



Documents	Check
Original Will (Per Adult)	
Passports & VISAs (if needed and if so... must be for ALL FAMILY MEMBERS)	
Personal Papers (Those not listed that you will need)	
POV Shipping Documents	
Power of Attorney (Check Expiration Date, 3 copies)	
Safety Deposit Box Key(s)	
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)	
State and Federal Income Tax Forms/Records (AT MINIMUM the past 3 years)	
Social Security Cards for all family members	
Travelers Checks	
U.S. Savings Bonds	
W-2 Forms	

Report to Command	Check
Let them know where you will be staying and let them know your permanent address, if known	
Complete Required Check-in Procedures	
Contact Relocation Manager	
Contact Transportation Office	
Contact Housing Office	
Contact Finance Office	

Personal Property	Check
Household Goods	
Privately Owned Vehicle	
Rental Car	
Driver's License Information	
Register Auto On Installation	
Taxi Cabs	
Public Transportation Information	

Child Care Facilities	Check
Day Care on Installation	
Day Care off Installation	
Nursery Schools	
Youth Centers	
Home Care Providers	
Camps on/off Installation	

Career Services	Check
Spouse Training and Education Programs	
Civilian Personnel Office	
Community Career Counseling Services	
Volunteer Opportunities	

Religious Information	Check
Installation Resources	
Churches	
Synagogues	
Other	

Documents	Check
ID Cards (for all dependents 10 years and older)	
Insurance Policies: Include the company, address, phone number, policy number and type of insurance for each company (life/fire/etc.)	
Immunization Records	
LES (Last Leave and Earnings Statement)	
Lists of: Bonds, Mutual Funds, Stocks and other investments (Brokers address, phone number and account number(s))	
List of: Company payments due for household (due dates, account numbers, phone numbers and address-to avoid delinquent payments)	
Marriage Certification	
Medical Records (shot records, too)	
Moving Materials: Hold unaccompanied baggage, Household goods and Shipping/Storage documents	
Orders (extra copies-minimum 3) and Dependent Orders if separate	

Recreation	Check
Morale, Welfare and Recreation Office	
Fitness Facilities/Swimming Pools	
Parks	
YMCA/YWCA Community Centers	
Sports Activities	
Museums	
Trips/Tours	
Free Events	

Special Education Special Needs Services	Check
Education/EDIS	
Medical	
Recreational Services	
Counseling Services	
Support Groups	

Housing Information	Check
Installation Housing	
Privatized Housing	
Temporary Lodging	
Apartments	
Real Estate	
Mobile Homes	

Health Care Concerns	Check
Emergency Rooms	
Hospitals	
Pharmacies	
Dentists	
Special Needs Services	
Clinics	
Optometrist	

Documents	Check
Adoption Papers, (if applicable) Remember Court ordered name changes	
Allotment Records (copy of allotment application)	
Birth Certificates (original or certified copies) for all family members	
Bank Statements (checking/savings)	
Car: Insurance, Registration, Title	
Checks: Blank, Canceled, Current Statement	
Child ID File	
Credit Cards	
Deeds and Mortgages	
Divorce papers (pertaining to any prior marriages: Discharge papers, Divorce papers, Death certificates & annulments)	
Driver's Licenses	
Educational Report Cards & Records, Individual Education Plan 9IEPs documentation if applicable (Preschool, K-12) & Transcripts from Colleges, Universities, Vocational Training and Business schools attended. Also addresses and phone numbers of these locations.	

Schools	Check
Installation Schools	
Public Schools	
Private Schools	
DoD Schools	
Religious Schools	
Colleges/Adult Education	

Consumer Information	Check
Commissary	
Exchanges	
Installation Mini Mall Shops	
Discount Stores	

Finance	Check
Checking Accounts	
Savings Accounts	
Safe Deposit Box	
Credit/Check Cashing Cards	

Personal Services	Check
Doctors	
Dentists	
Lawyers	
Brokers	
Hair Dressers	
Veterinarian	
Lawyers	
Dry Cleaners	

Maintenance Services	Check
Electricians	
Plumbers	
Landscape and Lawn Services	
Pest Control	
Delivery Services	

Cut along dotted line and take the Moving Checklist with you.