

**Supplemental Instructions**  
**DD Form 2892 Certificate of Eligibility (COE) for Retired Members**

**When to use this form:**

The DD Form 2892 is used to verify proof of existence of retired members whose retired pay checks are delivered through the international postal system to foreign countries. These members must submit a COE twice per year to continue to receive their retired pay. COEs are automatically mailed every six months.

To complete the DD Form 2892, please follow the instructions below. Please note that an incomplete DD Form 2892 will result in the suspension of the retired pay account.

**Instructions by section:**

<b>Section</b>	<b>Instructions</b>	<b>Reminder &amp; Tips</b>
1.	<b>Retired Member's Name</b>	Last, First, Middle Initial
2.	<b>Social Security Number</b>	
3.	<b>Date of Birth</b>	
4.	<b>Retirement Date</b>	
5.	<b>a. Retired Member's Signature</b> <b>b. Date</b>	Please note forms that are not signed and dated cannot be processed and will be returned to the member.
6.	<b>a. Notary Public's Signature</b> <b>b. Date</b> <b>c. Seal of Notary Public</b>	Please ensure Notary Public stamps his/her official seal next to his/her signature and date.

**Please return all documents to:**

Defense Finance and Accounting Service  
U.S. Military Retired Pay  
8899 E 56th Street  
Indianapolis IN 46249-1200

Please direct questions to the address above or call our customer service representatives at 1-800-321-1080.