|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item/Document** | **Tab** | **Initial Check** | **Second Check** | **Final Check (3 Jan 18)** |
| License Plate Number | A |  |  |  |
| Vehicle Registration | B |  |  |  |
| Proof of Insurance | C |  |  |  |
| Driver’s License/Military ID | D |  |  |  |
| 10 Copies of Orders | E |  |  |  |
| Enlisted Records  | F | Located in Sect 3 | Located in Sect 3 | Located in Sect 3 |
| Birth Certificate (x3) | G |  |  |  |
| Marriage Certificate (x3) | H |  |  |  |
| Medical Records | I |  |  |  |
| Immunization Records | J |  |  |  |
| AF Form 422 | K |  |  |  |
| College Transcripts | L |  |  |  |
| Direct Deposit Form | M |  |  |  |
| 2 Methods of Payment | N |  |  |  |
| SSN’s | O |  |  |  |

***OTS REQUIRED DOCUMENTS CHECKLIST***