**Power of Attorney (POA) Worksheet**

**Personal Information (needed for all POAs):**

* Grantor’s name (your name):
* Grantor’s DOD ID #:
* State of Residency:
* Grantor’s Address:
* Grantee’s name (person you choose to act in your name):
* Grantee’s Address:
* POA end date (Maximum time 1 year):

**CHECK TYPE(S) OF POA(S) YOU ARE REQUESTING**

* **General:** Grants a very broad range of powers to the individual you choose to act in your name (the grantee). When possible, it is preferred to create a Special POA that limits the grantee’s authority to specific actions (e.g. sell a car, access bank accounts, manage property). Note that certain military offices, such as Finance or Personnel offices are unlikely to accept General POAs.
* **Ship/Receive/Sell/Store Personal Property:**

Additional Information needed:

* Property Description (if Applicable):
* **Purchase/Sell/Rent/Lease Real Estate:**

Additional Information needed:

* Real Estate Address:
* Rent/Lease – Monthly rent not to exceed (dollar amount):
* Rent/Lease – Security Deposit not to exceed (dollar amount):
* Purchase – Purchase Price (dollar amount):
* Purchase – Loan amount (dollar amount):
* Sell – Property Description:
* Sell – Sell amount, no less than (dollar amount):
* **Automobiles:**

Additional Information needed:

* Vehicle year:
* Vehicle Make:
* Vehicle Model:
* Vin Number:
* License Number:
* State Registered:
* (If Shipping Vehicle) From VPC and To VPC:
* **Loco Parentis:** Also known as a Family Care Plan, Allows another person(s) to act temporarily in place of the parents.

Additional Information needed:

* Child(s) Name(s):
* Gender(s):
* Date of Birth(s):
* Back up Guardian’s Name(note: you can have more than 1 back up guardian):
* Back up Guardian’s Address:

**PLEASE NOTE**

These are only our most common types of POAs. If you need any information on any other types of POAs, please feel free to contact us at: (530)634-2928 or email us at 9RW.JAG@us.af.mil.