Hand-Carry Documents Checklist

The papers that stay with you, never on the truck

These documents never go on the moving truck. Gather them into one folder or binder, check them off, and keep them with you from pack-out to delivery.

Folder kept by: _____ Backup copies stored at: _____

Orders & military

- [ ] PCS orders and all amendments (10+ copies)
- [ ] Military ID cards for everyone
- [ ] Sponsor contact information and gaining unit info
- [ ] Leave form and travel itinerary
- [ ] Housing assignment or lease paperwork
- [ ] Powers of attorney (general and specific)

Identity & family

- [ ] Passports and no-fee passports
- [ ] Birth certificates
- [ ] Social Security cards
- [ ] Marriage certificate / divorce decrees
- [ ] Custody or adoption paperwork
- [ ] Naturalization or citizenship documents
- [ ] Wills and advance directives
- [ ] Driver's licenses

Medical, school & pets

- [ ] Medical, dental and shot records
- [ ] Medication list and prescriptions
- [ ] EFMP paperwork
- [ ] School records, IEP / 504 plans
- [ ] Pet health certificates, vaccines and microchip records
- [ ] Childcare records and enrollment forms

Money, home & move

- [ ] Vehicle titles, registration and insurance cards
- [ ] Home, renters and life insurance policies
- [ ] Bank, credit card and bill contact list
- [ ] Recent tax returns and pay stubs / LES
- [ ] Mortgage or lease documents
- [ ] Household goods inventory and high-value list
- [ ] Moving company contact and shipment numbers
- [ ] Weight tickets and receipts (PPM)
- [ ] Travel and lodging receipts for reimbursement
- [ ] Photos of your home and valuables before pack-out

Pro tip: Mark the folder "DO NOT PACK" and set it in a locked car or a closed bathroom on pack-out day. Scan everything to a secure cloud folder as a backup.

Keep going with PCS Like A Pro

Find more printables and step-by-step help at **pcslikeapro.org**, starting with the **Legal & Documents** page. Want your whole move in one place? The **Command Center** binder walks you from orders to keys.

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