

Legal Service Command  
300 East Main Street  
Suite 400  
Norfolk, Virginia 23510  
(757) 628-4200

**Power of Attorney Application**

Active duty personnel must be attired in the uniform of the day to conduct business in the legal division.

PRIVACY ACT STATEMENT: Information is solicited in accordance with Title 10, US Code Section 3012, and is used to provide information necessary in preparation of a Power of Attorney. Solicited information is voluntary; however, failure to provide information precludes the preparation of a power of attorney.

Instructions: All applicants should complete Part I of the application. If you want a general power of attorney complete Part II by checking that box. If you want a special power of attorney complete Part III and check only the boxes that apply to your situation.

**Part I**

General Information:

Your name: \_\_\_\_\_  
*FIRST MIDDLE LAST*

Your rank: \_\_\_\_\_

Your duty station (Do Not Abbreviate): \_\_\_\_\_

Work phone: \_\_\_\_\_

Duty Station Address:  
\_\_\_\_\_

Home phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Your address: \_\_\_\_\_  
\_\_\_\_\_

Name and relationship of the person receiving the power: \_\_\_\_\_  
*RELATIONSHIP*

\_\_\_\_\_  
*FIRST MIDDLE LAST*

Address of person receiving the power: \_\_\_\_\_  
\_\_\_\_\_

Date the power becomes void (i.e. October 1, 2008). *We will not make a power of attorney for more than a year.* \_\_\_\_\_

## Part II

### □ General Power of Attorney *Template 1*

Before making a General Power of Attorney, you must read this advice from MLCA (lg):

Dear client,

Making a General Power of Attorney (GPOA) is an important action that has serious legal consequences. Your GPOA gives someone else the legal authority to act on your behalf—to do anything that you would be able to do. With a GPOA, your agent can (for example) rent or buy a house with your money, borrow money that you must repay, sell your car, or remove all funds from your bank account. Your agent can legally bind you. While a GPOA can be very helpful, it can also be very dangerous. Advice regarding GPOA:

- Don't give away more power than necessary. If you need someone to perform only specific tasks for you, then you don't need a GPOA. Get a Special Power of Attorney—one that will authorize your agent to perform only those specific tasks. We can help you prepare one.
- Limit the duration of your Power of Attorney to no longer than 1 year or a shorter period. Don't set the expiration date longer than you will need your agent's services, and don't give the Power of Attorney before it will be needed.
- Make sure your agent is someone you can trust. If you lose trust in your agent, talk with a legal assistance attorney about revoking your Power of Attorney.
- Ask to see the MLCA (lg) "Understanding Your Power of Attorney" information sheet, and don't hesitate to talk to a legal assistance attorney if you have any

questions. If you want a General power of attorney stop here.



**Part III**

**Special Power of Attorney**

This will authorize your agent to act on your behalf for only the boxes that you have checked below.

**Banking transactions** *Template 2*

FINANCIAL INSTITUTION: \_\_\_\_\_

CHECKING ACCOUNT NUMBER: \_\_\_\_\_

SAVINGS ACCOUNT NUMBER: \_\_\_\_\_

LOAN NUMBER: \_\_\_\_\_

SAFETY DEPOSIT BOX: \_\_\_\_\_

**Household Goods (HHGs)/Personal Property**

**Receipt of HHGs.**

Property to be received at (if known): \_\_\_\_\_

*Template 3*

**File a claim against the United States Coast Guard for damages to my household goods shipped from \_\_\_\_\_ to \_\_\_\_\_. *Template 4***

**Shipment of HHGs**

Its present location is: \_\_\_\_\_

Choose one:

**To location designated and assigned to me by the Housing Office at:**

\_\_\_\_\_  
 **To the following residential address: \_\_\_\_\_**

*Template 5*

**Children**

**Power to perform any and all parental acts (i.e. medical treatment, school involvement).**

Full legal name of child \_\_\_\_\_ date of birth \_\_\_\_\_

\_\_\_\_\_  
Full legal name of child \_\_\_\_\_ date of birth \_\_\_\_\_

*Template 6*

**Consent for any and all medical and hospital care and treatment.**

Full legal name of child \_\_\_\_\_ date of birth \_\_\_\_\_

\_\_\_\_\_  
Full legal name of child \_\_\_\_\_ date of birth \_\_\_\_\_

*Template 7*

**Housing Issues** Do not include social security numbers with real estate powers of attorney, which may be filed with the court in order to prevent identity theft. Include full middle name, not just the initial.

