

# Verify Auto-populated Dependency Application Form (NAVPERS 1070/602)

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**Applies to:** *Service Member*

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## Introduction

Before you generate the completed NAVPERS 1070/602 document, you need to verify the information is correct. Go through the document and verify the following information:

- Personal information including name, SSN, Paygrade, Branch/Class, and UIC
- Spouse's information including name and address
- Children's/Dependent's information including name, relationship, date of birth, address

If any of the information is incorrect, go back to the **My Personal Data** page and make the necessary changes before you sign and submit the form.

## Procedure

1. Click the **RED/DA Start Page** link from the **ESR Home Page**.
2. Click **OK** to acknowledge the Privacy Act Statement.
3. If the **Forms** section states Signature Required under NAVPERS 1070/602, this indicates changes were made to the form.
4. Select the **NAVPERS 1070/602** hyperlink.
5. Click **Open**.
6. Verify the information is correct.

**NOTE:** If changes are necessary, go back to the **My Personal Data** page to make the necessary adjustments.

7. Click **Block 47** to apply a digital signature.

8. Click **OK** to acknowledge the system message.
9. Click **Sign**. (enter your CAC PIN, if requested)
10. Scroll down and click the **Submit** button on the form.
11. Click **here** to acknowledge the notification that the form was successfully loaded.
12. Click **Return**.
13. The **NAVPERS 1070/602** form you just signed will now read Signed.
14. If you had to digitally sign a 1070/602 (DA), add comments in the **Comments** section on the **Summary** tab by expanding the field and entering information pertaining to your (DA) request that requires further explanation that will aid in getting your application processed by your Personnel Office.
15. On the **Summary** tab, click the **Summary of Changes** hyperlink and review your changes for accuracy.
16. Click **Continue** to return to the **Summary** tab.
17. Click the **Submit** button to submit your 1070/602 (DA) to your Personnel Office for review and approval

**NOTE:** If there is an issue with your request it will be recycled back to you with further guidance on what is needed to complete your request.

18. Click **OK** to acknowledge the submit confirmation notification.

**NOTE:** Once your NAVPERS 1070/602 (DA) has been approved and entered into your Official Military Personnel File (OMPF) you can retrieve a hard copy by going to **RED/DA Inquire** and selecting the form.