

# Information Needed for Powers of Attorney

If you want 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 want. Please see the chart below for the information required for our most common POA's. If you do not see the POA you want, please speak with the Legal Office to determine what information you will need. If you know the specific institution 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 the POA forms in advance, please log in to the Air Force Legal Assistance website below:

<https://aflegalassistance.law.af.mil> each POA you generate will provide you a ticket number. Please bring your ticket(s) number to the Legal Office or email ticket(s) to us at [31fw.jalegalassistancetickets@aviano.af.mil](mailto:31fw.jalegalassistancetickets@aviano.af.mil). Your POA(s) will be available for pick up anytime M-F 0730-1630.

For **EVERY** POA you **MUST ALWAYS** provide:

1. Name of agent
2. Mailing Address/Physical address of agent
3. Date you want the POA to expire

## Information Required for Specific POA's

<u>Type of POA</u>	<u>Information Required</u>
Bank Account - Access	Bank name, location of bank, account type, account number, maximum amount to be withdrawn
Child - Medical Care	Name of child, DOB of child
Child - Register	Name of child, location of birth of child, where child is to be registered
Child - Temporary Custody (in loco parentis)	Name of child, DOB of child
Child - Transportation	Where child can be transported to , name of child, DOB of child
Claims - Personal Property	No other specific information
College - Registration	Term of school (semester), name of college
Finance - All Actions	No other specific information
Finance - Allotment Increase	Who it is being paid to, name of bank, account number, current amount being paid, and how much it can be increased to
Finance - Allotment Start	Who to pay it to, bank name, account number, and amount to be paid
Finance – Allotment Stop	Who it is being paid to, bank name, account number, amount being paid
Finance - Pay Inquiries only	No other specific information
Finance and MPF (ID cards)	No other specific information
FMO – Return property	Ask FMO before coming to the legal office
General POA	No other specific information
Home Fuels	Ask Home Fuels before coming to the legal office
Household Goods - Ship	No other specific information
Household Goods - Receive	No other specific information

Housing - Leave Base Housing	Physical address of base housing/BTL
Housing - Obtain Base Housing	Location of base housing/Locality
Housing - Obtain Rental Housing	Location of rental home (physical address), or locality, the maximum amount of rent to be paid
Income Taxes	No other specific information
Legal action for lease	Names of parties to the lease, expiration date of lease, address of leased promises, and name of court agent can appear in front of
Loan - End VA Loan	Address of home with loan, length of purchase period (years), and maximum amount of loan that can be taken out to close on the property
Loan – Obtain loan	Name of bank (or place where loan is to be obtained), location of bank, the maximum amount of the loan, the purpose of the loan *Community Bank requires a specific form
Mail	No other specific information
Medical Records - Obtain Copies	No other specific information *If you need records from a civilian facility, you need the facility's name and address
MPF - ID Cards	No other specific information
Pet - Euthanization	Name of pet, type of animal, color of animal, weight of animal
Pet - Vet Care	Name of pet, type of animal, color of animal, weight of animal
POV – Possession/Registration	Year, make, model, and VIN # of vehicle
POV - Purchase	Max amount of money to use to purchase the vehicle
POV - Receive	Year, make, model, and VIN # of vehicle, location of pick-up of vehicle
POV - Ship	Year, make, model, and VIN # of vehicle, location of shipment
Real Property - Maintain	Address of real property
Real Property - Manage	Address of real property, minimum amount of rent to be accepted
Real Property - Purchase	Address of real property, maximum amount of purchase price
Real Property - Sell	Address of real property (including county), legal description of real property (on the deed), minimum sale price
Stocks and Mutual Funds – Buy/Sell	No other specific information
Thrift Savings Plan	No other specific information
Tuition Assistance	Names of any specific forms required to get financial aid
Value Added Tax Exemption	MUST bring original vehicle registration documents