

Information Needed for Powers of Attorneys

To obtain a Power of Attorney (POA), you will need to provide certain information to the Legal Office. The exact information you need varies based on which POA you need. Please see the chart below for information that is required for our most common POA's. If you do not see the POA you need, please speak with the Legal Office to determine what information you will need. If you know the specific institution (i.e. bank, DMV, etc.) that you need the POA for, please speak with that institution first to determine if they require any special language or a certain form to be used.

If you would like to save time by filling out POA worksheets in advance, please visit the Air Force Legal Assistance website at <https://aflegalassistance.law.af.mil>. For each POA worksheet you complete, the website will generate a ticket number. Please bring your ticket number* to the Legal Office during walk in hours.

***NOTE:** Your ticket number is important. Air Force Legal Offices cannot access your worksheet without your ticket number.

For EVERY POA you MUST ALWAYS provide:

1. Your DoD/Military Identification Card
2. Name of the person you are appointing (your "Agent")
3. Mailing or physical address of your Agent
4. Exact date you want the POA to expire

Type of POA		Information Required
Aviano All		Off-base property address, POV year/make/model/VIN, pet name/breed/color (as applicable)
Dependent POAs		<i>See below</i>
	College Registration	Name of college
	CRBA Application	Name, DOB, place of birth of minor(s)
	Family Care Plan ("in-loco-parentis")	Name, gender, DOB of minor(s)
	Medical Care of Minor	Name, gender, DOB of minor(s)
	Military ID Card	Name, address, relationship to dependent
	Travel with Minor	Name, DOB of minor(s)
Finance POAs		<i>See below</i>
	Allotment (Changing)	Name of payee, bank name, account #, current \$ amount paid, new \$ amount to be paid
	Allotment (Starting)	Name of payee, bank name & account #, \$ amount to be paid
	Allotment (Stopping)	Name of payee, bank name, account #
	Banking Matters	Bank name & address, account type, account #, maximum monthly withdrawal
	Investments	No additional information
	Loan	Bank name & address, loan amount, purpose of loan
	Tax Matters	No additional information
	TSP (Change Contribution)	% of pay to be contributed
	TSP (Start Contribution)	% of pay to be contributed
	TSP (Stop Contribution)	No additional information
	VA Benefits Claims	Completed VA Form 21-22a

General		No additional information
HIPPA Release		No additional information
Housing POAs		<i>See below</i>
	Clear Quarters and start BAH	No additional information
	FMO	No additional information
	Government Housing	Location of government quarters
	HHG	No additional information
	Home Fuels	Address of off-base residence
	Lease Disputes	Name of lessor, contract termination date, address of property
	Occupy Residence	Address of property
	Property Claims	No additional information
	Real Estate Management	Address of property
	Real Estate Purchase	Address of property, purchase price, loan amount
	Real Estate Purchase w/VA loan	Address of property, purchase price, loan amount, sale closing date, lender name and address
	Real Estate Refinance	Address of property, loan amount
	Real Estate Rent or Lease	Address of property, security deposit amount, monthly rent amount
Mail and Deliveries		No additional information
Military Personnel Matters		No additional information
Pet POAs		<i>See below</i>
	Medical Care	Name, type of animal, breed, color
	Pick-up	Name, type of animal, breed, color
	Ship	Name, type of animal, breed, color
Revocation of a POA		Copy of POA to be revoked
VAT Form* (IVA Tax Exemption)		Vehicle make, model, cover plate, AFI registration number, full VIN <i>*NOTE: Registered owner must be present to sign form</i>
Vehicle POAs		<i>See below</i>
	Accept Delivery/Pick-up	Year, make, model, full VIN
	Purchase	Year, make, model, full VIN, purchase amount
	Register/License	Year, make, model, full VIN
	Salvage**	Year, make, model, full VIN
	Sell**	Year, make, model, full VIN
	Ship**	Year, make, model, full VIN, VPC location or destination address
	Use and Operate	Year, make, model, full VIN
		**NOTE: If member is out-processing Aviano AB, Pass and Registration requires a separate POA and MFR. Contact them directly for details.
Wine Customs POA***		Obtain POA from TMO and complete per their instructions; DO NOT sign until you are in the presence of a notary ***NOTE: The Legal Office does not draft this POA