



THE PCS BINDER

One binder. Every document.

If it is signed, stamped, or official, it rides with you,
never in the moving truck.



PREPARED FOR YOUR MOVE

Works for	Any branch, any station
Format	Hand-carry binder or folder
Includes	8 printable tab separator pages



Scan for your station guide

TAB 1**Orders and travel**

- ☐ 10 or more certified copies of PCS orders and any amendments
- ☐ Leave paperwork and approved travel itinerary
- ☐ Government travel card and personal card, with PINs you actually know

TAB 2**Identity and legal**

- ☐ ID cards, passports, birth certificates, marriage certificate, social security cards
- ☐ Powers of attorney and any custody or guardianship documents
- ☐ Naturalization or immigration documents if applicable

TAB 3**Money**

- ☐ Recent LES statements and last two tax returns
- ☐ Bank and investment account list with customer service numbers
- ☐ An envelope for every PCS receipt: lodging, fuel, tolls, pet fees

TAB 4**Medical and dental**

- ☐ Medical and dental records, or confirmation they transferred electronically
- ☐ Immunization records for the whole household
- ☐ Current prescription list and 90-day refills where possible

TAB 5**Kids and school**

- ☐ School records, transcripts, report cards, and IEP or 504 plans
- ☐ Sports physicals and activity records worth carrying

TAB 6**Pets**

- ☐ Vaccination records and a current health certificate
- ☐ Microchip and license info, plus recent photos

TAB 7**Housing and vehicles**

- ☐ Lease or mortgage documents for both ends of the move
- ☐ Vehicle titles, registrations, and insurance cards
- ☐ Utility account numbers and final meter photos

TAB 8

The move itself

- ☐ Moving company inventory sheets, every page, signed copies
- ☐ Weight tickets if you are doing a PPM, empty and full
- ☐ Photos of valuables and serial numbers, backed up to the cloud

Make it a real binder

The pages that follow are tab separators: print the whole PDF, drop each separator in front of its documents, and the binder builds itself.

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