

PCS Binder Checklist

Note: some people do not want to have a binder, and not all these items may apply to you, they are a suggestion on important items that you may want to consider hand carrying with you during your move to aid in your PCS.

Important Papers:

- Drivers License(s)
- Military ID(s)
- Birth Certificate(s)
- Social Security Card(s)
- Passport(s)
- Marriage License (or Divorce decrees)
- Medical & Dental Records (including vaccine records)
- Vehicle Titles & Registration
- Property Deeds
- Living Will & Testament(s)
- Power of Attorney document(s)
- Insurance Policies
- Debit/Credit Cards
- Checkbook/Banking information
- Copy of lease/mortgage documents
- Weight ticket and receipts
- Naturalization paperwork
- Exceptional Family Member Program Paperwork
- Savings Bonds and Stock certificates

Children:

- School Documents/Transcripts/Recent Report Card
- Teacher Notes
- Letters of Recommendation from clubs/sports etc
- Copies of Standardized Test Results
- Any IEP/504s, formal evaluations, or any therapy assessments
- Any Gifted/Talented program admittance and progress (MIC3)
- Any custody or legal documents
- Adoption papers

Pets:

- Any veterinary medical records, including vaccine record
- Chip number (if applicable)

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Move Documents:

Military Orders

Shipping Information if shipping car(s) etc.

Furniture Dimension Spreadsheet

List of serial numbers for important HHGs

HHG Paperwork (from movers)

HHG High Value Inventory

Travel Documents - any flight information, hotels, stops, etc.

List of Utilities - name, contact phone number/website, any passwords, and dates to be turned on or turned off (one for old location, one for new)

List of contacts at both locations (Housing, etc)

Emergency Contact Information

Additional Information:

Pack List (separated by vehicles if applicable)

List of places/websites etc to change address to once move is complete

Shopping List for new location (restock pantry, etc)

Bucket List for new location

Move Out Cleaning Checklist

Donate/Toss/Sell Page

Address History Page (to maintain list of all previous residences)

Optional Items to Consider:

Hard drives

Irreplaceable items (family heirlooms, wedding albums, etc)