

DOCUMENTS TO HAND CARRY TO NEW DUTY STATION

Documents	Check
Adoption Papers, (if applicable) and Court ordered name changes	<input type="checkbox"/>
Allotment Records (copy of allotment application)	<input type="checkbox"/>
Birth Certificates (original or certified copies) for all family members	<input type="checkbox"/>
Bank Statements (checking/savings)	<input type="checkbox"/>
Car: Insurance, Registration, Title	<input type="checkbox"/>
Checks: Blank, Canceled, Current Statement	<input type="checkbox"/>
Child ID File	<input type="checkbox"/>
Credit Cards	<input type="checkbox"/>
Deeds and Mortgages	<input type="checkbox"/>
Divorce papers (pertaining to any prior marriages: Discharge papers, Divorce papers, Death certificates & annulments)	<input type="checkbox"/>
Driver's Licenses	<input type="checkbox"/>
Educational Report Cards & Records, Individual Education Plan (IEPs) documentation if applicable (Preschool, K-12) & Transcripts from Colleges, Universities, Vocational Training and Business schools attended. Also addresses and phone numbers of these locations.	<input type="checkbox"/>
ID Cards (for all dependents 10 years and older)	<input type="checkbox"/>
Insurance Policies: Include the company, address, phone number, policy number and type of insurance for each company (life/fire/etc)	<input type="checkbox"/>
Immunization Records	<input type="checkbox"/>
LES (Last Leave and Earnings Statement)	<input type="checkbox"/>
Lists of: Bonds, Mutual Funds, Stocks and other investments (Brokers address, phone number and account number(s))	<input type="checkbox"/>
List of: Company payments due for household (due dates, account numbers, phone numbers and address-to avoid delinquent payments)	<input type="checkbox"/>
Marriage Certification	<input type="checkbox"/>
Medical Records (vaccination/shot records too)	<input type="checkbox"/>
Moving Materials: Hold unaccompanied baggage, Household goods and Shipping/Storage documents	<input type="checkbox"/>
Orders (extra copies-minimum 3) any Amendments and Dependent Orders if separate	<input type="checkbox"/>
Original Will (Per Adult)	<input type="checkbox"/>
Passports & VISAs (if needed and if so...must be for ALL FAMILY MEMBERS)	<input type="checkbox"/>
Personal Papers (Those not listed that you will need)	<input type="checkbox"/>

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POV Shipping Documents	<input type="checkbox"/>
Power of Attorney (Check Expiration Date, 3 copies)	<input type="checkbox"/>
Safety Deposit Box Key(s)	<input type="checkbox"/>
Spouse Resume, Letters of Recommendations and Last Pay Statement, Records of Employment, Copies of Personnel Actions (i.e. step increases or change of career status received from CPO)	<input type="checkbox"/>
State and Federal Income Tax Forms/Records (AT MINIMUM the past 3 years)	<input type="checkbox"/>
Social Security Cards for all family members	<input type="checkbox"/>
Travelers Checks	<input type="checkbox"/>
U.S. Savings Bonds	<input type="checkbox"/>
W-2 Forms	<input type="checkbox"/>

For more information or assistance please contact:

William A. Luna

Relocation Readiness Program Manager

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