

## Relocation Tip of the Week - Travel Records Kit

Organize family records in a Travel Records Kit. Compile a personal file for each family member. It is a good idea to, at all times, hand-carry and keep in your possession any documents with your name, Social Security number, and birth date. This is all an identity thief needs to steal your identity.

### Documents

- adoption papers, (if applicable) and court ordered name changes
- allotment records (copy of allotment application)
- birth certificates (original or certified copies) for all family members
- bank statements (checking/savings)
- car: insurance, registration, title
- checks: blank, canceled, current statement
- child id file
- credit cards
- deeds and mortgages
- divorce papers (pertaining to any prior marriages: discharge papers; death certificates & annulments as applied to divorce situations)
- driver's licenses
- educational report cards & records, Individual Education Plan (IEPs) documentation, if applicable (preschool, K-12); transcripts from colleges, universities, vocational training, and business schools attended; also addresses, emails, websites, and phone numbers of these locations.
- ID cards (for all dependents ten years and older)
- insurance policies: include the company, address, email, websites, phone number, policy number, and type of insurance for each company (life, fire, etc)
- immunization records
- LES (Last Leave and Earnings Statement)
- lists of: bonds, mutual funds, stocks and other investments (brokers address, email, phone number and account numbers)
- list of: company payments due for household (due dates, account numbers, phone numbers, email, websites and addresses to avoid delinquent payments)
- marriage certificate
- medical records (shot records too)
- moving materials: inventories for unaccompanied baggage, household goods and shipping/storage documents
- orders (extra copies-minimum three) and dependent orders, if separate
- original will & trusts (per adult)
- passports & visas (if needed and if so, must be for all family members)
- personal papers (those not listed that you will need)
- POV (Vehicle) shipping documents
- power of attorney (check expiration date, three copies)
- safety deposit box keys
- spouse resume; letters of recommendation; last pay statement; records of employment; copies of personnel actions (i.e. step increases or change of career status received from CPO)
- state and federal income tax forms/records (at minimum the past three years)
- Social Security cards for all family members
- travelers checks
- US savings bonds records
- W-2 forms if applicable