

PCS Document Checklist

If you chose to have a military contracted company move your household goods, there are some things that are worth holding on to for the trip – these important documents among them. It is recommended that you back up all originals with a digital copy stored on a device that you also keep with you. Documents that do not require an original signature (like your resume and household inventory) only need the digital copy.

- Orders (you will need 15-20 paper copies throughout your PCS)

Family Member Files

- Military IDs
- Drivers Licenses
- Social Security Cards
- Passports
- Birth Certificates
- Marriage Certificate
- Naturalization Certificates

Vehicle Documentation

- Title/lease information
- Proof of vehicle inspection
- Registration
- Insurance

Financial Documents

- Personal checks (keep all of your personal checks with you and out of your Household Goods)
- Hard copies of bank statements
- Credit and debit cards

Housing information

- Household inventory with supporting images and videos
- Contact information for moving company and gaining installation transportation office

Legal Documents

- Custody agreements
- Divorce Decrees
- Wills
- Adoption paperwork
- Powers of Attorney

School/Employment Records

- Transcripts
- Individualized Education Plans
- Report cards
- Additional registration required documents
- Resume (if spouse or kids will be job hunting)
- Contact list for former/future schools

Medical Records

- Full copy of each family member's medical and dental records
- Vaccination records
- Any current prescriptions

Just For Your Family

- Other: _____
- Other: _____
- Other: _____
- Other: _____
- Other: _____
- Other: _____