To accept, if made available, government quarters at \_\_\_\_\_, providing that said quarters are adequate for the needs of my family which consist of \_\_\_\_\_ persons including myself. The attorney-in-fact appointed herein shall not be empowered to accept said government quarters prior to \_\_\_\_\_. *Template 8*

Clearing government quarters assigned to me at \_\_\_\_\_.  
*Template 9*

Build a house.  
Loans in my name, in an amount not to exceed \_\_\_\_\_ dollars, for the purpose of building a residential dwelling in \_\_\_\_\_, County of \_\_\_\_\_, State of \_\_\_\_\_. *Template 10*

Purchase real property.  
Full legal description of the property, include street address of property and legal description as it appears on the deed: \_\_\_\_\_  
\_\_\_\_\_.  
*Template 11*

Make an offer to purchase real property.  
City of \_\_\_\_\_, State of \_\_\_\_\_, *Template 12*

Rent or lease and to maintain as rental property the dwelling I own located at: \_\_\_\_\_  
*Template 13*

To buy, refinance, receive, contract or agree to the refinancing, acquisition and purchase of real property physically located at \_\_\_\_\_  
\_\_\_\_\_ and legally described as: \_\_\_\_\_  
\_\_\_\_\_ (Full legal description of the property).  
*Template 14*

To procure rental of suitable housing for me and my family in or near: \_\_\_\_\_  
\_\_\_\_\_  
Rental rate shall not exceed \$ \_\_\_\_\_ U. S. Dollars per month.  
*Template 15*

**Housing Issues (cont)**

To sell, convey, transfer title to execute deeds or conveyances, mortgage  
Full legal description of property: \_\_\_\_\_

For such price, and on such terms as my said attorney-in-fact shall deem  
satisfactory, but not less than \$ \_\_\_\_\_

*Template 16*

**Taxes**

Power to prepare, complete, sign and file my \_\_\_\_\_ (indicate Form  
1040, 1040A, 1040EZ) Federal and/or \_\_\_\_\_ State Income tax return.  
To endorse, accept, receive, sign, and deposit my local, state, and federal  
income tax return checks for tax year \_\_\_\_\_; and to receive all  
notices and other written communications pertaining to my taxes for tax year  
\_\_\_\_\_.

*Template 17*

**Motor Vehicle Issues**

To operate, drive, trade, negotiate for the sale of, contract for the sale of,  
transfer title thereto or sell in my name

Pick one:  For such price as my attorney-in-fact deems best.  
 For not less than \$ \_\_\_\_\_

Automobile description:

Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_  
Vehicle identification number: \_\_\_\_\_ License number: \_\_\_\_\_  
State: \_\_\_\_\_ *Template 18*

Take possession or order the removal, and shipment of my automobile.

Automobile description:

Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_  
Vehicle identification number: \_\_\_\_\_ License number: \_\_\_\_\_  
State: \_\_\_\_\_ *Template 19*

To register, re-register, insure, re-insure, license, re-license, store, obtain  
safety and emission inspection for, drive, repair, authorize repairs for, and  
maintain my automobile.

Automobile description:

Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_  
Vehicle identification number: \_\_\_\_\_ License number: \_\_\_\_\_  
State: \_\_\_\_\_ *Template 20*



- Search Current Unit
- Home
- Careers
- Units
- Missions
- Doing Business
- About Us

- Legal Service Command (LSC)
- LSC Alameda
- LSC Arlington
- LSC Norfolk
- Administration
- Legal Assistance (LSC-41)
- Mission Support (LSC-4)
- Claims (LSC-5)
- Military Justice (LSC-6)
- Procurement (LSC-9)
- Contact Webmaster

**Security Levels**

## Power of Attorney

### Understanding Your Power of Attorney

1. It is the policy of this office that you understand the meaning and effect of your power of attorney. The power of attorney is one of the strongest legal documents that an individual can give to another person. Accordingly, you must be making it of your own free will. It authorizes your agent to act of your behalf and carry on your business in your absence. Please note that a person or business does not have to accept or acknowledge your power of attorney, it is totally within their discretion.
2. A General Power of Attorney authorizes your agent to do any number of acts relating to your property and personal affairs. Because this document grants broad, virtually unlimited authority to your agent, it should be given to a person you trust implicitly. Normally, a general power of attorney for selling or purchasing real property is not accepted. Use a special power of attorney.
3. A Special Power of Attorney authorizes your agent to do one or more certain specified acts, such as selling your car, shipping household goods, or cashing a paycheck.
4. You should grant no greater power than is absolutely necessary. In addition, your agent should be someone in whom you have absolute trust and confidence.
5. You will formally execute one original of your power of attorney. You should give the original to your agent and keep a copy for yourself. Photocopies of your power of attorney are generally unacceptable because they do not contain original signatures or the notarial seal.
6. You should not make a power of attorney last any longer than is necessary. Local policy is that powers of attorney be limited to a maximum of one (1) year. Your power of attorney will automatically terminate upon the death of either you or your agent. Otherwise, it will terminate on the date that you specified in the document. Should you revoke your power of attorney prior to its stated termination date, you should seek the assistance of the legal assistance office or of a civilian attorney in order to do so.
7. If you have questions concerning your power of attorney, please contact this office, Commander (L), Maintenance & Logistics Command, Atlantic, 300 East Main Street, Suite 400, Norfolk, VA 23510-9100, or phone us at: (757) 628-4197.

[Download Plug-Ins](#)

Last Modified 4/8/2010