

Moving Overseas Checklist

Gather Information

- ☐ Meet with FFSC staff.
- ☐ Check out FFSC, command and base websites for new duty station.
- ☐ Research country. Go to the library and check online.

Upon Receipt of Orders

- ☐ Schedule overseas screening for all family members.
- ☐ Call or visit any transportation office or PPO.
- ☐ Go on move.mil to find tutorials about the Defense Personal Property System (DPS) to arrange the move of your household goods.
- ☐ Apply for no-fee passports.
- ☐ Arrange interview with PSD.
- ☐ Request a sponsor.
- ☐ Book temporary lodging at new duty station.

Three to Six Months Before the Move

- ☐ Notify housing or property manager.
- ☐ Prepare to rent or sell house.
- ☐ Track moving expenses and determine relocation allowances.
- ☐ Inventory household to determine what to ship, what to store, and what to sell.
- ☐ Determine if household pets can move overseas with you.
- ☐ Acquire original/copies of medical, dental and legal documents including marriage licenses, birth certificates, etc.
- ☐ Contact a TRICARE health benefits advisor.
- ☐ Double check legal documents including marriage licenses, wills and powers of attorney, etc.
- ☐ Book military flights to host country up to three months in advance.

Four to Eight Weeks Before the Move

- ☐ Contact utility companies.
- ☐ Contact insurance companies. Determine household and car insurance needs.
- ☐ Obtain change of address form online at www.usps.com/moversguide.com.
- ☐ Check all family member ID card expiration dates. Renew if any will expire during transit time to new duty location.
- ☐ Check driver's license expiration date. Renew so it will be valid when you return.
- ☐ Obtain international driver's license, if applicable or required.
- ☐ Notify schools.
- ☐ Obtain anti-terrorism training (all family members age 14+).

One to Two Weeks Before the Move

- ☐ Contact TRICARE health-benefits adviser.
- ☐ Arrange child and pet care for packing and moving days.
- ☐ Double-check all travel arrangements and arrival plans.
- ☐ Separate items not to be packed with household goods.
- ☐ Obtain school or other records that need to be hand-carried.

