Certificate to Establish Identity (CEI)

This form is used to verify the identity and mailing address of an annuitant when their account has been suspended for more than six months. This form should be completed and signed by a certifying officer and the annuitant.

The Certificate to Establish Identity (CEI) of Annuitant is available on the Retired and Annuitant Pay Forms webpage at www.dfas.mil/retiredmilitary/forms

Quick Tips

1. To avoid delays, make sure your form is:
 - ✓ **Signed and dated by the annuitant and a certifying officer**
 - ✓ **Complete, including social security number**
2. A **certifying officer** can be one of the following:
 - ✓ **Notary**
 - ✓ **Legal Services Office (court/law enforcement)**
 - ✓ **Retiree Services/Activities Office (RSO/RAO)**
 - ✓ **Survivor Services Office**
 - ✓ **Disbursing office at an armed forces base or post**

Filling out the Form

Please enter the following information on the corresponding lines:

- 1. Annuitant's full name and social security number
- 2. Annuitant's current mailing address
- 3. Certifying Officer's name and title
- 4. Certifying Officer's organization, mailing address, and phone number
- 5. Certifying Officer's signature and date
- 6. Annuitant's signature and date

Submitting Your Claim

Send your completed form to (keep a copy of your signed form):

Mail to:	Or fax to:
Defense Finance and Accounting Service	800-982-8459
U.S. Military Annuitant Pay	
8899 E 56th Street	
Indianapolis, IN 46249-1300	

Reminders

- Is your form signed and dated by the annuitant?
- Is your form signed and dated by a certifying officer?
- Is your form complete, including the annuitant's social security number?

Aug 2020