



PCS BINDER MASTER CHECKLIST

**Medical, Research, Pets
Legal, Housing & More**

A Master Checklist for organizing the Ultimate PCS Binder.
Keep track of the things that matter most while you move.

PCS Binder Checklist

Every time we PCSed, there were endless amounts of documents and paper work we needed to take with us. To hold all of this stuff, I tried accordion folders with pockets, a mini briefcase with folders and finally a binder with dividers and secure top-sheet protectors.

The binder was far and away the best method to keep things organized and prevent disasters like losing documents. Bonus-I could add more sections easily. I've DIYed my binder. I've also purchased binder sets from various sources. No matter what option you choose, you'll need dividers for different categories of paperwork.

Many of the items in the binder are just common sense. Do you really want movers getting a hold of your birth certificate or credit card information? No. No, you don't.

Here's a list of items in my PCS binder:

Checklists:

- ☐ PCS timeline checklist
- ☐ Packing lists for each family member and pets
- ☐ List of places I need to change my address or places to register

Research:

- ☐ List of potential new service providers
- ☐ Contact information sheet with important and regularly used phone numbers (housing, landlord, mortgage company, utilities, moving company and transportation, airline, rental car company, sponsor, kennels, etc.)
- ☐ Travel plans (road trip, hotels, airlines, etc.)
- ☐ Fun activities in your new home area

Military:

- ☐ PCS orders (multiple copies)
- ☐ Command Sponsorship paperwork (if needed)
- ☐ Dependent entry paperwork (if needed)
- ☐ Copy of LES (Leave and Earnings Statement)
- ☐ Military identification card (not necessary in the binder but with you on the trip)
- ☐ Written list of entire family's military identification numbers in case IDs are lost or stolen
- ☐ Family care plan (if single or dual military with dependents)

Identity:

- ☐ Birth certificates for each family member
- ☐ Marriage certificate
- ☐ Divorce decrees
- ☐ Naturalization certificates
- ☐ Custody, adoption or guardianship paperwork
- ☐ Social security cards for each family member
- ☐ Passports
- ☐ Voter registration

Travel:

- ☐ Travel plan
- ☐ Reservations: hotels, kennels, airlines, rental cars, shuttles
- ☐ Extra cash

Insurance Policies:

- ☐ Renters or home owners insurance
- ☐ Valuable Personal Property (for things that have a very high value like jewelry, cameras, etc.)
- ☐ Vehicle insurance
- ☐ Life insurance

Housing:

- ☐ Rental agreements (both old house and new, if renting)
- ☐ Move-in list (where you noted any problems with your current house)
- ☐ List of most recent addresses and landlord contact information (for rental applications)
- ☐ Mortgage information (if owner or buying a new house)
- ☐ Deeds to house or other property
- ☐ Realtor information

Financial :

- ☐ Banking information
- ☐ Credit card information
- ☐ Check books
- ☐ State and federal tax returns
- ☐ Bill paying information (account numbers, due dates, etc.)
- ☐ Budget for the move

Medical:

- ☐ DEERS/Tricare information
- ☐ Medical and vaccination records for each family member (including specialists)
- ☐ Dental and vision records for every family member
- ☐ EFMP records for each family member
- ☐ Prescription information
- ☐ Glasses or contacts prescriptions
- ☐ Pharmacy information (both old and new)

Legal:

- ☐ Power of attorney (if needed)
- ☐ Wills

Children:

- ☐ School records for each child
- ☐ Any letters of recommendation

Vehicles:

- ☐ Driver's license (not necessarily in the binder but with you on the trip)
- ☐ Driver's license # written down for each family member in case license is stolen or lost
- ☐ Vehicle registration
- ☐ Vehicle title or lease agreement
- ☐ Vehicle maintenance records
- ☐ Vehicle shipping information (if needed)

Pets:

- ☐ Medical and vaccination records for pets
- ☐ Prescription information
- ☐ Health certificate for pets (if needed)

Binder Pockets:

- ☐ Printed "Do Not Pack" signs (for pack out days)
- ☐ Printed room identification signs (for unloading at the new house)
- ☐ Printed furniture placement list (for unloading at the new house)
- ☐ Printed box stickers with your contact information in case box is lost