

Checklist

PAPERWORK TO DO FIRST

There are certain things you will need for this PCS versus a regular CONUS PCS:

- PRINT THESE OUT FIRST:
 - [Official PCS Checklist from HQMC](#)
 - [Official PCS Checklist from Air Force](#)
- No fee passports- You MUST have these to travel on orders under SOFA status, EVEN IF YOU TAKE A COMMERCIAL FLIGHT
 - You get these through your base (if you don't live near one you will have to travel to one) and they usually arrive within 4 to 8 weeks
 - They look exactly the same as your regular passports and the same documents are needed, as well as orders
- Orders- you need these for just about everything, so keep several copies in different places just to be safe
- Area Clearance- this basically is the paperwork you need to have to say that you passed overseas screening and you are good to go
- Housing application paperwork:
 - [Housing Application-Instructions](#)
 - [Housing Application\(DD form 1746\)](#)
 - [Sponsor/Service member Checklist for Military Family Housing](#)
 - [Sex Offender Disclosure and Acknowledgement\(AF form 4422\)](#)
 - [Pet Registration Form](#)
- Sponsor information- You should be assigned a sponsor to help with everything like setting up Port to Home, mailbox, and vehicles! And picking you up from the airport!
- School documents- transcripts, vaccination information. When you register for school you will also need orders, Area Clearance, and letter from housing or piece of mail to your off-base home.
- Pet Shipping: This is a huge concern for most families that have pets.
 - There are only 10 pet spots on each Patriot Express flight so you will want to get your spot ASAP- right after area clearance is finished.
 - Here is an [official document with FAQs about pet shipping](#)
 - You can ship your pet on your own through commercial shippers or private shippers, but it will be out of pocket.
 - Remember to apply for [reimbursement for pet shipping](#).