

POWER OF ATTORNEY WORKSHEET

A power of attorney is a legal document that authorizes someone else to act in your name and as your agent. The actions of your agent using your power of attorney will be binding on you, so you should grant a power only to someone you trust and only to the extent that is absolutely necessary. If you have questions about the use or effect of a power of attorney, the legal assistance staff will be happy to assist you.

Please complete both sides of this form in order for us to prepare a power of attorney.

PRIVACY ACT STATEMENT

AUTHORITY: 5 U.S.C. § 301; 44 U.S.C. § 3101 (E.O. 9397)

PRINCIPAL PURPOSE: Obtain personal information to prepare legal document(s).

ROUTINE USE(S): Information provided will be used by legal assistance personnel (attorneys, legalmen, paralegals and clerical staff to prepare power(s) of attorney requested by the individual providing the information.

DISCLOSURE: Voluntary; however, failure to provide the requested information may prevent furnishing of requested legal assistance services.

Please prepare the requested legal document for me using the information provided below.

Client's signature

Today's date

? **CHECK WHICH DOCUMENT YOU WANT :**

- ? GENERAL Power of Attorney
- ? SPECIAL Power of Attorney (circle type on reverse side)
- ? REVOCATION of Power of Attorney

If you want a REVOCATION, circle the type of power being cancelled and the date you signed it:

General Special Dated _____

GENERAL Power of Attorney (authorizes your agent to act for you and in your name, in all matters -- including such things as borrowing money, signing contracts, and accessing your bank

accounts -- in other words, it authorizes your agent to do anything you could do if you were present).

SPECIAL Power of Attorney (authorizes your agent to act for you and in your name only for those matters specified in the document - for example, you can authorize your agent to sell your car or your house, ship or receive your

household goods, etc. A menu of available Special Powers of Attorney is on the reverse).

REVOCATION (cancels a power of attorney previously given to your agent).

Please PRINT CLEARLY the information requested below:

YOUR FULL NAME (THE GRANTOR): _____

YOUR SOCIAL SECURITY NUMBER: _____

STATE WHERE YOU CURRENTLY RESIDE: _____

PLEASE CHECK YOUR STATUS:

CIVILIAN/DEPENDENT/RETIREE _____
 NAVY _____ USNR _____ USMC _____ USMCR _____
 USCG _____ USCGR _____ ARMY _____ USAR _____
 USAF _____ USAFR _____ OTHER (specify)

YOUR DUTY STATION (military members only; please do not abbreviate)

FULL NAME OF THE PERSON YOU ARE APPOINTING AS YOUR ATTORNEY (THE GRANTEE): _____

GRANTEE'S FULL ADDRESS (STREET, CITY & STATE):

EXPIRATION DATE OF THIS POWER: _____
 (to enhance acceptance, we recommend no longer than 1 year)

Types of Special Powers Available

<p><u>BANKING TRANSACTIONS</u> Deposit funds only Withdraw funds only (limited) Deposit and withdraw funds Endorse negotiable instruments Obtain a loan for the grantor Obtain a Navy Relief loan for grantor Obtain credit card for the grantor Withdraw funds (unlimited) Safe deposit box access</p>	<p><u>HOUSEHOLD GOODS TRANSACTIONS</u> Ship Property Ship, hold baggage Ship car Claim for damages (listed property) Receive and claim for damages Claim for damages (all property)</p>	<p><u>CHILD CARE PROVISIONS</u> Emergency medical care Limited guardianship In loco parentis Full guardianship Medical and Dental care Evacuation Custody (from noncustodial parent)</p>
<p><u>REAL PROPERTY TRANSACTIONS</u> Purchase & obtain mortgage Purchase and obtain loan Sale of grantor's property</p>	<p><u>PERSONAL PROPERTY TRANSACTIONS</u> Use and Maintain Maintain and sell (fixed price)</p>	<p><u>MOBILIZATION READINESS CHILD CARE SPOA</u> Family Care Plan <i>in loco parentis</i> - SPOA (no expiration date)</p>

Lease of grantor's property Lease quarters and settle claims Manage real property Refinance real property	Bargain and sell Purchase Household Items Register car Sell car Make claim for damages/loss/theft Mail receiving, forwarding, etc.	
INSURANCE TRANSACTIONS Purchase Insurance for any item	MILITARY HOUSING TRANSACTIONS Accept quarters Sign off quarters (vacate)	

*Other Special Powers not listed
 may be available - check with the legal assistance staff.*