

Plan My Move – Documents To Hand Carry Checklist

| Documents | Check |
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| 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; death certificates & annulments as applied to divorce situations) | <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. e-mails, websites 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, e-mail, websites, 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, e-mail, phone number and account number(s)) | <input type="checkbox"/> |
| List of: Company payments due for household (due dates, account numbers, phone numbers, e-mail, websites and address(es) to avoid delinquent payments) | <input type="checkbox"/> |
| Marriage Certificate | <input type="checkbox"/> |
| Medical records (shot records too) | <input type="checkbox"/> |
| Moving materials: Inventories for unaccompanied baggage, household goods and shipping/storage documents | <input type="checkbox"/> |
| Orders (extra copies-minimum 3) and Dependent Orders, if separate | <input type="checkbox"/> |
| Original Will & Trusts(s) (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"/> |
| POV (Vehicle) 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 recommendation; 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"/> |

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| 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"/> |
| Traveler's checks | <input type="checkbox"/> |
| U.S. savings bonds records | <input type="checkbox"/> |
| W-2 forms. if applicable | <input type="checkbox"/> |